



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 18th February 2016 at 7.00 pm

Yours faithfully

T W Mortimer
Head of Legal and Democratic Services

Agenda

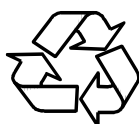
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| 1. Apologies | |
| 2. To consider whether any items should be dealt with in private because of the likely disclosure of Exempt or Confidential Information. | |
| 3. Declarations of Interest:- To declare any interests which fall under the following 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 10 th December 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 Minutes of the Licensing and Health and Safety Committee held on the 25 th January 2016 | 2-9 |

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| 9. To receive, consider and adopt the recommendations set out in the Minutes of the Meetings of the Cabinet held on the 14 th January and 11 th February 2016 (to follow) with the following exception – The recommendations of the 11 th February Meeting regarding the item “Budget 2016/17” be deferred for consideration with Agenda Item No. 10 | 10-13 |
| 10. To consider the recommendations of the Cabinet regarding the item “Budget 2016/17” (which includes the adoption of the budget) and the report “Council Tax 2016/17 Resolutions”. (NOTE: report will be despatched following the Cabinet Meeting on 11 th February) and to determine the Borough Council’s precept on the Collection Fund and set the Council Tax for 2016/17. NB: Members are asked to bring with them the Agenda and report for the Meeting of the Cabinet held on the 11 th February 2016 | |
| 11. To receive, consider and adopt the Minutes of the Selection and Constitutional Review Committee on the 11 th February 2016 (to follow). | |
| 12. To receive the Minutes of the Standards Committee held on the 25 th January 2016 | 14-17 |
| 13. Annual Report of the Council’s Monitoring Officer – 2015 | 18-32 |
| 14. Programme of Meetings 2016/17 and 2017/18 | 33-37 |
| 15. To consider Motions of which Notice has been given pursuant to Procedure Rule 11 | |
| 16. 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.

Queries concerning this agenda? Please contact Keith Fearon:
Telephone: 01233 330564 Email: keith.fearon@ashford.gov.uk
Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees



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 **10th December 2015**.

Present:

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

Cllrs. Apps, Barrett, Bartlett, Mrs Bell, Bell, Bennett, Mrs Blanford, Bradford, Britcher, Buchanan, Burgess, Chilton, Clarkson, Clokie, Farrell, Feacey, Galpin, Heyes, Mrs Heyes, Hicks, A Howard, W Howard, Koowaree, Krause, Link, Miss Martin, Mrs Martin, Ovenden, Pickering, Powell, Shorter, Sims, Smith, Waters, Mrs Webb, Wedgbury, White.

Also Present:

Chief Executive, Deputy Chief Executive, Head of Legal and Democratic Services, Corporate Director - Operations, Head of Finance, Head of Planning & Development, Head of Cultural & Project Services, Principal Solicitor for Property & Projects, Senior Member Services and Scrutiny Support Officer.

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

Apologies:

Cllrs. Aaby, Dehnel, Knowles, Michael, Murphy.

258 Exempt or Confidential Information

The Mayor asked whether any items should be dealt with in private because of the likely disclosure of exempt or confidential information. There were none.

259 Declarations of Interest

| Councillor | Interest | Minute No. |
|------------|---|--|
| Britcher | Made a 'Voluntary Announcement' as a member of the core group of Kennington Community Forum. | 264, 266, 268 |
| Clarkson | Announced an Other Significant Interest as a Director of the 'A Better Choice for Property' Company and he would leave the Council Chamber during consideration of the TEB Minutes. | 262 – (Cabinet Minute Number 242) |
| Shorter | Made a 'Voluntary Announcement' as a Director of Kent Play Clubs and the 'A Better Choice for Building Consultancy' Company. | 262 |
| Smith | Made a 'Voluntary Announcement' as Treasurer of the South Willesborough & Newtown Community Group | 264, 266, 268 |

260 Minutes

Resolved:

That the Minutes of the Meeting of the Council held on the 15th October 2015 be approved and confirmed as a correct record.

261 Announcements

(a) Christmas Refreshments

The Mayor advised that as this was the last Full Council meeting before Christmas there would be refreshments in Committee Rooms 1 and 2 after the meeting. Both Members of the Council and members of the public would be very welcome to join her afterwards.

(b) Rotary Ramble

The Mayor also said that the Rotary Ramble which had been held to support the Mayor's Charities had raised nearly £700. She wanted to thank those Members who had taken part or supported the event by donating.

(c) Burns Night

The Mayor advised that she was hosting a Burns Night event and said it would be really nice to get perhaps a table of Councillors attending. It would be on the 23rd January 2016 at London Beach Hotel in aid of the Mayor's Charities - Pilgrims Hospice and Find a Voice. They would have all of the traditional accoutrements of a Burns Night including a piper, a poet and a ceilidh band and it would be a fun evening so she hoped Members would consider attending.

(d) Leader of the Council

The Leader said that as 2015 drew to a close he wanted to reflect on some of the significant achievements and developments that had been seen in the Borough over the last 12 months and to take a few minutes to touch on some of the projects they would see coming to fruition in 2016.

He said that at the turn of the year Ashford was once again named within the top 50 places to live in the UK. An independent national survey placed Ashford 38th best place to live in the UK and this was the fourth time in the last five years that Ashford had been so included. Following this, the results of another independent survey showed that Ashford was the best location for business in Kent. There had also been a residents' survey which indicated that nine out of ten residents were satisfied with the local area as a place to live whilst eight out of ten indicated that they were satisfied with how the Borough Council ran things. Whilst not being complacent he also thought this was reflected in the 2015 Elections.

He advised that the summer had seen a number of significant events with the opening of Conningbrook Lakes Country Park, the National Tourism Symposium and the annual Create Music Festival which celebrated its 20th anniversary. The beautiful Conningbrook Lakes Country Park opened in May and had already proved a hit with

families, walkers, cyclists and water sports clubs and it was really a wonderful facility to explore and enjoy. Whilst there was more to do there, it was already a jewel in Ashford's crown. They had also been delighted to host the National Tourism Symposium at Eastwell Manor in early June which had been organised by Visit Kent and the National Tourism Society. It enabled Ashford to showcase its diverse leisure and business tourism offer. Tourism was worth £270m to the local economy and with nearly 4.2m visitors coming through the Borough each year this was quite significant and supported 5296 tourism related jobs locally. At the Symposium they had been able to announce the new Wine Trail, developed with Chapel Down Winery, which 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 important high end wine producers. This was another example of the Council working with local businesses to develop and deliver meaningful projects to connect residents and visitors to the Borough. When it was considered that Cardiff hosted the National Symposium in 2013, Liverpool in 2014 and next year's event would be held in Birmingham, Ashford was clearly punching well above its weight. At the end of July the annual Create Festival had celebrated its 20th Anniversary. Over the years the festival had grown significantly, becoming one the largest free music festivals in the South East of England. This year they had hosted four live music stages of both local and headline acts with a range of other entertainment filling one big day in Victoria Park and despite the weather the event had again been a big success.

A great deal of attention had been focussed on the re-invigoration of the Town Centre and there had certainly been some significant progress, albeit there was still more to do. Two articles in the Kentish Express today had re-enforced what could be done if the Council stepped in and made things happen. Empty shops were filling quite quickly now and this was reflected in the increased footfall and the positive response from traders and the public alike. The Council approved plans to expand the Ashford Designer Outlet Centre, with nearly 40 new stores and six restaurants planned as well as the creation of up to an additional 700 new jobs. This would transform it into one of the UK's premier outlet centres including the best names in designer fashion, enhancing the whole shopping experience and providing stronger links with the town centre and the International Station. In addition, plans for a new town centre boutique cinema, hotel and restaurants at Elwick Place were due to be considered by the Planning Committee the following week. The construction of Ashford College was now underway, the purchase of Park Mall shopping centre was breathing new life in to the area and plans to develop the Commercial Quarter were all now moving forward. The building of the first office block there would start next year.

The Council had purchased International House last year and this had proved a very good decision, both in terms of driving Ashford's economy forward and the financial income being generated. Work on the first stage of the new public realm around International House and Dover Place was now complete along with the Ashlon sculpture. This was the start of creating a new sense of place, forming an attractive first impression of the town and a delightful approach up from Ashford International Station.

Turning to the year ahead the Leader said that recent proposals such as the Chapel Down Brewery, the International Dark Skies Designation, the Ashford International Model Railway Education Centre as well as the progress being made on many of the Big 8 Projects, he was sure that colleagues would agree that they would be in for another interesting year ahead.

Finally, given that this was the final Full Council meeting for this calendar year he wanted to thank the Council's staff for the very significant contribution they had made to the wellbeing of this Borough. He also wanted to wish all colleagues and the people of Ashford a Merry Christmas and a Happy New Year.

262 Cabinet – 12th November 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 – 12th November 2015

Resolved:

- That (i) **the Minutes of the Meeting of the Cabinet held on the 12th November 2015 be received and noted with the exception of Minute No. 201.**
- (ii) **Minute No. 201 be approved and adopted.**

(b) Cabinet 3rd December 2015

Resolved:

That subject to the expiry of the period by which decisions arising from the Meeting of the Cabinet held on the 3rd December 2015 may be called in, i.e. 16th December 2015: -

- (i) **the Minutes of the Meeting of the Cabinet held on the 3rd December 2015 be received and noted with the exception of Minute Nos. 237, 238, 239, 240, 242, and 247.**
- (ii) **Minute Nos. 237, 238, 239, 240, 242, and 247 be approved and adopted.**

263 Audit Committee – 1st December 2015

Resolved:

That the Minutes of the Meeting of the Audit Committee held on the 1st December 2015 be received and noted.

264 Selection & Constitutional Review Committee – 3rd December 2015

The Mayor drew the Council's attention to the Addendum Paper which included the final full recommendations of the Selection & Constitutional Review Committee on the Community Governance Review, views submitted by Councillor Michael on the Minute dealing with Community Governance, comments from Mr John Rivers – President of the Ashford Branch of the Kent Association of Local Councils and comments from two members of the public, Mr Newson and Mr Goodwin. Also

included were documents which Councillor Sims wished to refer to when he spoke on the issue.

Resolved:

That the Minutes of the Meeting of the Selection & Constitutional Review Committee held on the 3rd December 2015 be approved and adopted with the exception of Minute No. 231.

265 Committee of the Whole Council

Councillor Sims proposed that “General Procedure Rule 12 (r) be applied and the meeting become a Committee of the Council.” This was seconded, put to the vote and carried.

Resolved:

That the meeting become a Committee of the Council in accordance with General Procedure Rule 12 (r).

266 Minute No. 231 – Community Governance Review Recommendations

In accordance with Procedure Rule 9.3 Mr Morley, Chairman of Kennington Community Forum (KCF), spoke on this item. He said he would like to raise some points related to the Community Governance Review (CGR). Kennington’s campaign for a Community Council dated back to 2006 when ABC formalised the current Forum boundaries and stated in its Constitution that a move towards Parish Council status in the future would be seen as a natural and positive progression. He was encouraged to think that ABC continued to support this view. National governments of all parties from 2007 had recognised the need for local communities to have a stronger voice in the management of their affairs. This was evidenced by recent legislation and Government statements supporting this policy. Comments had been made in social media and the local press about the permanence of Community Councils and that a decision in favour would last forever. He said that Parish and Community Councils would be no more or less permanent than any other form of Local Government. Similarly statements had been made that the precepting powers would result in a ‘stealth tax’ that would raise the Council Tax demand, but the precepting powers would be no different to any other existing rural parish or edge of town areas that were also part of a Parish Council. He considered it would be very wrong to deny the benefits of a Community Council to those residents of currently unparished areas who had voted in favour, whilst at the same time permitting those rights in other parts of the Borough. In February 2015 residents of the KCF area had petitioned for an independent Community Council for Kennington with 1090 valid signatures representing over 13% of electors (significantly exceeding the 10% then required to trigger a CGR). The subsequent ballot had secured 1522 votes in favour, which was a majority of those voting in the ballot and showed a marked increase in the number of residents in favour since the start of the CGR process. Having accepted the petition and received the results of the ballot, he urged Councillors to accept the views of residents and the recommendations of the Selection & Constitutional Review Committee to approve the formation of a Community Council for Kennington.

In accordance with Procedure Rule 9.3 Mr Rivers, President of the Ashford Branch of the Kent Association of Local Councils (KALC) spoke on this item. He advised that KALC was a membership organisation for Local Councils (Parish, Town, Community Councils and Parish Meetings) in Kent and Medway. Local Councils, i.e. Parish, Town and Community Councils were statutory bodies and were the first tier of Local Government in England and the closest to their local communities. They served electorates ranging from small rural communities to towns and small cities; all were independently elected and raised a precept – a form of Council Tax – from the local community. He said they had an important role to play in the development of their local communities. They worked towards improving community wellbeing and providing better services at a local level. Their activities fell into three main categories: - representing the local community; delivering services to meet local needs; and striving to improve quality of life and community wellbeing. Through an extensive range of discretionary powers Local Councils provided and maintained a variety of important and visible local services including: - allotments; bridleways; burial grounds; bus shelters; car parks; commons and open spaces; community transport schemes; community safety and crime reduction measures; events and festivals; footpaths; leisure and sports facilities; litter bins; public toilets; planning; street cleaning and lighting; tourism activities; traffic calming measures; village greens and youth projects. These existing powers were recently strengthened by powers contained in the Localism Act. Nationally, there were over 10,000 Local Councils in existence. 250 new Councils had been established in the last 13 years and there was a national drive to create new Local Councils. The Department for Communities and Local Government (DCLG) introduced legislation earlier this year to make it easier to create new Local Councils by reducing the threshold to trigger a Community Governance Review from 10% to 7.5% and by speeding up the review process to 12 months. Under section 94(2) of the Local Government and Public Involvement Act 2007 it stated that “If the Parish has 1,000 or more Local Government electors, the review must recommend that the Parish should have a council.” Whilst this only applied if the Borough Council decided to parish the area, he considered it did give a strong guide as to what was intended under the 2007 Act. Mr Rivers said that another clear example of the Government’s position on this important issue was that they introduced a £1m New Councils Programme, over the last three financial years, to support the creation of new Parish Councils in previously unparished areas. There were currently 149 areas that were considering starting campaigns, or were actively campaigning, for Parish Councils in England. DCLG and the National Association of Local Councils had funded 46 areas to campaign for new Parish Councils in previously unparished areas since the start of the New Councils’ Programme in September 2013. This included the five Ashford areas of Kennington, South Willesborough and Newtown, North Willesborough, Central Ashford and South Ashford. Within Kent and Medway there were currently 302 Local Councils – 316 if you included Parish Meetings and two new Councils were created in the county during 2015 - Westgate-on-Sea Town Council and Badgers Mount Parish Council. Some residents had raised concerns over the cost of having a Community Council to represent their community and the introduction of another tier of local Government but having a Local Council would give communities more control over the decisions affecting their local area.

At this point, having exceeded the maximum time allowed for public speakers, the Mayor advised that Members had received a full copy of Mr Rivers’ speech so were aware of the rest of what he wanted to say in support of the concept of Community Councils.

