



To the Members of the Borough Council

Dear Sir/Madam

You are hereby summoned to attend a Meeting of the Ashford Borough Council to be held in the Council Chamber, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL on Thursday the 15th October 2015 at 7.00 pm

Yours faithfully

T W Mortimer
Head of Legal and Democratic Services

Agenda

	Page Nos.
1. Apologies	
2. To consider whether any items should be dealt with in private because of the likely disclosure of Exempt or Confidential Information.	
3. Declarations of Interest:- To declare any interests which fall under the following categories, as explained on the attached document:	1
a) Disclosable Pecuniary Interests (DPI)	
b) Other Significant Interests (OSI)	
c) Voluntary Announcements of Other Interests	
See Agenda Item 3 for further details	
4. To confirm the Minutes of the Council Meeting held on the 16 th July 2015	
5. To receive any announcements from the Mayor, Leader or other Members of the Cabinet	
6. To receive any petitions	
7. To receive any questions from, and provide answers to, the public (being resident of the Borough), which in the opinion of the Mayor are relevant to the business of the Meeting	
8. To receive, consider and adopt the recommendations set out in the Minutes of the meetings of the Cabinet held on the 10 th September and 8 th October 2015 (to follow)	2-10

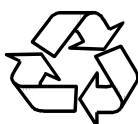
9. To receive the Minutes of the Audit Committee held on the 29th September 2015
10. To receive, consider and adopt the recommendations set out in the Minutes of the Selection and Constitutional Review Committee held on the 8th October 2015 (to follow)
11. To consider Motions of which Notice has been given pursuant to Procedure Rule 11
12. Questions by Members of which Notice has been given pursuant to Procedure Rule 10

NOTE:- If debate on any item included within this Agenda gives rise to the need to exclude the press and public due to the likelihood of Exempt or Confidential information being disclosed the following resolution may be proposed and seconded and if carried, the press and public will be requested to leave the meeting for the duration of the debate.

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of this item as it is likely that in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to the appropriate paragraphs of Schedule 12A to the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

KRF/AEH
7th October 2015

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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- a. Membership of outside bodies that have made representations on agenda items, or
- b. Where a Member knows a person involved, but does not have a close association with that person, or
- c. Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Head of Legal and Democratic Services and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Ashford Borough Council

Minutes of a Meeting of the Ashford Borough Council held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **16th July 2015**.

Present:

Her Worshipful the Mayor, Cllr. Mrs G A Dyer (Chairman);

Cllrs. Aaby, Barrett, Bartlett, Mrs Bell, Bell, Bennett, Mrs Blanford, Bradford, Britcher, Burgess, Chilton, Clokie, Dehnel, Farrell, Feacey, Galpin, Heyes, Hicks, Hooker, Knowles, Koowaree, Link, Mrs Martin, Michael, Murphy, Ovenden, Powell, Shorter, Sims, Smith, Waters, Webb, Wedgbury.

Also Present:

Chief Executive, Deputy Chief Executive, Head of Legal and Democratic Services, Head of Cultural & Project Services, Head of Finance, Head of Environmental & Customer Services, Senior Member Services and Scrutiny Support Officer.

Prior to the commencement of the meeting the Reverend Catherine Wilson said prayers.

Apologies:

Cllrs. Apps, Buchanan, Clarkson, Mrs Heyes, Krause, Miss Martin, Pickering, White.

76 Minutes

Resolved:

That the Minutes of the Meeting of the Council held on the 28th May 2015 be approved and confirmed as a correct record.

77 Announcements

(a) Twinning

The Mayor said she would like to refer Members to the correspondence they had received on the subject of this year's twinning visit. A delegation from Fougères and Bad Munstereifel would be visiting in September and both the Twinning Association and her as the hosting Mayor had requested that if at all possible Members could consider taking in a guest. It was only really a three day hosting stint when taking in to account travelling and quite a few Members would have experienced hospitality in those towns so it would be lovely to reciprocate with these guests and make their stay in Ashford a happy one.

(b) Civic Service

The Mayor also said that her Civic Service had taken place that past Sunday and she wanted to thank everyone who came out to Smarden. It had been a lovely event and she also wanted to thank those people who had been so closely involved with the organisation of it as it had gone perfectly. She thanked Catherine, her Chaplain, who had conducted the service and they had received many compliments about the whole event and particularly the service.

(c) Deputy Leader

The Deputy Leader began his announcement by advising that the Leader could not be present at this evening's meeting as he was attending a meeting in London on the Future Shape of the Fire & Rescue Service and its relationship with local government - both subjects were of course close to his heart.

He said that this week had seen the very positive news that the European Commission would co-fund state-of-the-art signalling equipment at Ashford International Station. The investment would secure the continuation of the town's place on the international rail map, and protect and create thousands of local jobs. The Commission had agreed to fund half of the £4 million project, with the remaining cost to be covered by the South East Local Enterprise Partnership. Without the signalling upgrade, any train operating company wanting to compete on the cross-Channel market would find it impossible to serve Ashford with modern international trains. Now, the new signals would make sure that the town could be incorporated as international rail routes expanded. This was very good news, not only for Ashford, but the whole of the South East. The co-funding would enable the next generation of Eurostar trains to continue to stop at Ashford International Station, and make it easier for any new operator on the market to stop in Ashford, something which was important to Ashford's growing reputation as the UK's international town. Ashford was one of the most connected places in the UK, not only 38 minutes from London, but also with direct international connections to Paris, Brussels, Lille, Marseille, Lyon and Avignon, therefore the announcement was very welcome.

Ashford businesses in the urban area could now apply for government grants of up to £3,000 to get better broadband as Kent had been included in the £40 million national Broadband Connection Voucher Scheme. This was really good news for Ashford businesses and another big step in getting better broadband connections across the Borough. The vouchers were not just for those businesses struggling with connectivity, they could also be used to boost superfast broadband to even greater speeds or they could help those businesses who were struggling to access better services. This came in addition to the £50 million of funding that Broadband Delivery UK, KCC and BT had made available in Kent to support the wider community access better broadband, including businesses and residents in rural areas.