The debate was opened up to Members and a summary of the points raised is shown below: -

- Councillor Heyes said he was totally opposed to the setting up of Community Councils in Kennington and South Willesborough and Newtown as he said they had no obligatory service provision powers and no more rights than any individual. Statistics showed that an average of only 17% of seats on such Councils were contested and often the candidate numbers were less than the total available. ABC's politically balanced Local Government & Polling District Task Group, following a well-informed and vigorous debate on this subject, recommended that no Community Councils be set up in Ashford. He asked why set up a Task Group and then ignore its conclusions? In the run up to the ballot he considered that the literature produced and distributed to the Kennington Community Forum had been both biased and fallacious. He therefore believed the result of the ballot were flawed as only the pro lobby campaign obtained funds from the tax payer to propagate their side of the issue, whilst no funding was allocated to those against, which in his view was totally against democratic principles. This may have invalidated the ballot and opened the result up to legal challenge. He asked if the many thousands of residents in Kennington and South Willesborough & Newtown really wanted to pay a precept for another level of Local Government that was virtually powerless. The idea of Community Councils was an idea originally put forward by the last Labour Government and he wondered why a Conservative led Authority was seemingly not trying to prevent local tax payers being burdened in such a manner and he urged colleagues to vote against the setting up of Community Councils in Kennington and South Willesborough & Newtown.
- Councillor Feacey said that as the owner of a small business he had always rallied against red tape, bureaucracy, quangos, extra tiers of Local Government and higher taxes and he considered this measure managed to tick all of the above. As a result of the inaccuracies put out in the literature and with only one side of the argument presented, residents were not given the information to make an informed judgment. This is why the Task Group had voted not to allow urban parishing in Ashford. He had been proud that ABC had always worked hard to offer residents good value for money and to keep the Council Tax to a minimum, but this would just be another tax to burden residents with. The fact remained that nobody really knew how much this was all going to cost and once this was done there would be no going back and he found he could not support this measure and would urge all colleagues to reject the recommendations.
- Councillor Smith said when he moved to South Willesborough in 1983 the local Community Group had been collecting funds to apply for Parish status, but those funds had been used to support residents when the High Speed Rail Line had been proposed for the area and they had never had the resources to do it since. The DCLG CGR process had now afforded that ability. The petition calling for a review had been signed by 15.2% of residents and had been the highest of the five areas. The democratic ballot had produced a 26.3% turnout, not unusual for a Local Government Election, and a 54.6% vote in favour and democracy and a first past the post system was based on "a majority of those voting". Comments about it being a Labour

Government policy failed to take into account that it had been supported by both the Conservative dominated coalition and the current Conservative Government, even at a time of economic cutbacks. He asked Members to accept the decision of local residents and allow Community Councils for both Kennington and South Willesborough & Newtown.

- Councillor Sims said reference to a first past the post system was misleading as the ballot was never meant to be a simple first past the post ballot. The Council's media release put out by the Deputy Leader on behalf of the Task Group stated that other factors such as turnout and conduct of the campaigns would be taken into account when the ballot results were assessed and a recommendation would then be made on how to proceed. The politically balanced Task Group had a thorough and lengthy debate and came to the decision that urban parishing should be rejected for the Ashford Borough. The Task Group debate had lasted two hours. It was not a quick or rash decision and the debate had considered details of the campaigns in all of the urban areas. He said that the Task Group had heard about the literature produced, which he considered biased. He said that the literature had not been widely distributed in all of the five areas of Kennington and wondered how people could have been asked to come to a decision on something they did not know about. The Task Group had also been made aware of the "Kennington News" as far back as September, saying that ABC had decided they were in favour of parishing when that is what they were there to decide tonight. He wondered how the Editor could have so totally misunderstood ABC's position on parishing. Councillor Sims said that these were merely some of the issues which had led the Task Group to recommend no to urban parishing. He urged all colleagues to remember that a yes vote was actually condoning treating residents as children, not allowing them to have all the facts. If colleagues thought that such practice was not acceptable then he expected them to vote no tonight and show there was an open and honest democracy underpinning ABC's decisions. He said he had no objection to the principle of parishing but he was passionate about treating the electorate fairly and as adults and giving them balanced information when they were being asked to vote on an issue that would change everybody's lives.
- Councillor Buchanan said that he represented Bybrook which was one the areas affected by the proposals for Kennington and he had not had a single resident contact him about this issue either way. So, bearing in mind that a noticeable precept was going to be levied on these people and the bodies were likely to be in place for at least a generation, this was surprising. It had been made very clear that the results of the ballot were merely for information it was merely a survey not a 'first past the post' referendum and it was not binding. The resulting slight majority in Kennington (53% on a very low turnout) was now being seen as a democratic mandate but he argued that if that was going to be the case it should have been clearly defined from the start. He was not against parishing in principle but with the increase in Council Tax this would bring and its permanence, there seemed to be a lack of interest amongst his residents and he thought it should be considered further.
- Councillor Koowaree said he had seconded the motion at the Selection & Constitutional Review Committee because as a Councillor for 30 years he had always believed in listening to the results of any consultation and obeying what the majority of people wanted. He would therefore be supporting the

recommendation again. The issue had been debated at length with all viewpoints listened to and considered, but in the end those areas who had said yes to Parish Councils were being allowed to have them and those who had said no were also being respected. Community Forums had been supported in the past to give local people a voice and he said he could not understand where all the suggestions of expense to the Borough Council had come from.

- Councillor Shorter said he had lived in Parished areas all of his life and he saw a lot of benefits for the wellbeing of those local communities, by being more engaged and involved in their local area. He therefore leaned to what Mr Rivers was saying in his speech and submission about the promotion and extension of parishing. He had undertaken some research in response to some of the concern about potentially excessive precepting and Kingsnorth (an area with in excess of 4000 Band D equivalent properties) had a precept in the order of £16 per household in 2012/13 and for that they were getting a very good Parish Council service and general benefits for the community. That was increased to £23 in 2013/14 particularly to enable the Parish to extend its community hall pavilion and support local play facilities. Once that money had been achieved for the capital items it had been stated that the precept would return to in the order of £16 subject to inflation. A larger area such as Tenterden had a precept in the order of £90 but they were distinctly different with a Town Council and a lot more facilities to manage and sustain so that was not comparable with the sort of Council envisaged here. Precepts in the order of £20 would be far more likely than the £90 some were suggesting. He therefore thought parishing would give these communities the opportunities to utilise the ideals of Localism, ownership and community.
- Councillor Chilton said that his Group believed that decisions were best made by the people closest to them. The existing urban forum model appeared to be undemocratic with a number of people who had never been elected, so in principle they supported the idea of creating Community Councils in the urban area. If it was good enough for the rural areas it was good enough for the urban areas and there should not be one rule for one and one rule for another. They wanted to congratulate the Officers for the work they had done managing the whole process. He said an email had been circulated to all Councillors earlier in the week by Councillor Sims and he wanted to refer to some of the comments in that email and those made this evening. It was true that the Labour Government had put this process in motion, but it was still Conservative Party Policy as it had not been repealed by either the Coalition or current Conservative Government and was actually being actively encouraged, so he thought it was astonishing to see Conservative Members attacking their own party policy. With regard to the ballot itself, there had been complaints about a low turnout but people could not be forced to turn out and vote, a majority was a majority, and if the results were to be challenged because of a low turnout he could think of a few local election results he would like to challenge! We lived under a 'first past the post' system so this was a wholly ridiculous argument. Turning to the points made about precepting, Councillor Chilton said that historically the Forums had to be subsidised because they had no income of their own, so allowing those who had voted in favour to be created would make them financially independent, financially responsible and answerable to their electorate. They also currently had no statutory powers but he knew that Members had found the support of

Parish Councils, particularly on planning matters, extremely helpful. He personally came from an Urban Parish in Stanhope which had one of the lowest precepts in the Borough. Urban Parishes already existed in the form of Stanhope, parts of Kingsnorth and Great Chart with Singleton and they worked very well and could do a tremendous amount of good in the community. They were very different to rural parishes but they could support community assets, provide funding for community groups and manage facilities, so to reject the idea of urban parishing was to reject that tier of democracy entirely. He thanked the Leader for allowing a free vote on this issue which had been a necessity as the Administration was bitterly divided over this issue. The issue of Cabinet responsibility was also an interesting one as he had always understood that this meant you shared the view of the Administration and it would be interesting to see how Members of the Cabinet voted on this issue, which was a Policy of the Conservatives in the election campaign. He found it astonishing that Members from areas who had voted in favour of a Community Council were standing against the will of those people as this was totally against democratic principles.

- Councillor Mrs Martin said she was the only one at the Selection & Constitutional Review Committee to speak and object to this proposal. Historically this had been a Labour Party policy and the Conservative Government had decided to abolish forums but giving them the choice to either become Parish Councils or disband, so a vote against this was not a vote against Conservative Party policy. Councillor Mrs Martin did not want to re-iterate her previous legitimate comments but did want to say that this was a consultation not a binding ballot and this had been emphasised by the Council throughout. Those speaking in objection tonight were not against Parish Councils, they simply wanted the matter to be referred back to the Task Group for more consideration. Parish Councils did a lot of good and historically were the most democratically accountable bodies and an example that others subsequently followed, but the proposed Urban Community Councils were different as the Ashford Urban area was a relatively small and concentrated one and too much money and Council resource had already been put in to these unelected urban forums.
- Councillor Galpin said he would like to take the opportunity to thank the Officers and the Members of the Task Group for their hard work. His own view was that voters were adults and therefore they should be treated as such and their views be respected. The ballot, whether you wanted to call it a ballot or a survey, should be listened to and the two areas that wanted a Parish Council should be accepted and the three areas that didn't should also be respected, otherwise, what was the point? It seemed very hard to argue otherwise. He said that a town wide poll result had also been mentioned but this was fallacious as it was very much a topical poll with the five specific areas all being asked to come up with their own result. It had also been suggested that the result had been skewed because state funding had been allocated to the 'yes' campaign, but if there had been a significant grass roots opposition then he considered they should have mobilised themselves to create a 'no' group. Members on the whole, and certainly the Council had remained impartial throughout. Parish Councils were democratically elected bodies which were answerable to the electorate and he urged Members to support the recommendations.

- Councillor Clokie said that a body of elected people in a Parish area did provide a representative local voice for their community, and were often easier to contact than even a local Ward Councillor. They were able to provide and maintain local facilities and were happy to do so. The crux of the matter was that if you asked a group of people a question, those who responded were those who were interested in giving their opinion. Those who did not vote were quite happy to go with the flow. In this particular case he would not want a democratically elected body, many of whose Members were elected on small turnouts and with small majorities, becoming a laughing stock by ignoring the wishes of local people if they didn't like the results.
- Councillor Barrett referred to suggestions about the permanence of Parish Councils if they were created and he asked if Officers could recall an instance in the Borough of Ashford where a Parish Council had been disbanded. The Head of Legal & Democratic Services said that in the time he could remember, the last 35 years or so, the answer was no. There was some suggestion from the floor that the last one was Kennington in 1932.
- Councillor Bell said that as Chairman of the Local Government & Polling Districts Task Group he wanted to thank the Officers for all their time and effort. The Task Group had worked hard and views had been varied. It was true to say that it was never intended for the ballot to be binding and other factors were always going to be taken in to account, however just because it wasn't binding did not mean it should be ignored. Ballots, because of their democratic nature, sent an awfully strong message once they were held and you had to be very certain of your position if you were to go against them. He said that additional factors to consider were that the issue was pretty much in line with Government policy and if urban parishing didn't happen this time around it would come back in a couple of years and there was also a worry that proposals could come back as an Ashford Town Council, which did not appear to be complementary to the work Ashford Borough Council was currently doing. He therefore urged Members to support Community Councils in the two proposed areas.
- Councillor Clarkson said that it had been an interesting debate. Having listened to what had been said and having read all of the paperwork it was clear that there were conflicting opinions. He had also read through the relevant guidance and legislation and whilst the Act had been brought in by a Labour Government in 2010 it had been changed under the Conservative led Coalition to make it even easier for Groups to form Community Councils which was the clear intent of the Conservative Government under the Localism Act. He understood that the ballot was not binding, or even necessary, but there was little point in holding a ballot and then complaining about the result or turnout. The average turnout in ABC Ward Elections was little different to this ballot. Suggestions about an additional level of taxation were misleading because that tier was already there with Parish Councils. Whilst he supported the Government's efforts to create Parish Councils, he also recognised the strength of feeling for those who did not want such Councils and their views should be respected, as should those of the areas who had voted in favour. The Task Group in exercising their judgment chose not to accept the ballot result or the Officer's recommendations, but in doing so was going against the will of the 1596 residents in the two areas that voted yes. The Selection & Constitutional Review Committee had been virtually

unanimous in support of the recommendations before the Council this evening, with only one Member against. He believed that supporting the will of the majority of people in the affected areas was the just and democratic approach. He said this was a decision for Full Council, unfettered by any Party Whipping, and should be respected whatever the outcome.

Recommended:

- That (i) **the consultation responses received and the guidance issued by the Secretary of State contained at Appendix 2 to the report be received and noted.**
- (ii) **Part One of the draft Final Recommendations of the Community Governance Review, in relation to the “Existing Parishes” proposed by the Task Group as set out in the Addendum Paper be approved.**
- (iii) **Part Two of the draft Final Recommendations of the Community Governance Review, in relation to the “Currently Unparished Areas”, as set out in the Addendum Paper be approved.**

267 Meeting of the Council

The Leader of the Council proposed that “General Procedure Rule 12(s) be applied and the meeting of the Council be resumed”. This was seconded, put to the vote and carried.

Resolved:

That the meeting of the Council be resumed in accordance with General Procedure Rule 12 (s).

268 Minutes of the Committee of the Whole Council

The Leader of the Council proposed that “the recommendations of the Committee of the Whole Council as contained in Minute No. 266 be approved”. This was seconded.

In accordance with Procedure Rule 15.4 Councillor Clarkson asked that a recorded vote be taken on the recommendations of the Committee of the Council.

This was supported by at least six other Members (i.e. a total of at least seven) who showed their support by standing.

A recorded vote was then taken on Minute No. 266 and the Members voted as follows: -

For: Councillors Apps, Bartlett, Bell, Bennett, Mrs Blanford, Bradford, Britcher, Burgess, Chilton, Clarkson, Clokie, Mrs Dyer, Farrell, Galpin, Hicks, A Howard, W Howard, Koowaree, Krause, Link, Ovenden, Pickering, Powell, Shorter, Smith, Waters.

Votes For - 26

Against: Councillors Barrett, Mrs Bell, Buchanan, Feacey, Heyes, Mrs Heyes, Miss Martin, Mrs Martin, Sims, Mrs Webb, Wedgbury.

Votes Against - 11

Abstentions: Councillor White.

Abstentions - 1

Resolved:

That the recommendations of the Committee of the Whole Council as contained in Minute No. 266 be approved and adopted.

(DS)

MINS:

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Licensing and Health and Safety Committee

Minutes of a Meeting of the Licensing and Health and Safety Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **25th January 2016**.

Present:

Cllr. Feacey (Chairman);
Cllr. Bradford (Vice-Chairman);
Cllrs. Adby, Apps, Bennett, Burgess, Miss Martin, Shorter, Sims, Smith, Mrs Webb.