The Deputy Leader said that colleagues would be aware that the purchase of Park Mall was completed on the 24th June and the Council had already secured its first new tenant. This week Park Mall was set to welcome Emporia Fabrics & Crafts - who would be taking over the empty old Dorothy Perkins unit. Emporia was just the type of retailer they wanted to attract to the area - an ambitious independent store offering a range of unique fabrics, crafts and gifts and haberdashery. In addition they had already begun making some immediate improvements to make the area more attractive. This had included installing 30 hanging baskets, re-planting the existing planters with seasonal flowers and a herb garden was being planted. They had also introduced music playing in the centre and had painted the doorways, bins and benches to improve their appearance as well. They would soon be repairing the clock and cleaning the canopy above the shops. Of course there was much more to do, but any journey starts with those first few steps.

He advised that the last few months had also seen some other important events, with the opening of Conningbrook Lakes Country Park and the National Tourism Symposium being held in Ashford. The beautiful Conningbrook Lakes Country Park

opened at the end of May. Situated next to the Julie Rose Stadium, the family orientated park was already delighting visitors, with reports of families enjoying bike rides and lovely picnics there. This was a beautiful lakeside setting, with views to the North Downs and access to a network of country trails. It really was a fantastic facility for visitors to explore and enjoy. The birds and wildlife there showed that the lakes provided such a rich mixture of habitats. This was now another stunning attraction for Ashford – a real jewel in the crown. Right now the public were able to walk freely around the park, or join one of the clubs to participate in the water-based activities that included sailing and canoeing on the main lake, which covered some 35 acres. The opening of the park illustrated the Council's commitment to tourism, which was significant to the Borough. Tourism was worth £270 million to the local economy, with nearly 4.2 million visitors coming to the Borough each year, supporting Ashford's 5,296 tourism-related jobs. They were therefore delighted to host the National Tourism Symposium at Eastwell Manor in early June, organised by Visit Kent and the National Tourism Society. It enabled Ashford to showcase its diverse leisure and business tourism offer. The Deputy Leader further advised that at the symposium Ashford was able to announce, on a subject close to his heart, the new Wine Trail developed with Chapel Down Winery. The trail took in the Borough's award winning vineyards at Chapel Down, Biddenden, Gusbourne Estate and the Old Dairy Brewery, in addition to a few smaller, but equally as important high-end wine producers. This was another example of the Council working with the Borough's businesses to deliver meaningful projects that connected residents and visitors to the Borough. Considering that Cardiff hosted the national symposium in 2013, Liverpool in 2014 and that next year's event would be held in Birmingham, it was clear that Ashford continued to punch well above its weight.

Finally, the Deputy Leader advised that another important event would take place in the Borough at the end of July as the Create Festival celebrated its 20th year. In recent years, the festival had grown significantly, becoming one of the largest free music festivals in the South East, by hosting four live music stages of local and headline acts, with a range of other entertainment filling one big day in Victoria Park on Sunday 26th July. He hoped residents enjoyed what would be a fantastic family festival of fun and local music.

78 Cabinet – 11th June and 9th July 2015

The report of the Head of Legal and Democratic Services, which had been tabled, clarified the procedure for consideration of the Cabinet minutes.

(a) Cabinet – 11th June 2015

Resolved:

That the Minutes of the Meeting of the Cabinet held on the 11th June 2015 be received and noted.

(b) Cabinet 9th July 2015

Resolved:

That subject to the expiry of the period by which decisions arising from the Meeting of the Cabinet held on the 9th July 2015 may be called in, i.e. 22nd July 2015: -

(i) the Minutes of the Meeting of the Cabinet held on the 9th July 2015 be received and noted with the exception of Minute No. 70.

(ii) Minute No. 70 be approved and adopted.

79 Appeals Committee – 4th June 2015

Resolved:

That the Minutes of the Meeting of the Appeals Committee held on the 4th June 2015 be received and noted.

80 Audit Committee – 30th June 2015

Resolved:

That the Minutes of the Meeting of the Audit Committee held on the 30th June 2015 be received and noted.

81 Selection & Constitutional Review Committee – 9th July 2015

The Mayor referred to the tabled paper which included the names of the Members to be appointed to the Investigation and Disciplinary Committee.

Resolved:

That the Minutes of the Meeting of the Selection & Constitutional Review Committee held on the 9th July 2015 be approved and adopted, subject to noting the names of those Members to be appointed to the Investigation and Disciplinary Committee.

82 Overview & Scrutiny Annual Report 2014/15

Resolved:

That the Overview & Scrutiny Annual Report 2014/15 be received and noted.

83 Audit Committee Annual Report 2014/15

Resolved:

That the Audit Committee Annual Report 2014/15 be received and noted.

(DS)

MINS:

Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **10th September 2015**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bennett, Mrs Blanford, Galpin, Heyes, Miss Martin, Shorter.

Apologies:

Cllrs. Clokie, Smith

Also Present:

Cllrs. Britcher, Burgess, Hicks, Michael, Ovenden, Sims, Wedgbury.

Chief Executive, Deputy Chief Executive, Head of Legal and Democratic Services, Head of Planning and Development, Head of Finance, Principal Accountant, Head of Environmental and Customer Service, Cultural Projects Manager, Customer Services Manager, Policy and Performance Manager, Health, Parking and Community Safety Manager, Communications Officer, Member Services and Scrutiny Manager.

116 Minutes

Resolved:

That the Minutes of the meeting of the Cabinet held on the 9th July 2015 be approved and confirmed as a correct record.

117 Leader's Announcements

The Chairman said that he was pleased to inform colleagues that the Council was in the process of appointing Quinn Estates Ltd and George Wilson Holdings Ltd as its developer for the Commercial Quarter. He explained that they were a local contractor with a strong track record and a reputation for delivery and had worked on a number of projects in Kent. They had been in partnership for over 10 years and had delivered over 1 m sq ft of commercial space in Kent and created thousands of jobs. The Chairman explained that the Commercial Quarter was a mixed use development that would maximise its location opposite Ashford International Station. It would be the dynamic new main business hub stimulating major investment opportunities, creating several hundred jobs, 590,000 sq ft of office space and some 150 homes. It would bring spending power to the heart of the town centre and would help to sustain the best possible range of retail and leisure activity.