In accordance with Procedure Rule 1.2 (iii) Councillor Burgess attended as Substitute Member for Councillor Mrs Heyes.

Apology:

Cllr. Mrs Heyes.

Also Present:

Health, Parking & Community Safety Manager, Interim Licensing Manager, Senior Member Services & Scrutiny Support Officer.

280 Declarations of Interest

| Councillor | Interest | Minute No. |
|------------|--|------------|
| Burgess | Made a Voluntary Announcement as he had previously had an input at Wittersham Village Store as the local Ward Member. | 282 |
| Feacey | Made a 'Voluntary Announcement' as he was the Managing Director of Energyshift who worked with members of the taxi trade and he was on the Management Committee of UK LPG. | 282, 283 |
| Shorter | Made Voluntary Announcements as a Director of Kent Play Clubs and the 'A Better Choice for Building Consultancy' Company | 282 |

281 Minutes

As the full Committee only met on an annual basis the Chairman said he would like to update on a couple of issues raised at the last meeting. With regard to the disappointing response rate from drivers to the survey on Hackney Carriage fares last year and the need to make a case for any changes backed up with detail and evidence, he confirmed that these points had been relayed to the drivers through the Taxi Forum. A Member said that unfortunately it appeared that this had had little or no effect on this year's process.

Resolved:

That the Minutes of the Meeting of this Committee held on the 19th January 2015 be approved and confirmed as a correct record.

282 Proposed Fee Levels for 2016/17 Applications

The Health, Parking & Community Safety Manager introduced the report which recommended the proposed fees for licences for the financial year 2016/17. It covered: - Gambling Related Fees; Sex Establishment Fees; Hackney Carriage and Private Hire Fees; Scrap Metal Dealers Fees; as well as summary of licences and permissions issued between 1st January and 31st December 2015.

Following comments made by a Member, the Committee wished to place on record its thanks for the work of the out of hours enforcement team which was considered to be professional and above and beyond what was expected.

Gambling Related Fees

The report recommended that various small increases of between 0.43% and 0.98% be made to the fees this year. In response to a question from a Member the Health, Parking & Community Safety Manager proposed a minor amendment to the proposed fee for an Application for a Provisional Statement for a Betting Premises (excluding Tracks), to bring it in line with the other application fees. It was confirmed that the all Licensing Fees were purely there in order to cover costs as licensing was a function that had to be non-profit making.

Sex Establishment Fees

The report proposed that the fees remained the same as the costs of processing these licences had not increased.

Hackney Carriage and Private Hire Fees

The report recommended that due to the decrease in the number of new applications coming through, it was proposed that there were no changes to the fees with the exception of: - vehicle licences being increased by £2 for both a new licence and a renewal; and a proportionate increase in Operators licences to reflect the fact that they had increased from three years to five years in length.

The following responses were given to questions/comments: -

- The Health, Parking & Community Safety Manager agreed to do some benchmarking to determine how Ashford Borough Council compared to other Authorities in terms of complaints received about Hackney Carriage and Private Hire drivers.
- At present drivers could not apply on-line due to software compatibility issues. This was something the Council wanted to address but it would be a longer term piece of work as the software stretched across all Licensing, Environmental Health and Housing functions.

- There was no charge for a vehicle inspection missed appointment simply because the contractor who undertook this work had decided not to make a charge so there was no charge to pass on.
- Drivers were subject to checks under the Disclosure and Barring Service as part of the application process so relevant convictions were reviewed at least once every three years. Perhaps when the policy was reviewed in 2017 this was an area that could be examined to see if the arrangements were sufficient. There was also an annual check on driving licences so any driving convictions were flagged up and if a driver was disqualified the Authority would be made aware straight away.

Scrap Metal Dealers Fees

The report recommended increases of 1% to 1.5% be made to the fees. In response to a question from a Member it was explained that the legislation did not require vehicles used for scrap metal collections to display a badge to show they were licenced but badges were given to the collectors themselves. Officers would look at the possibility of providing some sort of badge for the vehicles for those who wanted to make the situation clearer for customers.

Licensing Annual Summary

The Health, Parking & Community Safety Manager drew the Committee's attention to a 'Licensing Summary' for 2015 summarising the licences/permissions issued from 1st January – 31st December 2015 and a list of the new Premises Licences issued.

Recommended:

- (i) that the fees used for gambling applications and notices as given below be approved.

RECOMMENDED GAMBLING RELATED LICENCE FEES FOR 2016/17

| Premises Type | New Application (£) | Annual Fee (£) |
|-------------------------------------|---------------------|----------------|
| New Small Casino | 6570 | 3730 |
| New Large Casino | 7860 | 7520 |
| Regional Casino | 12380 | 11610 |
| Bingo Club | 2250 | 700 |
| Betting Premises (excluding Tracks) | 2290 | 455 |
| Tracks | 1760 | 700 |
| Family Entertainment Centres | 1760 | 605 |
| Adult Gaming Centre | 1760 | 705 |
| Temporary Use Notices | 204 | N/A |

| | Application to Vary £ | Application to Transfer £ | Application for Re-Instatement £ | Application for Provisional Statement £ | Licence Application (provisional Statement holders) £ | Copy Licence £ | Notification of Change £ |
|-------------------------------------|--------------------------|------------------------------|-------------------------------------|--|--|-------------------|-----------------------------|
| New Small Casino | 2690 | 1564 | 1314 | 6570 | 2335 | 25 | 50 |
| New large Casino | 3555 | 1835 | 2070 | 7860 | 3860 | 25 | 50 |
| Regional Casino | 5800 | 4230 | 4230 | 12380 | 6030 | 25 | 50 |
| Bingo Club | 1540 | 855 | 855 | 2250 | 930 | 25 | 50 |
| Betting Premises (excluding Tracks) | 1300 | 855 | 855 | 2290 | 930 | 25 | 50 |
| Tracks | 1180 | 855 | 855 | 1760 | 930 | 25 | 50 |
| Family Entertainment Centres | 795 | 855 | 855 | 1760 | 770 | 25 | 50 |
| Adult Gaming Centre | 795 | 855 | 855 | 1760 | 930 | 25 | 50 |
| Temporary Use Notices | N/A | N/A | N/A | N/A | N/A | 25 | N/A |

(ii) that the sex establishment fees as given below be approved.

RECOMMENDED SEX ESTABLISHMENT LICENCE FEES FOR 2015/16

Current Fees:

Grant: £3,204

Transfer: £350

Renewal: £350

Taking into account the above, the recommended fee levels for sex establishments for 2016/17 are as follows:

Grant: **£3,204**

Transfer: **£350**

Renewal: **£350**

(iii) that the Hackney Carriage, Private Hire and Operator applications licence fees as given below be approved for the purposes of public consultation.

**PROPOSED HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES
2016/17**

| | CURRENT FEES | PROPOSED FEES |
|--|---|---|
| | 2015/16 | 2016/17 |
| Private Hire & Hackney Carriage Drivers Licence (for 1 year) | £50.00 | £50.00 |
| Private Hire & Hackney Carriage Drivers Licence (for 3 years) | £100.00 | £100.00 |
| Additional driver's licence (adding a licence) | £20.00 | £20.00 |
| Hackney Carriage Knowledge Test & Re-test | £50.00 | £50.00 |
| Replacement badge/Licence | £11.00 | £11.00 |
| Vehicle Licence - New (including vehicle plate) for 1 year | £303.00 | £305.00 |
| Vehicle Licence - Renewal (including vehicle plate) for 1 year | £283.00 | £285.00 |
| Vehicle Plate Internal/External | £25.00 | £25.00 |
| Transfer of Vehicle Licence (with or without vehicle plate) | £25.00 | £25.00 |
| <i>Vehicle Inspection - Test Fee (set by contract)</i> | <i>Max £28.00</i> | <i>Max £28.00</i> |
| <i>Vehicle Inspection - Missed Appointment (set by contract)</i> | <i>No charge</i> | <i>No charge</i> |
| Private Hire Operators Licence - New or Renewal (for 3 years) | 1-3 vehicles : £76 (3 years) 4-10 vehicles : £253 (3 years) 11-20 vehicles : £505 (3 years) | 1-3 vehicles : £125 (5 years) 4-10 vehicles : £420 (5 years) 11-20 vehicles : £840 (5 years) |
| To increase number of vehicles licensed during duration of Operators Licence | 1-3 to 4-10 : £177 4-10 to 10-20: £253 | 1-3 to 4-10 : £290 4-10 to 10-20: £420 |
| Fee for Returned (Bounced) Cheques | £16.00 | £16.00 |

- (iv) that the scrap metal, site and collectors fees as given below be approved.

| | CURRENT FEES 2015/16 | PROPOSED FEES 2016/17 |
|----------------------------|---------------------------------|----------------------------------|
| Grant Site Licence | £303 | £305 |
| Grant Collectors Licence | £202 | £205 |
| Renewal Site Licence | £202 | £205 |
| Renewal Collectors Licence | £101 | £102 |
| Variation | £76 | £77 |
| Replacement Licence | £11 | £11 |

- (v) that the annual licensing summary be received and noted.

283 Review of the Hackney Carriage Fare Scale 2016/17

The Health, Parking & Community Safety Manager introduced the report which set out two different options for the Hackney Carriage fare scale for 2016/17. In December 1996 the Council had agreed that the Hackney Carriage fare scale would be reviewed annually. This year's process had started during the summer of 2015 with consultation and discussion with the trade via the Taxi Forum and a subsequent internet based survey of drivers and operators. This survey had generated a disappointing response rate with only 15 responses received, which was just 8% of those eligible to respond.

The two options proposed were either no change to the current tariff or an increase of 3% to the overall tariff. The rough implications for the cost of a journey for various distances on the basis of each of these options were outlined in the report. The responses of the trade were set out within the papers and 73.3% of those who had responded would prefer a 3% increase with the remainder preferring no change.

In terms of other costs, as of November 2015, the average price per litre of unleaded fuel in the South East was 108.31 pence – a decrease of 21 pence on the previous year. Diesel had been 110.6 pence per litre and LPG 57.6 pence and usually sat around 40% of the cost of unleaded petrol. These figures had continued to fall since the compilation of the report and locally prices for both unleaded and diesel had been as low as 99.9 pence per litre since the middle of December 2015.

The Portfolio Holder's views were also included within the report and these were that taxi fares should not rise for 2016/17 due to extremely low inflation and a substantial drop in fuel prices.

The Committee considered that given where Ashford already sat nationally in terms of its fares and in a market where fuel costs were dropping markedly it was difficult to support an increase to the fares. Members wished to re-iterate comments made last year that the response rate to the survey and participation of drivers in the process had been extremely disappointing, even more so in fact than last year. The Committee again wanted to make the point that any case for changes to the fares would be looked at far more credibly if it was evidence based, properly thought through and supported by higher numbers. It was clarified that if there was an unexpected and significant rise in fuel prices during the year, the Committee would consider a case from the trade at that time.

Recommended:

That the Hackney Carriage fare scale for 2016/17 as given in the table below be approved for the purpose of issuing a public notice.

PROPOSED FARES FOR 2016/17

FARES FOR DISTANCE OR TIME

| | <u>£</u> |
|--|----------|
| <u>Rate 1</u> | |
| If the distance does not exceed 700 yards, for the whole distance or for the first 220.5 seconds of waiting time | 2.80 |
| For each subsequent 171.8 yards or uncompleted part thereof | 0.20 |
| Or for each subsequent period of 54.5 seconds of waiting time or uncompleted part thereof | 0.20 |

SURCHARGES FOR CERTAIN TIMES AND DAYS:-

Rate 2

- | | |
|---|-------------|
| a) For each hire commenced between 12 midnight and 7 am | 1½ x Rate 1 |
| b) For each hire undertaken on GOOD FRIDAY, EASTER MONDAY, MAY DAY, SPRING BANK HOLIDAY, SUMMER BANK HOLIDAY or any other specifically declared Bank Holiday only. | 1½ x Rate 1 |

Rate 3

- | | |
|--|------------|
| c) For each hire undertaken on a CHRISTMAS DAY, BOXING DAY or NEW YEARS DAY Note: When the holiday charge (b) or (c) is payable the Night Charge (a) is NOT payable. | 2 x Rate 1 |
|--|------------|

Extras - up to a maximum of £1.20

- | | |
|--|------|
| d) for each person (excluding infants in arms) carried in excess of two persons (two children under 10 years of age count as one person) irrespective of distance. | 0.20 |
|--|------|

Note: For the purposes of counting the number of persons that the vehicle is licensed to carry, children under 10 years of age should each be counted as a person. A babe in arms should not be counted as a person.

- | | |
|---|------|
| e) for each article of luggage conveyed outside the passenger compartment of the carriage | 0.05 |
|---|------|

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| | |
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| f) for perambulators | 0.05 |
| g) for dogs | 0.10 |

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Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **14th January 2016**

Present:

Cllr. Clarkson (Chairman);

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

Apologies:

Cllrs. Bell, Mrs Bell, Michael, Shorter

Also Present:

Cllrs. Bradford, Burgess, Link, Ovenden, Wedgbury

Corporate Director - Operations, Deputy Chief Executive, Head of Legal and Democratic Services, Head of Finance, Head of Planning and Development, Head of Health, Parking and Community Safety, Head of Environmental and Customer Services, Health, Parking and Community Safety Manager, Principal Policy Planner, Senior Economic Development Officer, Senior Communications Officer, Member Services and Scrutiny Manager.

273 Minutes

Resolved:

That the Minutes of the meeting of the Cabinet held on the 3rd December 2015 be approved and confirmed as a correct record.

274 Revenues and Benefits Recommended Write-Offs Schedule

The report proposed the formal write-off of 389 debts totalling £278,557.91. The proposals were in line with the Council's Revenues and Benefits Service Write-Off policy and the existing bad debt provisions already more than covered the sums involved.

The report also recommended an additional delegation for the Chief Finance Officer in consultation with the Portfolio Holder for Finance, Budget and Resource Management to approve the Council's Business Rate estimate for submission to Government on an annual basis.

A Member referred to a substantial proposed write-off listed within the Exempt Appendix to the report and sought an explanation as to how that debt had risen to such a level. The Head of Finance gave details of the nature of the debt and the Chairman suggested that the Member pursue this issue outside of the meeting with the officer concerned.

Resolved:

- That (i) accounts totalling £81,719.17 that had been written off under delegated powers (Financial Regulations 11.1) be noted.**
- (ii) the write-offs listed in the Exempt Appendices to the report totalling £196,838.74 be approved.**

Recommended:

That approval of the Council's Business Rates estimate for submission to Government on an annual basis be delegated to the Chief Finance Officer in consultation with the Portfolio Holder for Finance, Budget and Resource Management.

275 Managing Freight Vehicles Through Kent – Responding to the Highways England Consultation on a Proposal to Create a Permanent Lorry Area Adjacent to the M20 at Stanford

The report advised that in response to growing concerns about the impact of Operation Stack, Highways England were currently consulting on proposals to establish a permanent lorry park close to Junction 11 on the M20 motorway. The report set out the Council's formal response to that consultation.

The Portfolio Holder said that all were well aware of the impact of Operation Stack had on the Borough and said that he welcomed plans which would help to avoid further disruption.