The Chairman further explained that the Council had purchased International House in the previous year and that investment was performing extremely well both as a revenue stream and as a property asset that was a landmark building. The new Public Realm works around International House would lead to a newly designed Dover Place which was due to be completed soon. This would create a sense of place, forming an attractive walk into the town centre, and passing the open square of the Commercial Quarter and would give a first class impression of Ashford. In addition, planning applications for two other major projects had been lodged and were due to be considered by the Planning Committee shortly, namely the proposed expansion of the Designer Outlet and plans for a town centre cinema, hotel and restaurants at Elwick Place. These large scale developments were part of the Council's Big 8 projects and emphasised the Council's ambition for the town, illustrating how it was intended to unlock major opportunities, deliver new jobs, housing, retail and cultural facilities. The Chairman said that the message from this Council to everyone, but especially the business community, was clear in that Ashford was going places and now was the time to get on board. From the evidence he had mentioned, he said it appeared that the business community was listening and responding in a most positive way. He hoped colleagues would agree that there were some very exciting times ahead for Ashford.

Finally, the Chairman reminded Members to come along to the event to enjoy the Open Day at the new Conningbrook Lakes Country Park on Saturday 12th September 2015 which started from 11.00 am.

118 Landscape Management: Improving Presentation of the Borough; Creating an In-house Service

The report presented an options appraisal for the delivery of an improved Grounds Maintenance Service considering key factors affecting the Council and the service and identifying the risks and mobilisation plan for the preferred service delivery model. The conclusions of the options appraisal had identified that the preferred service delivery model was an in-house landscaping grounds maintenance service.

The Portfolio Holder explained that the options considered had been based upon the objectives as set out in the Landscape Improvement Plan which had been considered by Members in 2014. The main driver was the need to achieve quality and in particular to improve the appearance of the entrances to the town centre, its roundabouts and grass verges. The Portfolio Holder believed that the current contract had not enabled the Council to keep pace with the standards it now aspired to. The Portfolio Holder therefore considered that the in-house option would enable the Council to control the focus of the service or prioritise particular areas and monitor the overall quality of the landscaped areas. The annual cost of the service would be in the region of £1.7 million plus start-up costs which were identified within the report. The investment in the service would make such areas more welcoming to visitors to the Borough and also to those businesses who were considering locating to the area. The Portfolio Holder also hoped that residents would see the benefit of well maintained areas of valuable public space. The Portfolio Holder said she was grateful for the work undertaken by the Cultural Projects Manager and the Head of Cultural and Project Services in their thorough and objective approach to this issue.

The Chairman suggested a slight amendment to the wording of recommendation (iv) as set out within the report.

Recommended:

- That
- (i) the Landscape Management Service aims and objectives summarised in Appendix 1 to the report be approved.**
 - (ii) the Service Delivery Model Options Appraisal for grounds maintenance detailed in Appendix 2 to the report be noted and it be agreed that the Council's grounds maintenance work be best provided through an in-house service at the present time.**
 - (iii) a base budget growth allocation of £250,000 be included, as part of the budget build and MTFP 2016/17 process to deliver the in-house service and related land management functions.**
 - (iv) a one-off revenue budget allocation of £200,000 as a contingency sum to support the implementation of the work across 2015 and 2016 be approved.**
 - (v) a capital budget be approved of £1.5 million for acquisition of grounds maintenance machinery, equipment and depot.**
 - (vi) the Chief Executive and appropriate Heads of Service in consultation with the Portfolio Holders for Public Interaction and Borough Presentation and Finance, Budget and Resource Management be authorised to take the necessary steps to give effect to the above recommendations.**

119 Allotment Review

The report outlined the review of the Allotment Service carried out between May and July 2015 and put forward recommendations for the future operation of the service.

The Portfolio Holder clarified that the correct series of recommendations for the Cabinet were set out on pages 37 and 38 of the Agenda.

Recommended:

- That
- (i) the management of allotments remain with the Council until a cost-neutral (excluding recharges) budget is achieved at which point the Allotment Society will reconsider the option to take over the management with assistance from the Council and the National Allotment Society.**
 - (ii) the policy be changed to charge allotment fees in advance with effect from October 2015, with payments made by 1st October each year, in line with national best practice.**

- (iii) **to assist plot holders with a transition from in arrears to in advance payments, a free fee paying period from April to October 2015 be allowed, to avoid two full years' payments in one year which for some may be unaffordable; all allotment holders had been written to giving 90 days' notice, subject to Cabinet approval, of this change and there will be no impact on the in-year budget as a result.**
- (iv) **a 50% concession be applied for existing and new plot holders, for the first 5 perch with full payment for any further perch's allocated; applicants for a concession will be means tested. An annual declaration of benefits (other than state pension) will be required.**
- (v) **a 20% increase for all plot holders (£1 per perch) be applied, split over two years, 50 pence in October 2015 and 50 pence in 2016, effective 1st October 2015, invoiced in advance.**
- (vi) **the fees and charges in relation to allotments be amended with effect from October 2015.**
- (vii) **a £25 deposit be charged for the first key, £10 for each additional key, to be refunded upon return to the Council.**
- (viii) **the incentive for plot holders to save water be agreed with a target reduction of 25% (£1,000 across all sites) with an Officer review in one year; if achieved and continually maintained water charges will not be applied; Water policies will be worked up for each site ensuring the no plot holders are disadvantaged.**

120 The Ashford Borough Council/Kent County Council "District Deal"

The report explained the background to the proposed Delivery Deal and a copy of the full version was appended to the report. The deal was designed to improve the joint working of the County and the Borough Council in delivering key projects and services.

The Chairman explained that Ashford had been chosen as the first district to pilot a Delivery Deal with the County Council and he believed it stemmed from the successful partnership working as evidenced by the Ashford Strategic Delivery Board. He further explained that the success of the arrangement would be reviewed on an annual basis to assess how it worked in practice.

Resolved:

- That (i) **the ABC/KCC Delivery Deal be endorsed and the responsibility for finalising the draft document be delegated to the Chief Executive in consultation with the Leader of the Council.**

- (ii) **the proposed arrangements to monitor affected delivery by means of a District Deal Delivery Board be agreed.**

121 Counter-Terrorism and Security Act 2015 and the Prevent Programme

The report set out the implications of the Counter-Terrorism and Security Act 2015 and the Prevent Duty. The report proposed how this would be achieved at the Council including the mechanisms for reporting concerns.

The Portfolio Holder advised that all Local Authorities had to respond to this legislation and he believed the report presented a good summary of the principle provisions of the Act.