A Member advised that for many years in his role as Borough Councillor he had been involved with initiatives to try and identify and secure appropriate parking facilities for lorries and he said that this was the first major initiative to put such a facility in place. He also indicated that he had some comments on the consultation exercise and the Chairman asked that they be forwarded to him to ensure that they were represented in the Council's overall response.

The Chairman also explained that he had met with the Leaders of both Dover and Shepway District Councils who were united in their support for Option 1 as the proposed site was nearer the motorway and would enable facilities available at Truck Stop 24 to be accessed via a bridge.

Resolved:

- That (i) the proposal to provide a permanent lorry parking area adjacent to the M20 to tackle the problems caused by Operation Stack and to help to meet the need for overnight lorry parking be welcomed.
- (ii) detailed evaluation of the site location options is a matter primarily for Shepway District Council but the Cabinet considers that in operational terms Option 1, with its direct access to the M20, is likely to be the better option.
- (iii) support be given for the use of the site for alternative 3 which would enable it to operate as an emergency lorry holding area (with free provision for Operation Stack and Dover TAP/Eurotunnel excess traffic) but with additional chargeable basic overnight parking all year round.

276 Joint Transportation Board – 8th December 2015

Resolved:

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

277 Local Plan and Planning Policy Task Group – 9th December 2015

Resolved:

That the notes of the meeting of the Local Plan and Planning Policy Task Group held on the 9th December 2015 be approved and adopted.

278 Town Centre Regeneration Board – 16th December 2015

Resolved:

That the notes of the meeting of the Town Centre Regeneration Board held on the 16th December 2015 be received and noted.

279 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.

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Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **11th February 2016**

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

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

Apology:

Cllr. Krause

Also Present:

Cllrs. Bradford, Britcher, Burgess, Hicks, A Howard, Koowaree, Link, Michael, Mrs Martin, Ovenden, Smith, Wedgbury.

Corporate Director – Operations, Deputy Chief Executive, Head of Finance, Principal Accountant, Head of Environmental and Customer Services, Head of Cultural and Project Services, Policy and Performance Officer, Health, Parking and Community Safety Manager, Head of Personnel and Development, Human Resources Manager, Housing Operations Manager, Head of Corporate Property and Projects, Domestic Abuse Co-ordinator, Environmental Contracts and Operations Manager, Communications Officer, Member Services and Scrutiny Manager.

300 Minutes

Resolved:

That the Minutes of the meeting of the Cabinet held on the 14th January 2016 be approved and confirmed as a correct record.

301 Leader's Announcements

The Leader explained that later in the meeting the Cabinet would consider the Budget recommendations which would be passed to the Council on the 18th February 2016 for full debate and approval. He further advised that a recorded vote would be taken on the recommendations at the Council meeting regarding the Budget and the Council Tax setting. He further explained that on Monday of this week, the Local Government Minister had approved a late change to the council tax referendum principles to help the most economical authorities (districts) by allowing them to charge up to de minimis £5 more a year in Council Tax without triggering a referendum (Ashford has one of the lowest Council Tax levels) instead of 1.99%. In view of this he had consulted all Members seeking their views on whether the

Council should consider increasing the Council Tax by 1.99% as originally planned or take advantage of the announcement made by the Minister that the Council Tax rise could be up to £5.

302 Overview and Scrutiny Committee – Report of the Budget Scrutiny Task Group on the 2016/17 Budget Scrutiny

The report presented the findings of the Budget Scrutiny Task Group following scrutiny of the Council's draft Budget for 2016/17. The Overview and Scrutiny Committee had recently debated the report and was satisfied that the Budget was legal and achievable. The Committee had brought forward four recommendations for the Cabinet to consider.

The Portfolio Holder advised that the Overview and Scrutiny Committee Budget Scrutiny Task Group had been chaired by Councillor Krause and he said it had been well supported by Officers and Members of the Task Group. He advised that the revised recommendations to be considered on the following item on the Agenda proposed to raise Council Tax by £4.55 rather than 1.99%. In view of concern expressed by the Overview and Scrutiny Committee he emphasised that this was not changing the overall Budget. The Portfolio Holder also acknowledged the comments set out in the Overview and Scrutiny Committee's report in that the Committee had acknowledged that the financial position in subsequent years was going to be increasingly challenging.

The Chairman advised that he had consulted with the Chairman of the Overview and Scrutiny Committee who indicated that both he and his Group would be supportive of the proposed change to the level of increase in Council Tax.

Resolved:

- That**
- (i) it be noted that the Overview and Scrutiny Committee regards the Council's draft 2016/17 Budget as legal and achievable.**
 - (ii) the Risk Matrix and the risks identified within, especially those that fell within the shaded part of the matrix be endorsed.**
 - (iii) it be noted that the Overview and Scrutiny Committee would consider it inappropriate for any amendments to be made to the Budget following scrutiny as it would potentially make the Budget insecure (subject to any unexpected announcements on Central Government funding).**
 - (iv) it be noted that the Overview and Scrutiny Committee intend to scrutinise the MTFP document at its April meeting and test the assumptions made as a starting point for scrutiny of the following year's Budget.**

303 Budget 2016/17

The report presented the final recommended draft Budget which would be considered by Full Council on 18th February 2016. The Budget supported the first year of the Council's updated Corporate Plan and reflected the changes to services that were agreed in October 2015 following public consultation.

The Portfolio Holder referred to the tabled paper which gave an update on the Local Government settlement and rent setting guidance. He also advised that the Update Report set out revised recommendations (vii) and (xiv). The Portfolio Holder further explained that the Joint Consultative Committee had considered the Budget to be appropriate as had the Overview and Scrutiny Committee. The public consultation exercise had closed and no comments had been received. He indicated that for the next year's Budget he would look to take steps to further engage the public on the emerging Budget proposals. He drew attention to the pressures which were anticipated in years 3 and 4 of the Medium Term Financial Plan and advised that the Council's proposals to become grant free by using revenue from investments would hopefully address the shortfall. In conclusion he believed that the Budget would deliver the Council's Corporate Plan and provide the residents of the Borough with a good level of service.

The Chairman explained that proposed £4.55 increase would still leave the Council having the lowest Council Tax in Kent and indeed one of the lowest in the whole Country. He further clarified that the proposal related to the following financial year only and thereafter increases would be considered on their merits and in accordance with the relevant circumstances at that particular time.

A Member considered that the Group Leaders from across the County and the Leader of Kent County Council should make representations to Government regarding the limited notice given to the changes outlined by the Minister.

In terms of the proposed increase of £4.55, the Chairman advised that he had heard from the vast majority of Members who were supportive of the revised proposal. The increase would equate to a level of £150 per year for a Band D property and he considered that in the literature produced explaining the Council Tax level, it should be clearly set out that the £150 was the Borough Council's element of the overall charge.

Resolved:

- That**
- (i) the Budget context and MTFP position and the Provisional Settlement Consultation Response be noted.**
 - (ii) the final Business Rate yield forecast (NNDR1) be noted.**
 - (iii) the proposed New Homes Bonus Consultation Response as set out in Appendix C be noted and authority be delegated to Councillors Shorter and Bennett to approve the final New Homes Bonus Consultation Response.**

- (iv) it be noted that the Council Tax Support Scheme adopted is as reported to the Cabinet in December 2015.
- (v) the Chief Finance Officer be delegated the powers to establish local discounts in Business Rates in accordance with those announced by the Chancellor in the Autumn statement.
- (vi) the reserves summary as set out in Paragraph 68 – Table 7 (Appendix F refers) be noted.
- (vii) the Community Impacts Assessment be noted.
- (viii) the Housing Revenue Account 2016/17 be approved.
- (ix) the estimated average rent decrease of 1%, in accordance with Government guidelines, be approved unless additional information on rent setting is released and authority be delegated to the Portfolio Holder for Housing & Home Ownership and the Portfolio Holder for Finance, Budget & Resource Management, in conjunction with the Head of Housing and the Head of Finance to approve amendments to the 2016/17 rent setting, and to also approve that rent setting for the future continues to follow movements in the 'limit rent' set by Government.
- (x) the new tendering/quotation procedure Cashflow be noted and the financial limits be approved.
- (xi) the advice from the Chief Financial Officer concerning the robustness of the estimates and the adequacy of reserves be noted.

Recommended:

- That
- (i) the Revenue Budget 2016/17 including the net Budget requirement of £14,205,480 (excluding Parish Precepts) be approved.
 - (ii) the level of Discretionary Fees to be levied from 1st April 2016 (as set out in Appendix G to the report) be approved.
 - (iii) no change be made to allocations of discretionary rate relief until the end of the 2019/20 financial year.
 - (iv) the changing of retained reserves from a minimum of 7.5% of the net Budget requirement to a minimum of 15% be approved.
 - (v) Band D Council Tax be set at £150.00.
 - (vi) the Capital Budget for 2016/17 (as set out in Appendix J to the report) be approved.

- (vii) **the Prudential Indicators Treasury Management Strategy, MRP Policy and Annual Strategy as set out in Appendices K and L to the report be approved.**
- (viii) **the updated Financial Procedure Rules be approved.**
- (ix) **the Risk Based Verification Policy as outlined in Appendix N to the report be approved.**

304 Budget Monitoring – Third Quarter 2015/16

The report presented the Third Quarter Budget Monitoring report for the current year for the General Fund, the Housing Revenue Account and the Collection Fund. The report indicated that this quarter the General Fund was projected to be £52,000 under the original budget which was a movement of £82,000 from the last quarter when a slight overspend of £30,000 had been projected. The Housing Revenue Account was projecting an overall deficit of £192,000 which compared to a budgeted deficit of £370,000.

The Portfolio Holder drew attention to the recommendation which sought an increase in the Budget for the purchase of the Depot from £1 million to £1.5 million which he advised was necessary due to the increase in building costs. Value engineering was taking place so the overall figure required may be less than £1.5 million.

Resolved:

- That
- (i) **the Budget Monitoring position as at 30th December 2015 be noted.**
 - (ii) **the proposed transfer to reserves as set out in paragraphs 9 to 10 of the report be approved.**
 - (iii) **the New Homes Bonus Schedule set out in Appendix A to the report be approved.**

Recommended:

- That
- (i) **an increase in the Grounds Maintenance Capital Budget for the purchase of the Depot from £1 million to £1.5 million be approved.**
 - (ii) **the allocation of £75,000 from General Fund Reserves to fund Arts at St Mary's for a further three years be approved.**

305 Ashford Borough Council's Performance – Quarter 3 2015/16

The report advised Members and the public of the performance of the Council during the third quarter. 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.

The Portfolio Holder thanked the Policy and Performance Officer for the report and for the inclusion of a list of trending data which showed improved outcomes. The Portfolio Holder drew particular attention to the fall in unemployment and advised of the work of the Council Tax and Welfare Reform Task Group in terms of initiatives to give the long term unemployed skills to enable them to break the cycle of unemployment.

A Member considered that the level of disabled adaptations undertaken by the Council should be publicised and another Member commented that an increase in footfall within the Town Centre had taken place following the introduction of the free car parking initiative.

In response to a question, the Head of Finance advised that in the region of 1,000 residents received their Council Tax bills electronically and he said that this was an initiative that Officers were intending to promote.

In response to a comment from a Member about the recent power outage, the Chairman explained that steps were in hand to replace the emergency generator which had failed following the recent power outage the Council and other areas of Ashford had experienced.

The Portfolio Holder for Information and Communications said that the Council had very robust payment systems in place which enabled the public to undertake electronic transactions with the Council even whilst the Council building itself was without power.

A further Member requested that the Cabinet consider examining the issue of disaster recovery. The Chairman said that there was a team within the Council who dealt with business continuity.

Resolved:

That the performance for Quarter 3, 2015/16 be noted.

306 Climate Change and Sustainable Environment – Annual Progress Review

The report was the third Annual Review which summarised actions and initiatives undertaken throughout the Authority during the last year in the complementary areas of sustainable environment, carbon and energy reduction and responding to the threat of climate change.

The Portfolio Holder referred to the highlights within the report and in particular to the steps taken by the Council to reduce energy consumption. She also advised that a Flood Mitigation Task Group had been established.

A Member said that he believed that the report made very little comment about producing energy and suggested that consideration should be given to the establishment of an anaerobic digester plant which could create power from waste.

The Portfolio Holder said that processing of food waste in such a way was a very complex process and would require planning permission and the identification of a suitable site. She reminded colleagues that in terms of energy production, the Council had initiated a solar panel installation programme.

In response to a comment from a Member about recycling, the Head of Environmental and Customer Services explained that the Council was the second most improved recycler in the Country and most improved in the previous year and she confirmed that Kent had achieved it's 2020 target and less than 5% of overall waste went to landfill. Furthermore, those elements of refuse classed as contaminated were still recycled and used for energy.

Resolved:

That the progress over the last year across the Authority in achieving the aims and objectives of the *Position Statement on Climate Change and a Sustainable Environment* be noted.

307 Domestic Abuse Annual Report

The report set out the progress the Council and its partners had made on projects relating to domestic abuse over the past twelve months since the agreement by the Council to allocate up to £50,000 per year for three years to support the work on tackling domestic abuse.

The Portfolio Holder said that the report presented a detailed picture of the initiatives undertaken by the Borough Council with Partners, and he drew particular attention to paragraphs 54 to 56 of the report.

Resolved:

- That**
- (i) the work of partners in tackling domestic abuse be endorsed.**
 - (ii) the work of the Independent Domestic Violence Advisers and the Council's Domestic Abuse Co-ordinator be noted.**
 - (iii) the achievement of the Ashford Domestic Abuse Forum on obtaining charitable status be noted.**

308 Gambling Act 2005 – Policy Statement Revision

The report presented the Gambling Policy Statement prepared in accordance with the Gambling Act 2005 for approval by Full Council. The report also provided a summary of the Policy consultation results and indicated how this consultation had been taken into account when preparing the final version of the Policy.

The Portfolio Holder advised that following the consultation exercise, two responses had been received from representatives of the gambling industry which were generally supportive of the Borough Council's approach but also suggested minor changes. He advised that the detailed response to the representations received were set out in Appendix D to the report.

Recommended:

That the revised Gambling Policy Statement 2016-2019 be approved.

309 Recycling Performance 2015/16 Update and 2015 Waste Composition Analysis

The report provided an update on Ashford's recycling performance for 2015/16 and the findings from a residual and recyclable waste composition analysis undertaken during November 2015. The challenges arising for Ashford were explored with a proposal to develop a forward strategy for Ashford to maintain recycling performance above 50%.

The Portfolio Holder said that the report demonstrated good progress made by the Authority but also set out the challenges faced by contamination of refuse which was particularly prevalent in flats. She advised that a further communication programme would aim to improve this situation and advised that further analysis would take place.

A Member referred to instances whereby waste from households contained within black bags was mixed and therefore could not be taken as part of the normal waste collection round and he said that these were often left in unsightly piles near properties and considered that when they related to Council properties the residents should be reminded of their conditions of tenancy.

The Portfolio Holder said that she greatly believed that the issue of contamination could be resolved by an education programme and explained that Ashford had benefited from being part of the Kent Resource Partnership and participated in a campaign in January when all Kent residents received information about recycling of plastics. They would also receive similar information in March for metals. The Council Tax mailout would also include a further leaflet, currently being produced explaining aspects of the recycling collection service focussing on addressing contamination and food/garden waste.

Resolved:

- That (i) the findings of the report be noted.**
- (ii) the development of a costed forward education and promotion strategy, including forward recycling options and targets be approved and brought back to the Cabinet at its meeting in June 2016.**

310 Appointment of the Interim Chief Executive/Head of Paid Service, Returning Officer and Electoral Registration Officer

The Corporate Director – Operations and the Head of Finance left the meeting during consideration of this item.

The report advised that further to the resignation of the Chief Executive, recommendations were proposed on the appointment of key senior posts in light of the recent Senior Management structure approval, the recently adopted Corporate Plan and uncertainties around devolution. It recommended that the Council made an internal appointment to the post of Interim Chief Executive/Head of Paid Service and also make recommendations on the appointments to the Electoral Registration Officer and Returning Officer roles which were currently undertaken by the current Chief Executive. The report also sought approval of the Job Description and remuneration package for the Interim Chief Executive role.

Recommended:

- That**
- (i) the Council do not appoint a permanent Chief Executive/Head of Paid Service at this stage.**
 - (ii) the Council appoint an Interim Chief Executive/Head of Paid Service for a period of up to two years from within its existing Officers commencing immediately and subject to existing notice provisions.**
 - (iii) the current post holder of Corporate Director (Operations) (post number 7001) be seconded into this role.**
 - (iv) the remuneration package and reviewed Job Description for the post of Interim Chief Executive be approved.**
 - (v) the current post holder of the post of Head of Legal and Democratic Services and Monitoring Officer (post number 1003) be appointed Returning Officer and Electoral Registration Officer for the Council for a period of up to two years commencing immediately and continues with these responsibilities when he takes up his new Corporate Director (Law and Governance) and Monitoring Officer post in April 2016.**
 - (vi) the Head of Planning and Development be re-designated Corporate Director (Development) from April 2016.**
 - (vii) the minor structural changes as a consequence of these revisions be noted.**
 - (viii) from 1st April 2016 the Head of Finance be appointed s151 Officer and the Deputy Chief Executive be appointed Deputy s151 Officer.**

- (ix) the Head of Legal and Democratic Services and Monitoring Officer amend and update the “Scheme of Delegations to Officers including Proper and Authorised Officers and designated posts” in the Constitution, as appropriate.

311 Local Plan and Planning Policy Task Group – 13th January 2016

Resolved:

That the notes of the meeting of the Local Plan and Planning Policy Task Group held on the 13th January 2016 be approved and adopted.

312 Ashford Strategic Delivery Board – 22nd January 2016

Resolved:

That the notes of the meeting of the Ashford Strategic Delivery Board held on the 22nd January 2016 be received and noted.

313 Schedule of Key Decisions to be taken

Resolved:

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

314 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972 as amended the public be excluded from the meeting during consideration of the following item namely Flexible Retirement – Post Holder 3002 as it is likely 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 paragraphs 1 and 2 of Schedule 12A of the Act.

315 Flexible Retirement – Post Holder 3002

The report sought approval to the Flexible Retirement of Post Holder 3002 and the early release of the pension and the resulting pension cost.

Recommended:

That (i) the early release of the Post Holder’s Local Government Pension Scheme pension be approved.

- (ii) the £9,900 pension cost resulting from granting this Flexible Retirement request be met from reserves.**
-

(KRF/AEH)

MINS:CAXX1606

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Agenda Item No: 10
Report To: FULL COUNCIL
Date: 18 February 2016
Report Title: Budget and Council Tax Resolutions 2016/17
Report Author: Maria Seddon – Principal Accountant



Summary:

This report presents the Cabinet's 2016/17 General Fund Budget and Council Tax recommendations for resolution by the Full Council. It also presents the full statutory resolutions, including the requirements of the Precepting Authorities and Parish Councils, for the area covered by the Borough Council as the billing authority.

Excluding Parish Precepts, the Council's net revenue spending, is £15,449,960 for 2016/17. The Borough Council's element of the Council Tax at band D is to be increased by 3.13% to £150.00.

On the basis of information available from the Precepting Authorities the overall level of Council Tax, excluding Parish Precepts, is anticipated to be £1,507.70 an increase overall of £54.46 (or 3.75%).

The detailed Council Tax amounts by band are subject to validation within our billing system. If amendments are needed they will be tabled at the meeting.

Key Decision: Not applicable

Affected Wards: ALL

Recommendations:

- (1) Agree the Budget for 2016/17 as recommended by the Cabinet
- (2) Agree the formal Council Tax resolutions annexed to this Report.

Policy Overview: The Budget is a matter for the Full Council to approve. Apart from the statutory requirement and status of the budget, the proposals for 2016/17 to towards delivering the Council's priorities in the Corporate Plan 2016-21.

Financial Implications: The budget supports the Corporate Plan and is the result of considerable input from Members and services, over several months. It is broadly in line with our medium term financial forecasts. The recommended budget requirement (excluding parish precepts) is £15,449,960. The recommended Council Tax at Band D is £150.00, an increase of 3.13% from 2015/16.

Risk Assessment

The report to the Cabinet contained advice about the robustness of the budget estimates and the adequacy of the Council's reserves, as required by the Local Government Act 2003. The report concluded that while there are risks, the Council's Members and Officers understand these, but the Council has well-developed budgetary control and monitoring procedures to address these should pressures arise. The Overview and Scrutiny Committee following its review concluded that the draft budget was 'deliverable and manageable'.

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Report Title: Budget and Council Tax Resolutions 2016/17

IMPORTANT NOTICE

The resolutions in this report, which must include the requirements of all Precepting authorities, are based on the recommendations made to these Authorities.

Purpose of the Report

1. To present the Cabinet Committee's 2016/17 General Fund Budget and Council Tax recommendation for resolution by the Full Council. It presents the full statutory resolutions, including the requirements of the Precepting Authorities (as known at the time of writing) and the Parish Councils, for the areas covered by the Borough Council as the Billing Authority.

Issue to be Decided

2. The Full Council is required to consider and approve the recommended 2016/17 Budget and the Council Tax requirement. The Full Council must also agree the statutory resolutions, which include the Precepting Authorities' requirements.

Ashford Borough Council's General Fund Budget and Council Tax Requirement and Consultation

3. The decisions of the Cabinet at its meeting on 11th February are set out in its Cabinet Minute reported on this Agenda. A summary of the recommended budget is included as **Appendix A**. Members will also have received a link to allow them to review the full 2016/17 Budget Book by the time of the meeting.
4. The report to the Cabinet Meeting included advice required by the Local Government Act 2003, on the robustness of the estimates and the adequacy of the Councils reserves.
5. It should be noted that the period for budget consultation closes on 11th February. No responses were received from the Public, and the Cabinet received a paper on the response of the JCC committee. Any further responses to the consultation will be reported to the Full Council Meeting.

Council Tax Requirement

6. The demand on the Council Tax Collection Fund for 2016/17 that flows from the recommendation of the Cabinet, and the decisions of the Precepting Bodies totals £67,356,498, analysed as follows: -

| Authority | Precept/Demand | | 2016/17 Band D Council Tax | Change over 2015/16 | |
|--|----------------|--------|----------------------------------|------------------------|-------|
| | £ | % | £ | £ | % |
| Ashford Borough Council | 6,562,500 | 9.74% | 150.00 | 4.55 | 3.13% |
| Kent County Council | 49,592,813 | 73.63% | 1133.55 | 43.56 | 4.00% |
| Police and Crime Commissioner for Kent | 6,656,563 | 9.88% | 152.15 | 5.00 | 3.40% |
| Kent and Medway Fire Authority | 3,150,000 | 4.68% | 72.00 | 1.35 | 1.91% |
| Parish Councils | 1,394,622 | 2.07% | 31.88 | 2.76 | 9.48% |

7. Excluding Parish Precepts the overall Council Tax at Band D for 2016/17 is £1,507.70, and increase of £54.46 on 2015/16.
8. Attached to this report are the formal resolutions for approval by the Council as the Billing Authority. Also attached at **Appendix A and B** are details on the calculation of this Council's Budget requirement and Council Tax at Band D.

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COUNCIL TAX RESOLUTIONS

The Council is recommended to resolve as follows:

1. It be noted that on **3rd December 2015** the Cabinet calculated
 - a) the Council Tax Base 2016/17 for the whole Council area as **43,750** [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached **Annex A**.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2016/17 (excluding Parish precepts) is **£6,562,500 (Appendices A and B)**.
3. That the following amounts be calculated for the year 2016/17 in accordance with Sections 31 to 36 of the Act:

- | | £ | |
|-----|------------|---|
| (a) | 95,505,022 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils. |
| (b) | 87,547,900 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act. |
| (c) | 9,001,150 | being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act). |
| (d) | 181.88 | being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).(Annex C) |
| (e) | 1,394,622 | being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Annex B). |
| (f) | 150.00 | being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.(Annex D & E) |

Part of the Council's area (i.e. tax base for parished areas – Band D equivalent properties).

| PARISH | LOCAL TAX BASE | | PARISH | LOCAL TAX BASE |
|-----------------------------|----------------|--|-----------------------|----------------|
| Aldington & Bonnington | 579.80 | | Little Chart | 123.70 |
| Appledore | 321.80 | | Mersham and Sevington | 637.10 |
| Bethersden | 701.50 | | Molash | 103.80 |
| Biddenden | 1,086.90 | | Newenden | 103.20 |
| Bilsington | 147.90 | | Orlestone | 559.90 |
| Boughton Aluph and Eastwell | 1,043.90 | | Pluckley | 468.80 |
| Brabourne | 590.10 | | Rolvenden | 679.10 |
| Brook | 152.20 | | Ruckinge | 317.70 |
| Challock | 405.40 | | Shadoxhurst | 497.50 |
| Charing | 1,258.30 | | Smarden | 620.50 |
| Chilham | 740.50 | | Smeeth | 357.00 |
| Crundale (PM) | 92.50 | | Stanhope | 782.50 |
| Egerton | 502.70 | | Stone | 200.60 |
| Godmersham | 176.40 | | Tenterden (TC) | 3,438.50 |
| Great Chart with Singleton | 2,420.20 | | Warehorne | 176.70 |
| Hastingleigh | 114.70 | | Westwell | 319.50 |
| High Halden | 715.50 | | Wittersham | 525.30 |
| Hothfield | 287.10 | | Woodchurch | 829.70 |
| Kenardington | 106.10 | | Wye with Hinxhill | 1,045.30 |
| Kingsnorth | 4,334.50 | | | |

Parish Council Precepts

| PARISH | Parish Precept | | PARISH | Parish Precept |
|-----------------------------|-----------------------|--|-----------------------|-----------------------|
| Aldington & Bonnington | 27,265 | | Little Chart | 6,000 |
| Appledore | 26,000 | | Mersham and Sevington | 15,340 |
| Bethersden | 22,420 | | Molash | 4,000 |
| Biddenden | 49,789 | | Newenden | 5,080 |
| Bilsington | 7,460 | | Orlestone | 20,300 |
| Boughton Aluph and Eastwell | 26,280 | | Pluckley | 44,000 |
| Brabourne | 18,000 | | Rolvenden | 21,845 |
| Brook | 6,940 | | Ruckinge | 8,500 |
| Challock | 15,720 | | Shadoxhurst | 14,000 |
| Charing | 80,073 | | Swarden | 27,140 |
| Chilham | 26,384 | | Smeeth | 15,526 |
| Crundale (PM) | 200 | | Stanhope | 16,210 |
| Egerton | 17,402 | | Stone | 5,500 |
| Godmersham | 5,830 | | Tenterden (TC) | 368,093 |
| Great Chart with Singleton | 152,726 | | Warehorne | 3,500 |
| Hastingleigh | 2,965 | | Westwell | 15,450 |
| High Halden | 33,054 | | Wittersham | 22,255 |
| Hothfield | 9,500 | | Woodchurch | 21,800 |
| Kenardington | 4,840 | | Wye with Hinxhill | 85,795 |
| Kingsnorth | 141,950 | | | |

BILLING AUTHORITY PART OF COUNCIL TAX 2016/17

| PARISH | BAND A | BAND B | BAND C | BAND D | BAND E | BAND F | BAND G | BAND H |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Aldington & Bonnington | 131.35 | 153.24 | 175.13 | 197.02 | 240.80 | 284.59 | 328.37 | 394.04 |
| Appledore | 153.87 | 179.51 | 205.15 | 230.80 | 282.09 | 333.38 | 384.67 | 461.60 |
| Bethersden | 121.31 | 141.53 | 161.74 | 181.96 | 222.39 | 262.83 | 303.27 | 363.92 |
| Biddenden | 130.54 | 152.30 | 174.05 | 195.81 | 239.32 | 282.84 | 326.35 | 391.62 |
| Bilsington | 133.63 | 155.90 | 178.17 | 200.44 | 244.98 | 289.53 | 334.07 | 400.88 |
| Boughton Aluph and Eastwell | 116.78 | 136.25 | 155.70 | 175.17 | 214.09 | 253.03 | 291.95 | 350.34 |
| Brabourne | 120.33 | 140.39 | 160.44 | 180.50 | 220.61 | 260.73 | 300.83 | 361.00 |
| Brook | 130.40 | 152.14 | 173.86 | 195.60 | 239.06 | 282.54 | 326.00 | 391.20 |
| Challock | 125.85 | 146.83 | 167.80 | 188.78 | 230.73 | 272.69 | 314.63 | 377.56 |
| Charing | 142.43 | 166.17 | 189.90 | 213.64 | 261.11 | 308.59 | 356.07 | 427.28 |
| Chilham | 123.75 | 144.38 | 165.00 | 185.63 | 226.88 | 268.14 | 309.38 | 371.26 |
| Crundale (PM) | 101.44 | 118.35 | 135.25 | 152.16 | 185.97 | 219.79 | 253.60 | 304.32 |
| Egerton | 123.08 | 143.60 | 164.10 | 184.62 | 225.64 | 266.68 | 307.70 | 369.24 |
| Godmersham | 122.03 | 142.38 | 162.71 | 183.05 | 223.72 | 264.41 | 305.08 | 366.10 |
| Great Chart with Singleton | 142.07 | 165.75 | 189.42 | 213.10 | 260.45 | 307.81 | 355.17 | 426.20 |
| Hastingleigh | 117.23 | 136.78 | 156.31 | 175.85 | 214.92 | 254.01 | 293.08 | 351.70 |
| High Halden | 130.80 | 152.60 | 174.40 | 196.20 | 239.80 | 283.40 | 327.00 | 392.40 |
| Hothfield | 122.06 | 142.41 | 162.74 | 183.09 | 223.77 | 264.47 | 305.15 | 366.18 |
| Kenardington | 130.41 | 152.15 | 173.88 | 195.62 | 239.09 | 282.57 | 326.03 | 391.24 |
| Kingsnorth | 121.83 | 142.14 | 162.44 | 182.75 | 223.36 | 263.98 | 304.58 | 365.50 |
| Little Chart | 132.33 | 154.39 | 176.44 | 198.50 | 242.61 | 286.73 | 330.83 | 397.00 |
| Mersham and Sevington | 116.05 | 135.40 | 154.73 | 174.08 | 212.76 | 251.45 | 290.13 | 348.16 |
| Molash | 125.69 | 146.65 | 167.59 | 188.54 | 230.43 | 272.34 | 314.23 | 377.08 |
| Newenden | 132.81 | 154.95 | 177.08 | 199.22 | 243.49 | 287.77 | 332.03 | 398.44 |
| Orlestone | 124.17 | 144.87 | 165.56 | 186.26 | 227.65 | 269.05 | 310.43 | 372.52 |
| Pluckley | 162.57 | 189.67 | 216.76 | 243.86 | 298.05 | 352.25 | 406.43 | 487.72 |
| Rolvenden | 121.45 | 141.69 | 161.93 | 182.17 | 222.65 | 263.14 | 303.62 | 364.34 |
| Ruckinge | 117.83 | 137.48 | 157.11 | 176.75 | 216.02 | 255.31 | 294.58 | 353.50 |
| Shadoxhurst | 118.76 | 138.56 | 158.34 | 178.14 | 217.72 | 257.32 | 296.90 | 356.28 |
| Smarden | 129.16 | 150.69 | 172.21 | 193.74 | 236.79 | 279.85 | 322.90 | 387.48 |
| Smeeth | 128.99 | 150.50 | 171.99 | 193.49 | 236.48 | 279.49 | 322.48 | 386.98 |
| Stanhope | 113.81 | 132.79 | 151.75 | 170.72 | 208.65 | 246.60 | 284.53 | 341.44 |
| Stone | 118.28 | 138.00 | 157.70 | 177.42 | 216.84 | 256.28 | 295.70 | 354.84 |
| Tenterden (TC) | 171.37 | 199.93 | 228.49 | 257.05 | 314.17 | 371.30 | 428.42 | 514.10 |
| Warehome | 113.21 | 132.08 | 150.94 | 169.81 | 207.54 | 245.28 | 283.02 | 339.62 |
| Westwell | 132.24 | 154.28 | 176.32 | 198.36 | 242.44 | 286.52 | 330.60 | 396.72 |
| Wittersham | 128.25 | 149.62 | 170.99 | 192.37 | 235.12 | 277.87 | 320.62 | 384.74 |
| Woodchurch | 117.51 | 137.10 | 156.68 | 176.27 | 215.44 | 254.62 | 293.78 | 352.54 |
| Wye with Hinxhill | 154.39 | 180.13 | 205.85 | 231.59 | 283.05 | 334.52 | 385.98 | 463.18 |
| Unparished Area | 100.00 | 116.67 | 133.33 | 150.00 | 183.33 | 216.67 | 250.00 | 300.00 |