Resolved:

- That
- (i) **the Community Safety Partnership continue to lead on the Prevent Duty on behalf of the Council.**
 - (ii) **representatives from the Council would participate in the formation of a county-wide Prevent Action Plan and a Working Group from the Community Safety Partnership will be tasked to produce a Borough Prevent Action Plan.**
 - (iii) **Ashford Borough Council would support Kent County Council with the Channel Panel and specifically support any cases that are identified as having a link to the Borough of Ashford.**
 - (iv) **the Council give consideration to the use of its own buildings and resources to ensure that they do not promote extremist views.**
 - (v) **the mechanisms for reporting concerns be agreed.**

122 Revised Contract Standing Orders and Procurement Guidance

The report advised that the contract procedure rules had been last reviewed in April 2012, Since then a number of references to information were now neither no longer applicable/available and certain procedures were obsolete. The original Contract Procedure Rules had been separated in to two documents – Contract Standing Orders (CSO) and Procurement Guidance (which was appended to the report).

The Portfolio Holder said he wished to congratulate the Procurement Officer and the Principal Solicitor for the work on the report and advised that it stemmed from an audit undertaken in 2013. He believed that the proposed changes represented a clear methodology for applying contract law to the procurement process.

The Portfolio Holder for Town Centre Focus and Business Dynamics said that he believed that the review had been timely and was pleased that it clarified the issue associated with the use of single suppliers and allowed for the exclusion of contractors for poor performance.

Recommended:

That the new Contract Standing Orders be approved and the accompanying procurement guidance be noted.

123 Face to Face Customer Services at Ashford Gateway Plus

The report advised that the Customer Service Strategy had been approved by the Cabinet in December 2014 and was designed to reflect the changing pattern in how residents interacted with the Council from the traditional face to face and telephone contact communication to via email and the internet. The report outlined progress in relation to the implementation of the strategy and proposed a relocation of the face to face services.

The Portfolio Holder explained that over time the number of face to face enquiries had reduced with many customers now happy to have their queries dealt with via email or on-line. The Portfolio Holder emphasised that the current proposals still enabled those residents of the Borough to arrange face to face sessions with staff if they so desired. She also explained that one of the advantages of moving to the Civic Centre was that free parking was available for 20 minutes. In response to a comment as to whether 20 minutes was sufficient, the Head of Environmental and Customer Service said that the situation would be monitored and staff would be available to arrange for extensions of time should appointments run over the allotted period of 20 minutes.

In terms of the use of the vacant space within the Gateway, the Head of Environmental and Customer Service explained that the Gateway was a KCC building and they would be considering how to utilise that space in due course.

In response to a question, the Portfolio Holder explained that the issue of the location of the Tourist Information Centre was being considered and that she was mindful that their current location was hardly ideal. This would be considered in due course.

Recommended:

- That**
- (i) the withdrawal of Customer Services from Ashford Gateway Plus by no later than the end of March 2016 be approved.**
 - (ii) the Civic Centre refurbishment costs of £58,000 be approved.**

124 Helping to Deliver Key Investments in the Town Centre

The report reviewed the current situation regarding development in the town centre and the need to encourage and capitalise on the growing but cautious private sector interest to help the Council's aims as set out in the Town Centre Area Action Plan. A series of considerations were set out within the report that could form part of the overall assessment of planning applications for key strategic developments.

The Portfolio Holder for Planning and Development said that he wished to commend the Officer's work on the report and said he was happy to recommend that the Council accepts it as a positive and innovative step towards delivering key investments in the town centre.

Resolved:

That the approach as suggested in paragraphs 20, 26 and 31 of the report to help deliver key strategic investments in the town centre be endorsed and that the report be drawn to the attention of the Planning Committee Members.

125 Budget Monitoring Report – First Four Months 2015/16

The report presented the first Budget Monitoring Report for the current year based on the first four months actuals for the General Fund, the Housing Revenue Account and the Collection Fund.

The report also asked for approval for three additional New Homes Bonus allocations, the ring fencing of the Wilkinson stores leasing, to cover the Park Mall first year operating costs and initial regeneration feasibility and the transfer contract inflation index cost savings to the Repairs and Renewals reserve of £80,000 for litter bin replacement.

Resolved:

- That**
- (i) the Budget Monitoring Report as at 31st July 2015 be noted.**
 - (ii) the ring fencing of the Wilkinson income to first year costs relating to Park Mall as detailed in paragraphs 12 to 13 of the report be approved.**
 - (iii) the annual transfer to the Repairs and Renewals Reserve for the replacement of litter and dog waste bins as outlined in paragraph 30 – 31 of the report be approved.**
 - (iv) the New Homes Bonus projects as set out in paragraph 33 of the report be approved.**

126 Ashford Borough Council's Performance – Quarter 4 2014/15 and Quarter 1 2015/16

The report advised Members and the public on the performance of the Council during the respective quarters. This included information on what the Council had achieved through its decision-making, key performance data on front line services, and consideration of the wider Borough picture which impacted upon the Council's work.

In terms of the report, the Portfolio Holder drew particular attention to the point within the Quarter 4 2014/15 report and explained that whilst the numbers of people needed to be housed in bed and breakfast accommodation had risen when compared to the end of 2014, with the Council's new provision at Christchurch Road this had enabled the cost to be lower than at the same time last year.

Resolved:

That the performance for Quarter 4 of 2014/15 and Quarter 1 2015/16 be noted.

127 Terms of Reference of Cabinet Approved Boards, Steering Groups and Task Groups

The report set out the Terms of Reference of the various Cabinet member groups set up by the Cabinet on 11th June 2015 which were required to be approved under the terms of the Constitution. Tabled at the meeting was an additional recommendation (ii).

The Portfolio Holder for Culture, Leisure, and Environment referred to the Terms of Reference for the Conningbrook Lakes Country Park Steering Group and advised that within that document there were several references to "County" Park rather than "Country" Park and therefore these needed to be rectified.

Resolved:

- That**
- (i) the Terms of Reference of the various groups set out within the report and as attached as an Appendix to the report be approved.**
 - (ii) the Property, Acquisition, Investment and Disposal Strategy be amended to reflect the Terms of Reference of the Town Centre Regeneration Board.**

128 Welfare Reform – Impacts Report 2015

The report provided an update in terms of the impacts of the changes in Welfare Reform since 2012. The impacts had been managed by the Council Tax and Welfare Reform Task Group.