Council Tax Charge per Band

| PARISH | BAND A | BAND B | BAND C | BAND D | BAND E | BAND F | BAND G | BAND H |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Aldington & Bonnington | 1,036.48 | 1,209.23 | 1,381.97 | 1,554.72 | 1,900.21 | 2,245.71 | 2,591.20 | 3,109.44 |
| Appledore | 1,059.00 | 1,235.50 | 1,411.99 | 1,588.50 | 1,941.50 | 2,294.50 | 2,647.50 | 3,177.00 |
| Bethersden | 1,026.44 | 1,197.52 | 1,368.58 | 1,539.66 | 1,881.80 | 2,223.95 | 2,566.10 | 3,079.32 |
| Biddenden | 1,035.67 | 1,208.29 | 1,380.89 | 1,553.51 | 1,898.73 | 2,243.96 | 2,589.18 | 3,107.02 |
| Bilsington | 1,038.76 | 1,211.89 | 1,385.01 | 1,558.14 | 1,904.39 | 2,250.65 | 2,596.90 | 3,116.28 |
| Boughton Aluph and Eastwell | 1,021.91 | 1,192.24 | 1,362.54 | 1,532.87 | 1,873.50 | 2,214.15 | 2,554.78 | 3,065.74 |
| Brabourne | 1,025.46 | 1,196.38 | 1,367.28 | 1,538.20 | 1,880.02 | 2,221.85 | 2,563.66 | 3,076.40 |
| Brook | 1,035.53 | 1,208.13 | 1,380.70 | 1,553.30 | 1,898.47 | 2,243.66 | 2,588.83 | 3,106.60 |
| Challock | 1,030.98 | 1,202.82 | 1,374.64 | 1,546.48 | 1,890.14 | 2,233.81 | 2,577.46 | 3,092.96 |
| Charing | 1,047.56 | 1,222.16 | 1,396.74 | 1,571.34 | 1,920.52 | 2,269.71 | 2,618.90 | 3,142.68 |
| Chilham | 1,028.88 | 1,200.37 | 1,371.84 | 1,543.33 | 1,886.29 | 2,229.26 | 2,572.21 | 3,086.66 |
| Crundale (PM) | 1,006.57 | 1,174.34 | 1,342.09 | 1,509.86 | 1,845.38 | 2,180.91 | 2,516.43 | 3,019.72 |
| Egerton | 1,028.21 | 1,199.59 | 1,370.94 | 1,542.32 | 1,885.05 | 2,227.80 | 2,570.53 | 3,084.64 |
| Godmersham | 1,027.16 | 1,198.37 | 1,369.55 | 1,540.75 | 1,883.13 | 2,225.53 | 2,567.91 | 3,081.50 |
| Great Chart with Singleton | 1,047.20 | 1,221.74 | 1,396.26 | 1,570.80 | 1,919.86 | 2,268.93 | 2,618.00 | 3,141.60 |
| Hastingleigh | 1,022.36 | 1,192.77 | 1,363.15 | 1,533.55 | 1,874.33 | 2,215.13 | 2,555.91 | 3,067.10 |
| High Halden | 1,035.93 | 1,208.59 | 1,381.24 | 1,553.90 | 1,899.21 | 2,244.52 | 2,589.83 | 3,107.80 |
| Hothfield | 1,027.19 | 1,198.40 | 1,369.58 | 1,540.79 | 1,883.18 | 2,225.59 | 2,567.98 | 3,081.58 |
| Kenardington | 1,035.54 | 1,208.14 | 1,380.72 | 1,553.32 | 1,898.50 | 2,243.69 | 2,588.86 | 3,106.64 |
| Kingsnorth | 1,026.96 | 1,198.13 | 1,369.28 | 1,540.45 | 1,882.77 | 2,225.10 | 2,567.41 | 3,080.90 |
| Little Chart | 1,037.46 | 1,210.38 | 1,383.28 | 1,556.20 | 1,902.02 | 2,247.85 | 2,593.66 | 3,112.40 |
| Mersham and Sevington | 1,021.18 | 1,191.39 | 1,361.57 | 1,531.78 | 1,872.17 | 2,212.57 | 2,552.96 | 3,063.56 |
| Molash | 1,030.82 | 1,202.64 | 1,374.43 | 1,546.24 | 1,889.84 | 2,233.46 | 2,577.06 | 3,092.48 |
| Newenden | 1,037.94 | 1,210.94 | 1,383.92 | 1,556.92 | 1,902.90 | 2,248.89 | 2,594.86 | 3,113.84 |
| Orlestone | 1,029.30 | 1,200.86 | 1,372.40 | 1,543.96 | 1,887.06 | 2,230.17 | 2,573.26 | 3,087.92 |
| Pluckley | 1,067.70 | 1,245.66 | 1,423.60 | 1,601.56 | 1,957.46 | 2,313.37 | 2,669.26 | 3,203.12 |
| Rolvenden | 1,026.58 | 1,197.68 | 1,368.77 | 1,539.87 | 1,882.06 | 2,224.26 | 2,566.45 | 3,079.74 |
| Ruckinge | 1,022.96 | 1,193.47 | 1,363.95 | 1,534.45 | 1,875.43 | 2,216.43 | 2,557.41 | 3,068.90 |
| Shadoxhurst | 1,023.89 | 1,194.55 | 1,365.18 | 1,535.84 | 1,877.13 | 2,218.44 | 2,559.73 | 3,071.68 |
| Smarden | 1,034.29 | 1,206.68 | 1,379.05 | 1,551.44 | 1,896.20 | 2,240.97 | 2,585.73 | 3,102.88 |
| Smeeth | 1,034.12 | 1,206.49 | 1,378.83 | 1,551.19 | 1,895.89 | 2,240.61 | 2,585.31 | 3,102.38 |
| Stanhope | 1,018.94 | 1,188.78 | 1,358.59 | 1,528.42 | 1,868.06 | 2,207.72 | 2,547.36 | 3,056.84 |
| Stone | 1,023.41 | 1,193.99 | 1,364.54 | 1,535.12 | 1,876.25 | 2,217.40 | 2,558.53 | 3,070.24 |
| Tenterden (TC) | 1,076.50 | 1,255.92 | 1,435.33 | 1,614.75 | 1,973.58 | 2,332.42 | 2,691.25 | 3,229.50 |
| Warehome | 1,018.34 | 1,188.07 | 1,357.78 | 1,527.51 | 1,866.95 | 2,206.40 | 2,545.85 | 3,055.02 |
| Westwell | 1,037.37 | 1,210.27 | 1,383.16 | 1,556.06 | 1,901.85 | 2,247.64 | 2,593.43 | 3,112.12 |
| Wittersham | 1,033.38 | 1,205.61 | 1,377.83 | 1,550.07 | 1,894.53 | 2,238.99 | 2,583.45 | 3,100.14 |
| Woodchurch | 1,022.64 | 1,193.09 | 1,363.52 | 1,533.97 | 1,874.85 | 2,215.74 | 2,556.61 | 3,067.94 |
| Wye with Hinxhill | 1,059.52 | 1,236.12 | 1,412.69 | 1,589.29 | 1,942.46 | 2,295.64 | 2,648.81 | 3,178.58 |
| Unparished Area | 1,005.13 | 1,172.66 | 1,340.17 | 1,507.70 | 1,842.74 | 2,177.79 | 2,512.83 | 3,015.40 |

Breakdown of Council Tax per authority

| Precepting Authority | BAND A | BAND B | BAND C | BAND D | BAND E | BAND F | BAND G | BAND H |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Ashford Borough Council | 100.00 | 116.67 | 133.33 | 150.00 | 183.33 | 216.67 | 250.00 | 300.00 |
| Kent County Council | 755.70 | 881.65 | 1,007.60 | 1,133.55 | 1,385.45 | 1,637.35 | 1,889.25 | 2,267.10 |
| Police and Crime Commissioner for Kent | 101.43 | 118.34 | 135.24 | 152.15 | 185.96 | 219.77 | 253.58 | 304.30 |
| Kent and Medway Towns Fire Authority | 48.00 | 56.00 | 64.00 | 72.00 | 88.00 | 104.00 | 120.00 | 144.00 |

Appendix A

| CALCULATION OF THE BUDGET REQUIREMENT AND COUNCIL TAX AT BAND D | | |
|--|--------------------|-------------------------|
| | £ | £ |
| Gross Expenditure - General Fund | 63,601,050 | |
| Gross Expenditure - HRA | 30,509,350 | |
| Parish Precepts | <u>1,394,622</u> | |
| | | 95,505,022 |
| Less Gross Income | (78,546,750) | |
| | | (78,546,750) |
| NET EXPENDITURE | | <u>16,958,272</u> |
| Add Deficit Distribution from Collection Fund | 0 | |
| New Homes Bonus | (3,782,820) | |
| Retained Business Rates | (3,410,410) | |
| Government Grant (RSG and S31 grants) | <u>(1,807,920)</u> | |
| | | (9,001,150) |
| BUDGET REQUIREMENT | | <u>7,957,122</u> |
| Less Parish Precepts | | (1,394,622) |
| Council Tax Requirement | | <u><u>6,562,500</u></u> |
| Council Tax Base | | 43,750 |
| Band 'D' Council Tax | | 150.00 |
| Average including Parishes | | 181.88 |

Appendix B

| REVENUE BUDGET | | | | |
|-------------------|-------------------|-------------------|------------------------------------|-------------------|
| SUMMARY | | | | |
| Actuals | Budget | Projected | Detail | Estimate |
| 2014/15 | 2015/16 | Outturn | | 2016/17 |
| £ | £ | 2015/16 | | £ |
| £ | £ | £ | | £ |
| 1,295,520 | 1,180,610 | 1,226,610 | Corporate, Strategy & Personnel | 1,270,720 |
| 1,233,907 | 1,402,300 | 1,395,230 | Legal & Democratic | 1,477,660 |
| 1,748,960 | 1,821,590 | 1,821,180 | Planning & Development | 1,995,050 |
| 2,101,070 | 2,167,130 | 2,167,080 | Financial Services | 2,554,620 |
| 160,623 | 359,740 | 395,110 | Human Resources and Technology | 291,010 |
| 775,617 | 888,690 | 903,250 | Housing Services | 915,710 |
| 451,022 | 891,010 | 838,450 | Health, Parking & Community Safety | 882,700 |
| 4,450,502 | 4,627,570 | 4,562,760 | Environment and Customer Services | 4,821,510 |
| (936,132) | (1,060,370) | (1,049,960) | Corporate Property & Projects | (1,512,060) |
| 2,788,256 | 3,015,240 | 3,095,840 | Culture & the Environment | 2,713,130 |
| 14,069,346 | 15,293,510 | 15,355,550 | Service Expenditure | 15,410,050 |
| (1,694,370) | (2,106,200) | (2,106,200) | Capital Charges & Net Interest | (1,475,830) |
| 50,180 | 40,260 | 40,260 | Concurrent Functions Grant | 30,260 |
| 237,227 | 241,000 | 241,000 | Levies | 241,000 |
| 2,357,724 | 265,120 | 248,120 | Contribution to Balances | 1,316,670 |
| 15,020,107 | 13,733,690 | 13,778,730 | ABC Budget Requirement | 15,522,150 |
| | | | Income | |
| (2,947,755) | (2,106,830) | (2,106,830) | Government Grant | (1,269,920) |
| (2,183,239) | (2,628,370) | (2,628,370) | Retained Business Rates | (3,410,410) |
| (953,730) | (554,000) | (554,000) | Business Rates S31 Grants | (538,000) |
| (2,875,218) | (2,324,000) | (2,339,000) | New Homes Bonus | (3,782,820) |
| 62,110 | 41,500 | 41,500 | Parish CTS Payment | 41,500 |
| (6,105,813) | (6,161,990) | (6,161,990) | Council Tax | (6,562,500) |
| 16,462 | 0 | 30,040 | Budget Gap | 0 |

Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in Committee Room No.2 (Bad Münstereifel Room), Civic Centre, Tannery Lane, Ashford on the 11th February 2016.

Present:

Cllr. Clarkson (Chairman);
Cllr. Bell (Vice-Chairman);
Cllrs. Mrs Bell, Bennett, Mrs Blanford, Burgess, Chilton, Galpin, A Howard, Mrs Martin, Ovenden, Shorter

Also Present:

Cllrs. Miss Martin, Michael, Smith

Principal Solicitor (Strategic Development), Member Services & Scrutiny Manager.

294 Declarations of Interest

| Councillor | Interest | Minute No. |
|------------|--|------------|
| Clarkson | Made a Voluntary Announcement as a Director of the ABC Property Company. | 297 |
| Shorter | Made Voluntary Announcements as a Director of Kent Play Clubs and as a Director of the ABC Building Consultancy Company. | 297 |

295 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 3rd December 2015 be approved and confirmed as a correct record.

296 Local Government Boundary Commission Electoral Review – Ashford 2016/17

The report advised that the Local Government Boundary Commission was about to commence an electoral review in Ashford which would examine two principal issues – Council size (i.e. how many elected Councillors the Borough Council should have as from the 2019 elections) and warding patterns (and names) for the Borough. In order to facilitate the work of the Officer team established to undertake the research and work required by the review, the report recommended the establishment of a small Member Task Group to receive reports from the Officer team and to in turn make recommendations on to both this Committee and Full Council.

The Chairman advised that Group Leaders, and then all Members, would receive presentations from the Local Government Boundary Commission on their plans for the Electoral Review on the 18th February. He further advised that the review would not examine any changes to the external boundary of the Borough or the external boundaries of individual Parish Councils.

Resolved:

- That**
- (i) the Committee establish a Task Group to receive reports from the Officer team and make recommendations on Council size and warding matters to this Committee and Council.**
 - (ii) the Task Group consist of five Members, namely the three Group Leaders (Councillors Clarkson, Chilton and Ovenden), the Portfolio Holder/Deputy Leader Councillor Bell and Councillor Clokie.**

297 Changes to the Delegations to Officers

The report of the Monitoring Officer recommended additional and amended delegations to Officers in order to remove gaps in the Scheme of Delegations and to increase efficiency. The Chairman directed the Committee's attention to an update report which had been tabled and which contained details of an additional recommended delegation.

A Member referred to the proposed paragraph (k) at paragraph 16.9 and said that this new paragraph had the potential to cut across Health & Safety matters. The Principal Solicitor (Strategic Development) advised that this was a planning function but it would be a matter for the Head of Development, Strategic Sites & Design to consult with the Head of Health, Parking & Community Safety and her team.

Another Member referred to an issue with Southern Water and it was suggested that this was a matter that would best be dealt with by the Policy & Compliance Task Group.

Recommended:

That the changes to the Constitution set out in paragraphs 3, 4 and 5 to the report and in the update report be made.

298 Constitutional Amendments

The report gave details of some proposed additions to Article 2.03 of the Constitution.

The Portfolio Holder for Information & Communications advised that there would shortly be an on-line Member's resource portal which could house information from Members briefings and training events.

Recommended:

That the addition to Article 2.03 (vi) of the Constitution and additional notes (a), (b) and (c) as outlined in the report be agreed.

299 Committee Membership

The report asked the Committee to note some changes to the Committee Membership of the Labour Group.

Resolved:

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

DS

Standards Committee

Minutes of a Meeting of the Standards Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **25th January 2016**.

Present:

Cllr. Hicks (Chairman);
Cllrs. Mrs Blanford, Dehnel, Feacey, Knowles, Michael, Waters.

Mrs C Vant – Independent Person
Mr R Brasier – Parish Council Representative.

In accordance with Procedure Rule 1.2(iii) Councillor Mrs Blanford attended as Substitute Member for Councillor Mrs Bell.

Apologies:

Cllr. Mrs Bell, Mr D Lyward.

Also Present:

Monitoring Officer, Senior Member Services & Scrutiny Support Officer.

284 Declarations of Interest

| Councillor | Interest | Minute No. |
|------------|--|------------|
| Dehnel | Made a 'Voluntary Announcement' as he attended Charing Parish Council meetings as Ward Member. | 285, 286 |

285 Minutes

The Committee had a discussion on the review of governance arrangements at Chilham Parish Council which had been discussed at the last meeting. The Monitoring Officer reminded the Committee that he had agreed to update the Committee on progress within the first year of the Parish Council after the 2015 Elections, and he considered it was fair and reasonable to give the Parish Council a full year of operation before drawing any conclusions after May 2016.

The Ward Member for the area said he was pleased to report that he had attended all of the meetings of Chilham Parish Council and they were now functioning extremely well under its new Chairman and membership and were methodically working through the recommendations of the review report. He said he had been present at Parish Council meetings in late 2014 when he had witnessed conduct which he considered had been so far out of order that it bordered on 'abuse'. The then Chairman had then told him that such behaviour had become quite normal and had been going on for a number of years. He therefore considered that if swifter and

more decisive action had been taken from the outset then it may have been possible to avert the situation. The Monitoring Officer advised that this was a difficult situation in that Parish Councils were independent bodies who were responsible for regulating their own procedures. In his recollection ABC had resolved to assist the Parish Council with the external consultant fairly swiftly after they had been alerted to the problems occurring there. There had been various complaints and threatened complaints from individuals on both 'sides' of the argument at the Parish Council and it was therefore considered that bringing in an independent external consultant was the sensible way forward in trying to help the Parish Council operate in a more effective way in the future. The investigation of a number of individual Code of Conduct complaints would have been expensive, time consuming and, under the new Standards regime, devoid of any real sanctions.

Resolved:

That the Minutes of the Meeting of this Committee held on the 19th March 2015 be approved and confirmed as a correct record.

286 Annual Report of the Council's Monitoring Officer 2015

The Monitoring Officer introduced his annual report to be presented to the Council on the 18th February 2016. The report assessed activity in probity matters, in particular in relation to formal complaints about alleged breaches of protocols and codes of conduct by Borough and Parish Councillors for the calendar year 2015. The report also included data on Ombudsman complaints as these were also handled by the Monitoring Officer and his staff. The relevant period related to the most recent data provided by the Ombudsman, namely 1st April 2014 to 31st March 2015.

With regard to Code of Conduct Complaints, there had been one new formal complaint made this year which was still under consideration. In relation to Ombudsman Complaints the Monitoring Officer said there had been 10 resolved by the Local Government Ombudsman (LGO) which was a significant reduction on the previous year. Only one of these complaints had been upheld but had been ruled as maladministration with no injustice.

Whilst Code of Conduct complaint activity in Ashford remained low, the Monitoring Officer said it was also worth drawing attention to a fairly full programme of probity work following the local Elections in May including the registration and publication of DPI (Disclosable Pecuniary Interest) notifications for all Borough and Parish Councillors, training in Code of Conduct matters for both Borough and Parish Councillors and probity in planning for Borough Councillors, as well as the publication of a new and updated Good Practice Planning Protocol for the Council. He concluded by noting that there were some interesting observations in the Annual Review Letter submitted by the Chair of the LGO, which had been appended to the report, and he intended to report to the Committee further on these issues in due course.

The Chairman opened the report up to the Committee and the following responses were given to questions/comments: -

- The Committee considered that the attendance figures for the two training sessions had been disappointing and asked if there was anything that could be done to enforce attendance. The Monitoring Officer advised that other than training for the quasi-judicial Council Committees (Planning, Licensing etc.) there was little the Council could do to enforce attendance at training sessions. This had always been regarded as a matter for Group Leaders and the individual Parish Councils. The Committee was of the opinion that every Borough and Parish Councillor should undertake training in Standards/Code of Conduct and whilst they may not be able to make it compulsory, this Committee should set out what it would expect, particularly of newly elected Councillors.
- Deputy Monitoring Officer(s) would be appointed in the near future and Members of this Committee would be informed.
- The Government had recently consulted on a proposal to extend the jurisdiction of the LGO to some Town and Parish Councils. Whilst this would be welcomed the Council were as yet unaware of the outcome of the consultation.
- There had been no Housing Ombudsman complaints made this year.
- There was no requirement for Parish Councillors to notify the Monitoring Officer when making a formal planning application in the same way that Borough Councillors were recommended to, because there was not the same possibility that they could take part in the decision proceedings. Caution was advised though if the matter was being discussed at Parish Council level.

Following points raised about this Committee sending out a message, the Monitoring Officer advised that the Committee could make a recommendation to extend the Articles of the Constitution (2.03 - Roles and Functions of All Councillors) to include reference to Members making every effort to attend relevant training sessions that were put on to benefit them in their role as a Councillor. The Committee agreed to make such a recommendation as they considered it was vital for all Councillors to equip themselves with the tools necessary to contribute to the work of their Committees and the Council.

Resolved:

- That (i) the Annual Report of the Monitoring Officer 2015 be received, noted and forwarded to Full Council for approval.**
- (ii) a recommendation be added to the report to make the following addition to Article 2.03 (vi) of the Constitution: -**

“All Members are therefore expected to make every effort to attend training sessions held for Councillors on this subject, and other training events relevant to their role.”

287 Date of Next Meeting

An additional meeting of the Committee would be arranged after May 2016 to report on the situation at Chilham Parish Council following a year of operation of the new Council.

**Standards Committee
25 January 2016**

**Council
18 February 2016**

**Annual Report Of The Council's
Monitoring Officer - 2015**

Introduction

1. The principal purpose of my Annual Report is to assess activity in probity matters, in particular in relation to formal complaints about alleged breaches of protocols and codes of conduct by borough and parish councillors. The report provides an opportunity to review the effectiveness of current procedures based on real data. This report deals with the calendar year 2015 in relation to these matters.
2. The Council's current code of conduct for councillors was adopted on 20 July 2012 and has since been the subject of minor amendments. This code is based on Localism Act principles and was developed as a collaborative project by Kent Monitoring Officers in consultation with task groups of councillors within individual councils. The vast majority of district and parish councils in Kent have adopted this "Kent Model Code of Conduct".
3. When it adopted the Code of Conduct in 2012, the Council also adopted new procedural "Arrangements" for handling code of conduct complaints. Again this was developed on a Kent-wide basis with the objective of simplifying procedures and removing unnecessary bureaucracy which had beset the previous standards regime.
4. The Council has also adopted a "Good Practice Protocol for Councillors Dealing with Planning Matters". This sets out detailed best practice rules for this specialist and sensitive area of the Council's work which go beyond the general rules set out in the code of conduct.
5. My Annual Report also includes data on Ombudsman complaints as these are also handled by the Monitoring Officer and his staff. The Standards Committee monitors any issues of probity raised in Ombudsman investigations. In terms of Ombudsman complaints the relevant period relates to the most recent data provided by the Ombudsman namely that for the period 1st April 2014 to 31 March 2015.

Code of Conduct and Related Matters 2015

6. Complaint activity in Ashford has been low since adoption of the new code of conduct in 2012. In terms of numbers of formal complaints submitted during 2015 the attached TABLE 1 provides information on the one new formal complaint made in the year. Cases where complaint forms were

provided to potential complainants, but have not been completed and returned, are not included in these figures. Nor are any cases where complaint forms have been requested and not yet provided or where intended complaints have been resolved prior to submission of a formal complaint.

7. Since the local elections in May 2015 there has been considerable activity in relation to probity matters. Firstly, all borough and parish councillors were required to provide up to date notifications of DPIs (Disclosable Pecuniary Interests) to the Monitoring Officer. All Borough Councillor DPIs have now been registered and uploaded to the Council's website.
 8. Secondly, the considerable task of assembling, checking and uploading all parish councillor DPI details onto the Borough Council website has also been completed although, with frequent changes in parish council membership there can be occasional delays in receiving and registering fully up to date information.
 9. Thirdly, during the course of 2015, the Council's Good Practice Planning Protocol was substantially revised to reflect recent national publications on best practice and new developments in the law. The revised Protocol has been provided to all councillors and is available on the Council's website as part of the Constitution. One aspect of the Planning Protocol worth reminding all members about is the recommendation that borough councillors should notify the Monitoring Officer when they make a formal planning application to the Borough Council. The reason for this is to ensure the Monitoring Officer is aware and can, if necessary, ensure proper internal procedures are followed in such cases.
 10. Fourthly, following the elections in May 2015, I arranged a code of conduct training event for borough and parish Councillors. This was attended by 14 borough and 33 parish councillors. A separate training session on probity in planning (and the Council's new Good Practice Protocol) was given by me on 19 May 2015. This was attended by 21 borough councillors.
 11. All meeting agendas include an early item seeking declarations of interest and this item has been updated to assist members who may need to declare different types of interest. Ad hoc advice on interests is regularly sought from the Monitoring Officer and his staff by borough councillors and parish clerks/councillors particularly in relation to Planning Committee matters. This process continues to demonstrate a good general level of understanding by borough councillors and a desire to comply with the code of conduct.
- . Also during the course of the year the Monitoring Officer has provided detailed written advice to all borough councillors regarding the approach to declaration of interests on the "call for sites" and local plan preparation process currently being undertaken.

12. In terms of other general constitutional matters, it is worth drawing attention to two new provisions introduced in Article 2 of the Constitution at the end of 2014. Firstly a new “key role” for councillors was included to regularly attend meetings of committees, groups etc to which they are appointed. Secondly a clarifying provision was approved relating to when and how councillors can and cannot express views publicly “on behalf of the Council”.
13. Taking all the above matters into account. I am satisfied that the Borough Council’s code of conduct is generally well understood and widely observed.
14. During 2015, the Deputy Monitoring Officer left the Council. I intend to appoint a replacement Deputy or Deputies in the near future.

Ombudsman Complaints 2014/2015

15. Since April 2013, complaints about social housing have been dealt with by the Housing Ombudsman (HO) and not the Local Government Ombudsman (LGO). The LGO’s annual letter and report are attached.
16. For Members’ information the analysis of the complaints resolved by the LGO in 2014/15 are attached (appendix A). The number of cases (10) represents a significant reduction from the previous years total of 16
17. The LGO has changed the way its decisions are described and now uses the term ‘maladministration’ to indicate administrative fault. Only one decision involved such a finding but in that case the LGO did not consider that the complainant had suffered any injustice as a result. In the previous year there were three such cases.

Recommendations

1. That the report of the Monitoring Officer be received and noted.

T W MORTIMER
The Head of L&DS & Monitoring Officer
January 2016

TABLE 1

| VALID CODE OF CONDUCT COMPLAINTS MADE OR RESOLVED 2015 | | | |
|---|---------------------|-----------------|------------------------------|
| COUNCIL/CASE REFERENCE | ALLEGATION | DECISION | COMMENTS |
| ABC/15/04 ASHFORD | Bullying/ Disrepute | | Still under consideration |
| | | | |
| | | | |

Appendix A - Analysis of Ombudsman Complaints

The Ombudsman investigates complaints about Council services to remedy personal injustice caused by maladministration (or “fault”) or service failure.

Between 1st April 2014 and 31st March 2015 the Local Government Ombudsman (LGO) forwarded eight complaints to Ashford Borough Council. The LGO resolved seven of the complaints and one outstanding complaint remains open at present as the LGO has still to issue a decision to the Council. During the same time period the LGO also resolved three complaints submitted to the Council in 2013/14, none of which were upheld. There were no Housing Ombudsman cases in this period.

For comparison, in 2013/14 the LGO resolved 16 complaints and the Housing Ombudsman resolved one complaint about the Council.

In the LGO’s annual report the figures for the number of complaints received by the LGO about this Council may differ from the figures for the number of complaints the Council has received from the LGO – because, for example, the LGO may have received a premature complaint which was referred back to the complainant with the advice that the complaint needed to be taken up with the Council, but the complainant may not have pursued the complaint.

When the LGO has issued a report on a completed investigation, these are generally published in the Complaints outcomes section of the LGO website www.lgo.org.uk

Since 1 April 2013, the LGO has published all its decision statements on its website. The published information does not name the complainant or any individual involved with the complaint. Decision statements are published no earlier than three months after the date of the final decision.