The Portfolio Holder said that he would like to thank the Senior Revenues and Benefits Officer and Senior Communications Officer for the work they had undertaken on behalf of the Council Tax and Welfare Reform Task Group. He believed that the report gave a better understanding of how Ashford Borough Council, and its partners had managed the changes stemming from the reforms. He encouraged all Members to read the document and hoped that it would be widely communicated to the general public.

Resolved:

- That**
- (i) the proactive work undertaken by Officers across the Council to manage the local response be noted.**
 - (ii) the proactive way the Council had led the multi-agency response through the creation in November 2014 of the Welfare Partnership Hub and the endorsement of the Government Minister, Lord Freud be noted.**
 - (iii) the information contained within the report and the conclusions it draws and the next steps be noted.**

129 The Local Plan and Planning Policy Task Group – 15th July 2015

Resolved:

That the notes of the meeting of the Local Plan and Planning Policy Task Group held on the 15th July 2015 be approved and adopted.

130 Ashford Strategic Delivery Board – 24th July 2015

Resolved:

That the notes of the meeting of the Ashford Strategic Delivery Board held on the 24th July 2015 be received and noted.

131 Schedule of Key Decisions to be Taken

Resolved:

That the latest schedule of key decisions as set out within the report be received and noted.

(KRF/AEH)

MINS:CAXX1537

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Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **8th October 2015**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bennett, Mrs Blanford, Clokie, Galpin, Heyes, Miss Martin, Shorter.

Apologies:

Cllrs. Bradford, Chilton, Hicks, Michael, Mrs Martin, Ovenden.

Also Present:

Cllrs. Britcher, Burgess, Link, Smith, Wedgbury.

Chief Executive, Deputy Chief Executive, Head of Planning and Development, Head of Culture and the Environment, Principal Solicitor for Property and Projects, Head of Finance, Head of Personnel and Development, Head of Communities and Housing, Housing Operations Manager, Housing Options Officer, Policy and Performance Manager, Senior Communications Officer, Member Services and Scrutiny Manager.

158 Urgency Provision

The Chairman advised that in accordance with Section 100B(4)(b) of the Local Government Act 1972 he had accepted the late inclusion of an item entitled "Syrian Vulnerable Persons Relocation Scheme" as a matter of urgency and by reason of special circumstances, namely that all Local Authorities had been asked to consider urgently their response to Government via the Regional Strategic Migration Partnership (RSMP) in terms of accommodating and supporting Syrian refugees.

159 Syrian Vulnerable Persons Relocation Scheme

The report had been accepted onto the Agenda by the Chairman as a matter of urgency.

The report gave a basic overview of the resettlement programme announced by the Prime Minister and outlined in general terms the way in which Ashford Borough Council planned to engage with the Home Office to play its part in the local, countywide and national response.

The Chairman advised that all Members had been sent a copy of the report that afternoon and he explained that a copy had also been released to the media. Prior to putting the report forward the Chairman explained that he had spoken to both

Group Leaders who were supportive of the recommendations set out within the report. The Chairman said that the Administration would still abide by its manifesto commitment to ensure that the Council Tax for Ashford was the lowest in the county and would remain so for the full four years of the Administration. He then read from a letter from the relevant Government Minister who had confirmed that the proposed scheme would be fully funded for 12 months and a commitment had been given to cover costs in future years.

The Vice-Chairman said he was supportive of the proposals, which he considered were extremely important in terms of the overall humanitarian aid programme. He sought assurances that the initiative would not affect those members of the public on the Housing Waiting List nor affect how the Borough dealt with the issue of homelessness.

The Chairman confirmed that the proposed scheme would not affect those members of the public on the Housing Waiting List as he advised that the properties required would be procured via the Private Rented Sector or by any purchases made by the Council's Property Company provided they were suitably located. The Council would still be standing by its commitment to honour the Armed Forces Covenant which had been signed the previous year. He emphasised that the refugees would only be those from camps located around Syria and would follow the UN High Commissioner for Refugees' process for identifying and resettling. Those refugees granted such status would be given 5 year humanitarian leave to remain in the country and have the right to seek employment.

The Cabinet Member for Highways, Wellbeing and Safety queried whether the proposed level of refugees would cause a resource issue within the Authority and within other sectors and suggested that perhaps the initiative should be reviewed in a year's time to assess how it had operated in practice. He also considered that it would be prudent to ensure that the families were located throughout the Borough and not just in the urban area.

The Chairman explained that the matter would be reviewed after a year and emphasised that there was a need to ensure that the refugees were integrated and be in a position to be able to meet with each other. The option of location in villages would be considered along with all other locations in the Borough. In a response to a question he also explained that the screening process would take between 21 and 28 days and therefore it was likely that the first refugees could arrive in Ashford before Christmas.

A Member suggested that there was a need for Officers to examine locations of the proposed private sector properties to ensure that they were appropriate for the needs of the refugees and he also believed that there was a need to manage public perception and media in terms of the resettlement programme.

In response to a question, the Head of Communities and Housing referred to paragraphs 2 and 5 of the report which clarified that the programme was to resettle up to 50 refugees a year for a five year period. The Cabinet agreed that it would be appropriate to reflect this point within Recommendation (i) of the report.

In response to a further question, the Head of Communities and Housing advised that she had met with the Admissions Officer from Kent County Council to discuss school provision and she explained that further discussions would be held with Local Admissions Officers nearer the time when specific Syrian families were due to be resettled.

Recommended:

- That**
- (i) support be given to the Government's Vulnerable Persons Relocation Scheme to re-settle up to 50 Syrian refugees per year in the Borough over the next five years.**
 - (ii) authority be delegated to the Head of Communities and Housing, in consultation with the Leader and the Chief Executive, to agree the details of the delivery of the scheme with further reports/information being circulated to Members at appropriate points.**
 - (iii) progress on the scheme be reviewed in one year's time.**

160 Minutes

Resolved:

That the Minutes of the meeting of the Cabinet held on the 10th September 2015 be approved and confirmed as a correct record subject to Minute No. 127(ii) "Terms of Reference of Cabinet Approved Boards, Steering Groups and Task Groups" being amended by the addition of the word "Recommendation" which had been omitted in error.

161 The Next Five Years: A Suite of Reports:- A Corporate Plan 2015-2020 (summary version); the MTFP 2016-2021; and Succession Planning Phase 2

The report sought approval to a number of recommendations set out in the suite of reports collectively called "The Next Five Years".

The Chairman explained that the Corporate Plan reflected the Administration's direction of Aspiration, Action and Achievement and set its priorities for the next five years. It was based on the Administrations' Manifesto and was aligned with Central Government Policies. The plan also aimed to highlight some important principles to underpin the four priority areas which were Enterprising Ashford; Living Ashford; Active and Creative Ashford; and Attractive Ashford.

The Chairman explained that Members and Senior Officers had worked together to produce the new plan which reflected a diverse but growing Borough and which focused on exciting opportunities to encourage and invest in economic growth and provide business and leisure facilities and quality homes to live in across the Borough. He explained that the document was a summary version of the Corporate

Plan and a fuller, more detailed version would be presented to the Cabinet in December.

The Portfolio Holder for Finance, Budget and Resource Management explained that the Medium Term Financial Plan covered the years 2016 to 2021 and supported the new Corporate Plan by ensuring resources were available and targeted to priorities. He advised that in accordance with Cabinet's previous agreement there was a mechanism in place to manage inflation and this, together with the already agreed Borrowing and Acquisition Strategy and a new strategy to close the budget gap, gave the Council some solid foundations upon which to build its aspirations and to make sure they could be achieved. In terms of the Chancellor's recent announcement regarding Revenue Support Grant being stopped entirely, he explained that local authorities would have to be much more independent and self-sufficient. In terms of Business Rates he explained that this would need to be subject to a detailed discussion in the future when more details about the scheme announced by the Chancellor were known. He explained that the Head of Finance had produced a straightforward aide memoire to show how the Government Baseline 2015/16 (Estimate) for Business Rates for Ashford was being set. He explained that copies would be available after the end of the meeting. The Portfolio Holder also referred to the Council's recent proactive action in terms of adopting its commercial approach, particularly in relation to recent acquisitions which were considered a good way for Local Authorities to operate and secure additional revenue streams. Further details of the future funding arrangements would be known following the detailed Comprehensive Spending Review in November. In conclusion he advised that Phase 2 of the Succession Planning aimed to endorse the continuation of the approach started some time ago which provided for in-house officer development to allow the organisation to cope with turnover but still retain essential skills, knowledge and experience. He advised that there was only one exception to this point which related to the post being recommended for redundancy where circumstances had changed since the role had been developed.

The Portfolio Holder for Information and Communications, who was also the Chairman of the Joint Consultative Committee advised that at that afternoon's meeting the reports had been positively received by staff and she wished to commend the work undertaken by the Head of Personnel and Development and her staff in terms of the contents of the report. She also said it was very pleasing that the Council had received a national award for internal communications with staff.

Recommended:

That

(a) in terms of the Corporate Plan 2015-2020 summary version:

(i) the four proposed priorities as set out in:-

- **Enterprising Ashford**
- **Living Ashford**
- **Active and Creative Ashford**
- **Attractive Ashford**

be adopted as the Council's Corporate Priorities

- (ii) the underpinning principles be adopted to highlight the standards to which the Council strives at all times.
- (b) in terms of the Medium Term Financial Plan 2016-21:-
- (i) the forecast be noted and the underlying assumptions be accepted.
 - (ii) the Inflation Management Strategy be re-endorsed.
 - (iii) the Borrowing and Acquisition Strategy be re-endorsed.
 - (iv) the Closing the Gap Strategy 2019/20 be endorsed.
 - (v) authority be delegated to the Deputy Chief Executive, in conjunction with the Leader and Portfolio Holder to agree the Council's continued participation in the Kent Business Rates Pool.
 - (vi) the proposed strategy for reviewing the Council Tax Support Scheme for April 2017 be agreed and the Deputy Chief Executive be granted delegated authority, in conjunction with the Portfolio Holder, to agree the Terms of Reference for the review.
- (c) in terms of Succession Planning, Phase 2:-
- (i) the development of the approach to succession planning and the underpinning principle that ABC will seek to develop its officers to prepare for turnover and internal changes in order to retain skills, knowledge and experience during the critical period of the Five Year Corporate Plan, be endorsed.
 - (ii) the deletion of Post No. 1100 be approved on the grounds of redundancy.

162 Striving for Quality Place-Making – The Proposed Quality Monitoring Approach

The report set out the suggested approach to strengthen quality monitoring of new development to seek to drive up standards of new homes built and the outside environment around them. The Portfolio Holder explained that the quality of design was the core aim of this initiative and he commended the recommendation in the report.

In response to a comment, the Chairman advised that he was sure that the standards would be adopted across all areas of the Borough.

Resolved:

That the approach to quality monitoring of new housing developments as set out in the report be endorsed.

163 Pest Control Contract

The report outlined the review of the current Pest Control Contract with recommendations on future procurement and changes to the fees and charges structure.

The Portfolio Holder advised that both Maidstone and Swale had removed subsidies for certain aspects of pest control with no effect. However, she advised that a contingency was available to use if any particular problems occurred, for example with the prevalence of rats.

In response to a question from a Member, the Portfolio Holder said that she would be happy to discuss the possible collection of dead rats by the contractor following their treatment of areas.

Another Member emphasised that it was important to retain the contingency and he referred to problems caused by developments on brownfields sites which often led to an increase in the level of rats in residential areas.

The Chairman indicated that he wished to discuss some issues associated with the contingency fund with the Portfolio Holder outside of the meeting.

Recommended:

- That**
- (i) a one year extension to the current contract with Mitie be approved allowing an opportunity to monitor impact of any removal of concessions.**
 - (ii) a further joint procurement with Maidstone and Swale, for provision from January 2017 be agreed.**
 - (iii) the removal of all subsidies be agreed and charges for rats, mice, bedbugs and cockroaches be introduced with effect from 1st January 2016; the savings realised to be held in the service as contingency against any potential environmental health issues.**
 - (iv) the revised charges from the contractor, Mitie be accepted with effect from 1st January 2016 and the fees and charges be increased to reflect contract fees and charges on a continual basis.**

164 The Local Development Scheme (LDS) Update 2015

The report gave details of the requirement for the Council to have an up-to-date Local Development Scheme (LDS) and set out the content of the proposed LDS for 2015. The Portfolio Holder advised that the document had been agreed by the Local Plan and Planning Policy Task Group.

Recommended:

That the adoption of the Local Development Scheme as required under Section 15 of the Planning and Compulsory Purchase Act 2014 (as amended by the Localism Act 2011) be approved.

165 Staff Insurance Scheme

The report recommended that the Head of Legal and Democratic Services be appointed as the officer to administer the scheme and be an authorised signatory of the Trust. The change was required following the redundancy of the post of Head of Property and Community Projects.

Recommended:

That the Head of Legal and Democratic Services be appointed as an officer to administer the Staff Insurance Scheme and be an authorised signatory.

166 Homelessness Strategy 2015

The report sought authority to commence consultation on the Homelessness Review and Strategy developed during 2015.

The Portfolio Holder referred to his comments set out in paragraphs 24 and 25 of the report and he said he looked forward to the responses to the document.

Resolved:

- That (i) the Homelessness Review and draft Homelessness Strategy set as out in Appendix 1 to the report be taken forward into a consultation exercise.**
- (ii) the findings of the consultation exercise be reported back to Cabinet prior to finalising the Review and Homelessness Strategy.**

167 Town Centre Regeneration Board – 26th August 2015

Resolved:

That the Notes of the Meeting of the Town Centre Regeneration Board held on 26th August 2015 be received and noted.

168 Joint Transportation Board – 8th September 2015

Resolved:

That the Minutes of the Meeting of the Joint Transportation Board held on the 8th September 2015 be received and noted.

169 Local Plan and Planning Policy Task Group – 16th September 2015

Resolved:

That the Notes of the Meeting of the Local Plan and Planning Policy Task Group held on the 16th September 2015 be received and noted.

170 Schedule of Key Decisions to be Taken

Resolved:

That the latest Schedule of Key Decisions as set out within the report be received and noted.

(KRF/VS)

MINS:CAXX1541

Queries concerning these Minutes? Please contact Keith Fearon:
Telephone: 01233 330564 Email: keith.fearon@ashford.gov.uk
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Audit Committee

Minutes of a Meeting of the Audit Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **29th September 2015**.

Present:

Cllr. Link (Chairman);
Cllr. Waters (Vice-Chairman);
Cllrs. Bartlett, Buchanan, Shorter, Smith, White.

In accordance with Procedure Rule 1.2(iii) Councillor Bartlett attended as Substitute Member for Councillor Powell.

Apologies:

Cllrs. Chilton, Powell.

Also Present:

Cllr. Michael.

Deputy Chief Executive, Head of Audit Partnership, Head of Finance, Head of Personnel & Development, Deputy Head of Audit Partnership, Accountant, Policy & Performance Officer, Senior Member Services & Scrutiny Support Officer.

Lisa Robertson - Grant Thornton UK.

145 Declarations of Interest

Councillor	Interest	Minute No.
Shorter	Made Voluntary Announcements as a Director of Kent Play Clubs and as a Director of the ABC Building Consultancy Company.	147
Smith	Made a Voluntary Announcement as he drew and received added years for a Local Government Pension.	147

146 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 30th June 2015 be approved and confirmed as a correct record.

147 Statement of Accounts 2014/15 and the Appointed Auditor's Audit Findings

The report presented the 2014/15 Statement of Accounts for approval. The Appointed Auditor's report was also appended and this issued an unqualified opinion on the accounts. Once approved by this Committee the accounts would be published.

Mrs Robertson introduced the audit findings report from Grant Thornton which outlined the key issues arising from their audit. She said that it had been a good year in terms of the quality of the financial statements and she was pleased to say that they would be issuing an unqualified opinion on the accounts and on the value for money opinion. There were some slight updates to the published findings report in terms of: - the outstanding work as outlined on page 19 of the report which had now been completed; a misstatement in the business rates bad debt provision calculation; and an additional misstatement with regard to the depreciation of the value of International House which had not been made in the original document. She advised that the statutory closure of the accounts would be brought forward to 31st July in 2018 (for the 2017/18 Accounts) and the Council intended to work to that timetable next year as a trial run. As this year's statement had been prepared by 31st May, Grant Thornton was confident that this deadline could be achieved for the 2015/16 Statement and beyond.

A Member asked about valuations and why the uplift recommended by Wilkes Head and Eve for Depreciated Replacement Cost assets had not been actioned by the Council. He also asked why International House had been assessed by the Council and the External Auditors as an operational asset rather than an investment property and what the difference in value would have been if it had been valued at market value rather than at Existing Use Value. Mrs Robertson said that she thought the uplift for Depreciated Replacement Cost assets not being actioned was a simple oversight by the Council. In terms of the valuation of International House, the External Auditors had undertaken a detailed review of the Council's assessment and were happy that the Existing Use Value had been correctly applied. It was an asset to make money, but the purchase also had a wider purpose in terms of building up the economy of that area of Ashford. The Head of Finance said he would provide details to the Member about what the difference in the valuation of International House would be if it was classed as an investment property rather than an operational asset. The Member said he would also like details of the insurance cost of the property and information on its yield.

A Member said that the improvements in the quality of the Statement of Accounts from where they were when he first came on to the Council were substantial and he wanted to congratulate the Officers involved. That sentiment was shared by the Committee and it was requested that the message be fed back to the team.

The report was then opened up to the Committee for discussion and the following points were raised: -

- National Counties was a building society which was on Arlingclose's (the Council's Treasury Management Advisors) approved counterparty list. It did not have a credit rating in the same way as some of the other financial institutions but Arlingclose assessed its balance sheet and made their recommendation accordingly.
- Auditors had considered that the unadjusted misstatements could be treated as such in the statements because they were not material.
- On a more general point, Members said that the Statement of Accounts and accompanying reports did represent a large and technical document and queried whether it could be tackled gradually in tranches or as the only item on an Agenda. The Head of Finance explained that there were tight timescales in producing and presenting the accounts but in the future it may be possible to share the draft copy with Committee Members as well to give them that bit more time. He also advised that Members training had been arranged to introduce them to the Statement of Accounts and he would be happy to re-run that training or hold a surgery for Members' questions if that would be useful.

The Chief Financial Officer's Letter of Representation to the Appointed Auditor was then tabled for the Committee's attention. Following a brief recess to allow Committee Members to read its contents and express their agreement, the letter was then signed by the Chairman and the Deputy Chief Executive in his role as Section 151 Officer.

Resolved:

- That**
- (i) the Appointed Auditor's Audit Findings be received and noted.**
 - (ii) the basis upon which the accounts have been prepared (Going Concern) be agreed.**
 - (iii) the audited 2014/15 Statement of Accounts (Appendix B to the report) be approved.**
 - (iv) the Chairman of this Committee signs and dates the accounts as required by Section 10(3) of the Accounts and Audit Regulations 2003 and this be the formal approval by the Council.**
 - (v) the Chief Financial Officer's Letter of Representation to the Appointed Auditor (as tabled at the meeting) be approved.**

148 Weak and Poor Assurance Reporting

The Head of Audit Partnership introduced the report which advised that further to previous discussions with Audit Committee Members, it was proposed to introduce a methodology to allow Members earlier and more detailed engagement in audit reports which concluded that controls offered only 'weak' or 'poor' assurance. He

also took the opportunity to introduce Russell Heppleston who was the new Deputy Head of the Mid Kent Audit Partnership.

Members thanked the Head of Audit Partnership for his report which was considered a step in the right direction, but they did want to be more explicit that the default position for any area receiving a 'weak' or 'poor' assurance rating should be that the relevant Head of Service will attend the next Audit Committee meeting to discuss the situation and answer questions. They were not content to have a potential 'dwell' period where a decision had to be made whether to call a Head of Service or not, and more specific wording in this regard would not leave any doubt as to the requirements of the Committee.

Resolved:

That subject to the addition of wording making it clear that any area receiving a 'weak' or 'poor' assurance would result in the relevant Head of Service attending the next Audit Committee to discuss the situation and answer questions, the proposal be implemented in Ashford Borough Council audit reporting.

149 Annual Governance Statement – Progress on Remediating Exceptions

The Policy & Performance Officer introduced the report which updated on the progress made towards the areas of review highlighted by the 2014-2015 Annual Governance Statement. He advised that the Statement had outlined two areas of further work: - one around the need for the Council to agree a new Corporate Plan, which was scheduled for October 2015; and the second to complete work reviewing the Council's risk management procedures which was an Agenda item later on at this meeting. The Portfolio Holder said he was satisfied that the report was accurate and correct.

Resolved:

That the progress made towards the areas of review highlighted by the Annual Governance Statement as detailed in the report be noted.

150 Strategic Risk Management

The Head of Personnel & Development introduced the report which provided the Committee with the progress Officers were making in reviewing the Council's current risk management processes. This followed on from previous discussions on the subject with Members. She drew attention to the amended scales in the report, how the framework tied in to the Council's emerging Corporate Plan and the tests on it that had been carried out by Management Team. She also summarised the proposed new risk management process step by step and the next steps in terms of roll-out and review. The next update report would come to this Committee in March 2016. The Head of Audit Partnership said he fully endorsed the content of the report and said it provided good harmony with the work of Internal Audit.

The Portfolio Holder said he was very pleased with the document. He said it identified, in a measured way, that risk was part of everything the Council did. Risk was not something to be avoided at all costs but to be embraced and managed and opportunities should be taken to benefit the residents of the Borough.

Resolved:

That (i) the progress made in reviewing the Risk Management Framework be noted.

(ii) the next steps be noted and supported.

151 Report Tracker and Future Meetings

The Deputy Chief Executive advised that Officers still intended to deliver a programme of pre-Committee briefings at 6pm before each meeting. The first had taken place prior to this meeting and covered the Council's Treasury Management Arrangements. Members were encouraged to let him know if they had any particular topics they would like to cover.

Resolved:

That the report be received and noted.

DS

Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in Committee Room No.1 (Fougères Room), Civic Centre, Tannery Lane, Ashford on the 8th October 2015.

Present:

Cllr. Clarkson (Chairman);
Cllrs. Bennett, Burgess, Farrell, Galpin, Koowaree, Mrs Martin, Shorter, Smith.

In accordance with Procedure Rule 1.2 (iii) Councillors Farrell and Smith attended as Substitute Members for Councillors Chilton and Ovenden respectively .

Apologies:

Cllrs. Chilton, Ovenden

Also Present:

Member Services & Scrutiny Manager.

152 Declarations of Interest

Councillor	Interest	Minute No.
Clarkson	Made a 'Voluntary Announcement' as a Director of the ABC Property Company which was not related to any item on the agenda.	
Shorter	Made a 'Voluntary Announcement' as he was a Director of Kent Play Clubs, and Made a 'Voluntary Announcement' as he was a Director of A Better Choice for Building Consultancy Ltd neither of which was related to any item on the agenda.	

153 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 9th July 2015 be approved and confirmed as a correct record.

154 Committee Membership

The report advised of some changes put forward by Group Leaders to their Committee Membership. It also recommended the appointment of a new Vice-Chairman of the Licensing and Health & Safety Committee to the Council.

Resolved:

That the changes to membership of Committees, Groups and Forum as indicated by Group Leaders be noted.

Recommended:

That Councillor Bradford be appointed as Vice-Chairman of the Licensing and Health & Safety Committee.

155 Representatives on Outside Bodies/Organisations

The report advised of a need to make a nomination for the appointment of a Member to sit on the Ashford Almshouses and Parochial Charities.

Resolved:

That Councillor Galpin be appointed to sit on the Ashford Almshouses and Parochial Charities.

156 Amendment to Appendix C of the Terms of Reference of the Licensing Sub-Committee

The report sought agreement to amend Appendix C of the Terms of Reference of the Licensing Sub-Committee to make the appointment rules less restrictive.

Recommended:

That the suggested amendment to Appendix C of the Terms of Reference of the Licensing Sub-Committee be approved.

157 Extension of Term of Appointment of Member of the Independent Remuneration Panel

The report sought agreement to extend the term of appointment of a Member of the Independent Remuneration Panel to 31st October 2018.

Recommended:

That the term of appointment for one of the Members of the Independent Remuneration Panel, namely Mr Mike Eede, be extended to 31st October 2018.

DS