The decision outcomes received by the Council are recorded below and how they relate to the changed LGO decision reasons are indicated where appropriate.

The LGO’s decisions were grouped in accordance with following headings:-

| Decision Reasons from 1 April 2013 | What changed in February 2014 | Annual Letter categorisation |
|---|--|---------------------------------------|
| <i>Not in jurisdiction (OJ) and no discretion</i> | <i>No Change</i> | <i>Closed after initial enquiries</i> |
| <i>Not in jurisdiction (OJ) and discretion not exercised</i> | | |
| <i>Not investigated</i> | | <i>Not upheld</i> |
| <i>To discontinue investigation</i> | | <i>Upheld</i> |
| <i>To discontinue investigation (for those cases where a remedy is agreed with an authority without LGO making a finding of maladministration or fault)</i> | | |
| <i>Investigation complete and satisfied with authority actions or proposed actions and not appropriate to issue report S30(1B)</i> | <i>Investigation complete: Maladministration and Injustice</i> | <i>Upheld</i> |
| | <i>Investigation complete: Maladministration, No Injustice</i> | |
| | <i>Investigation complete: No Maladministration</i> | <i>Not Upheld</i> |
| <i>Investigation complete and appropriate to issue a report S30(1)</i> | <i>Investigation complete and report issued: Maladministration and Injustice</i> | <i>Upheld</i> |
| | <i>Investigation complete and report issued: Maladministration, No Injustice</i> | |
| | <i>Investigation complete and report issued: No Maladministration</i> | <i>Not upheld</i> |

The outcomes of the 10 complaints to this Council resolved by the LGO in 2014/15 are detailed below:-

| | |
|---|----|
| Closed after initial enquiries – out of jurisdiction | 2 |
| Closed after initial enquiries – no further action | 2 |
| Not upheld; no further action | - |
| Upheld: Maladministration & Injustice | - |
| Upheld: Maladministration, No Injustice | 1 |
| Not upheld: No Maladministration | 3 |
| Investigation complete: No Maladministration | 2 |
| Report issued: Upheld; maladministration and injustice | - |
| Report issued: Upheld; maladministration, no injustice | - |
| Report issued: Not upheld; no maladministration | - |
| total | 10 |

Further details are provided in Appendix 1.

Attached at Appendix 1 is a table of LGO complaints together with details and outcome.

I have also attached the Ombudsman's Annual Review letter 2014/15 (Appendix 2). This letter raises some general issues on complaints handling and learning by local authorities and I propose to report further to members on these matters in due course.

Appendix 1 – Local Government Complaints 1st April 2014 – 31st March 2015

Ombudsman complaints 2014/15

There are 11 complaints here, 10 of which have been resolved, all from the Local Government Ombudsman.

The decision reasons used by the LGO from 1 April 2013 were changed in February 2014 and changed again on 1 April 2014.

The decisions given on this table are those given in the LGO's decision letter.

The number of complaints has decreased since last year, and there have been no decisions of injustice by this Council.

| ABC Ref no | ABC Dept | Complaint Details | LGO decision | Investigated complaints |
|-------------------|-------------------------------------|--|---|--|
| 1178 | Environmental services/ Planning | Complaint that Council failed to deal effectively with reports of noise and other nuisance, and breaches of planning and licensing controls by proprietors of pub, in pub garden adjoining complainant's garden. | Investigation complete – No Maladministration | The Council did not cause the complainants any injustice through fault in the way it implemented the powers available to it to prevent planning harm and nuisance arising from the use of the licensed premises at the rear of complainants' home. |
| 1189 | Environmental services/ Planning | As above | Investigation complete – No Maladministration | As above |
| 1229 | Revenues & Benefits | Complaint that Council unreasonably threatened bankruptcy action for unpaid Council tax despite offers of a | Not upheld: No Maladministration | No evidence of fault |

| | | | | |
|------|------------------------|---|---|---|
| | | monthly payment. | | |
| 1260 | Planning | Complaint that Council wrongly granted permission for the variation of conditions of an existing planning consent. | Closed after initial enquires – no further action | |
| 1289 | Environmental services | Complaint that the extraction system at a local takeaway outlet was incorrectly fitted in 2011 | Closed after initial enquires – out of jurisdiction | |
| 1302 | Housing | Complaint about the advice and assistance given by the Council when dealing with a homelessness application and complaint about delay in processing application to join housing register. | Upheld: Maladministration no injustice | The Ombudsman did not investigate the complaint about homelessness decisions made by the Council as the complainant could reasonably have been expected to request a review of them. There was some delay in processing the housing register application but this did not cause the complainant any injustice. |
| 1353 | Housing | Complaint that Council was at fault in its handling of reports of problems to privately rented house. | No upheld: No Maladministration | |
| 1361 | Revenues & Benefits | Complaint of the way Council recovered arrears of Council Tax | No upheld: No Maladministration | |
| 1365 | Housing | | No decision yet | No decision yet |
| 1395 | Housing | Complaint that Council unreasonably provided housing | Closed after initial enquires – no further action | |

| | | | | |
|------|---------------------|---|---|--|
| | | for ex-tenant despite finding her intentionally homeless | | |
| 1467 | Revenues & Benefits | Complaint that Council has wrongly decided that housing benefit has been overpaid and is recoverable. | Closed after initial enquires – out of jurisdiction | |

Appendix 2

LGO Annual Review Letter and Local Authority Report Ashford BC

1 April 2014 – 31 March 2015

18 June 2015

By email

Mr John Bunnett
Chief Executive
Ashford Borough Council

Dear Mr Bunnett

Annual Review Letter 2015

I am writing with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2015. This year's statistics can be found in the table attached.

The data we have provided shows the complaints and enquiries we have recorded, along with the decisions we have made. We know that these numbers will not necessarily match the complaints data that your authority holds. For example, our numbers include people who we signpost back to the council but who may never contact you. I hope that this information, set alongside the data sets you hold about local complaints, will help you to assess your authority's performance.

We recognise that the total number of complaints will not, by itself, give a clear picture of how well those complaints are being responded to. Over the coming year we will be gathering more comprehensive information about the way complaints are being remedied so that in the future our annual letter focuses less on the total numbers and more on the outcomes of those complaints.

Supporting local scrutiny

One of the purposes of the annual letter to councils is to help ensure that learning from complaints informs scrutiny at the local level. Supporting local scrutiny is one of our key business plan objectives for this year and we will continue to work with elected members in all councils to help them understand how they can contribute to the complaints process.

We have recently worked in partnership with the Local Government Association to produce a workbook for councillors which explains how they can support local people with their complaints and identifies opportunities for using complaints data as part of their scrutiny tool kit. This can be found [here](#) and I would be grateful if you could encourage your elected members to make use of this helpful resource.

Last year we established a new Councillors Forum. This group, which meets three times a year, brings together councillors from across the political spectrum and from all types of local authorities. The aims of the Forum are to help us to better understand the needs of councillors when scrutinising local services and for members to act as champions for learning from complaints in their scrutiny roles. I value this direct engagement with elected members and believe it will further ensure LGO investigations have wider public value.

Encouraging effective local complaints handling

In November 2014, in partnership with the Parliamentary and Health Service Ombudsman and Healthwatch England, we published *'My Expectations'* a service standards framework document describing what good outcomes for people look like if complaints are handled well. Following extensive research with users of services, front line complaints handlers and other stakeholders, we have been able to articulate more clearly what people need and want when they raise a complaint.

This framework has been adopted by the Care Quality Commission and will be used as part of their inspection regime for both health and social care. Whilst they were written with those two sectors in mind, the principles of *'My Expectations'* are of relevance to all aspects of local authority complaints. We have shared them with link officers at a series of seminars earlier this year and would encourage chief executives and councillors to review their authority's approach to complaints against this user-led vision. A copy of the report can be found [here](#).

Future developments at LGO

My recent annual letters have highlighted the significant levels of change we have experienced at LGO over the last few years. Following the recent general election I expect further change.

Most significantly, the government published a review of public sector ombudsmen in March of this year. A copy of that report can be found [here](#). That review, along with a related consultation document, has proposed that a single ombudsman scheme should be created for all public services in England mirroring the position in the other nations of the United Kingdom. We are supportive of this proposal on the basis that it would provide the public with clearer routes to redress in an increasingly complex public service landscape. We will advise that such a scheme should recognise the unique roles and accountabilities of local authorities and should maintain the expertise and understanding of local government that exists at LGO. We will continue to work with government as they bring forward further proposals and would encourage local government to take a keen and active interest in this important area of reform in support of strong local accountability.

The Government has also recently consulted on a proposal to extend the jurisdiction of the LGO to some town and parish councils. We currently await the outcome of the consultation but we are pleased that the Government has recognised that there are some aspects of local service delivery that do not currently offer the public access to an independent ombudsman. We hope that these proposals will be the start of a wider debate about how we can all work together to ensure clear access to redress in an increasingly varied and complex system of local service delivery.

Yours sincerely

Dr Jane Martin
Local Government Ombudsman
Chair, Commission for Local Administration in England

Local authority report – Ashford Borough Council

For the period ending – 31/03/2015

For further information on interpretation of statistics click on this link to go to <http://www.lgo.org.uk/publications/annual-report/note-interpretation-statistics/>

Complaints and enquiries received

| Local Authority | Adult Care Services | Benefits and tax | Corporate and other services | Education and children's services | Environmental services and public protection | Highways and transport | Housing | Planning and development | Total |
|-----------------|---------------------|------------------|------------------------------|-----------------------------------|--|------------------------|---------|--------------------------|-------|
| Ashford BC | 0 | 4 | 1 | 0 | 3 | 0 | 8 | 3 | 19 |

Decisions made

| Local Authority | Detailed investigations carried out | | Advice given | Closed after initial enquiries | Incomplete/Invalid | Referred back for local resolution | Total |
|-----------------|-------------------------------------|------------|--------------|--------------------------------|--------------------|------------------------------------|-------|
| | Upheld | Not Upheld | | | | | |
| Ashford BC | 1 | 5 | 1 | 4 | 1 | 10 | 22 |

[Type text]

Agenda Item No: 14
Report To: COUNCIL
Date: 18TH FEBRUARY 2016



Report Title: PROGRAMME OF MEETINGS 2016/17
AND 2017/18

Report Author: Senior Member Services & Scrutiny Support Officer

| | |
|-----------------|--|
| Summary: | To agree the programme of meetings for 2016/17 and 2017/18 |
|-----------------|--|

Key Decision: NO

Affected Wards: N/A

Recommendation: **The Council is asked to agree the programme of meetings for 2016/17 and 2017/18**

Policy Overview: The programmes reflect the monthly Cabinet and Overview & Scrutiny cycle as agreed by the former Executive at its meeting on the 7th January 2010 (Minute No 379/1/10 refers). This generally provides for a Cabinet meeting on the second Thursday of every month and a Planning Committee meeting every four/five weeks. Overview & Scrutiny meetings are programmed in line with the timetable for call-in of items from the Cabinet and will generally fall on the fourth Tuesday of the month.

Financial Implications: N/A

Other Material Implications: N/A

Exemption Clauses: N/A

Background Papers: None

Contacts: danny.sheppard@ashford.gov.uk – Tel: 01233 330349

DATES OF MEETINGS MAY 2016 - MAY 2017

Meetings are usually held at the Civic Centre and start at 7.00pm unless otherwise stated

MAY 2016

M 2 **BANK HOLIDAY**
 Tu 3 Selection & CR
 W 4
 Th 5 JCC 2.30pm
PCC ELECTIONS
 F 6
 M 9
 Tu 10
 W 11
 Th 12 Cabinet
 F 13
 M 16
 Tu 17
 W 18 Planning
 Th 19 Council
 F 20

M 11
 Tu 12
 W 13
 Th 14 Cabinet
 F 15
 M 18
 Tu 19
 W 20 Planning
 Th 21 Council
 F 22
 M 25
 T 26 O&S
 W 27 Parish & Urban Frm
 Th 28
 F 29

Th 22
 F 23
 M 26
 Tu 27 O&S
 W 28
 Th 29 Audit
 F 30

AUGUST 2016

M 23
 Tu 24 O&S
 W 25
 Th 26
 F 27
 M 30 **BANK HOLIDAY**
 Tu 31

M 1
 Tu 2
 W 3
 Th 4
 F 5
 M 8
 Tu 9
 W 10
 Th 11 Cabinet
 F 12

OCTOBER 2016

M 3
 Tu 4
 W 5
 Th 6
 F 7
 M 10
 Tu 11
 W 12
 Th 13 Cabinet
 F 14
 M 17
 Tu 18
 W 19 Planning
 Th 20 Council
 F 21
 M 24
 Tu 25 O&S
 W 26 Parish & Urban F
 Th 27
 F 28

JUNE 2016

W 1
 Th 2
 F 3
 M 6
 Tu 7
 W 8
 Th 9 Cabinet
 F 10
 M 13
 Tu 14 Joint Transportation
 W 15 Planning
 Th 16 Audit
 F 17
 M 20
 T 21
 W 22
 Th 23
 F 24
 M 27
 T 28 O&S
 W 29
 Th 30 Audit

M 15
 Tu 16
 W 17 Planning
 Th 18
 F 19
 M 22
 Tu 23 O&S
 W 24
 Th 25
 F 26
 M 29 **BANK HOLIDAY**
 Tu 30
 W 31

NOVEMBER 2016

Tu 1
 W 2
 Th 3 JCC 2.30pm
 F 4
 M 7
 Tu 8
 W 9
 Th 10 Cabinet
 F 11
 M 14
 Tu 15
 W 16 Planning
 Th 17
 F 18
 M 21
 Tu 22 O&S
 W 23
 Th 24
 F 25
 M 28
 Tu 29
 W 30

SEPTEMBER 2016

JULY 2016

F 1
 M 4
 Tu 5
 W 6
 Th 7 JCC 2.30pm
 F 8

Th 1 JCC 2.30pm
 F 2
 M 5
 Tu 6
 W 7
 Th 8 Cabinet
 F 9
 M 12
 Tu 13 Joint Transportation
 W 14 Planning
 Th 15
 F 16
 M 19
 Tu 20
 W 21

DECEMBER 2016

Th 1
F 2

M 5
Tu 6 Audit
W 7
Th 8 Cabinet
F 9

M 12
Tu 13 Joint Transportation
W 14 Planning
Th 15 Council
F 16

M 19
Tu 20 O&S
W 21
Th 22
F 23

M 26 **BANK HOLIDAY**
Tu 27 **BANK HOLIDAY**
W 28 **OFFICES CLOSED**
Th 29
F 30

JANUARY 2017

M 2 **BANK HOLIDAY**
Tu 3
W 4
Th 5 JCC 2.30pm
F 6

M 9
Tu 10
W 11
Th 12 Cabinet
F 13

M 16 Licensing & H&S 10am
Tu 17
W 18 Planning
Th 19
F 20

M 23
Tu 24 O&S
W 25
Th 26
F 27

M 30
Tu 31 Standards

FEBRUARY 2017

W 1
Th 2
F 3

M 6
Tu 7
W 8
Th 9 Cabinet
F 10

M 13
Tu 14
W 15 Planning
Th 16 Council (C Tax)
F 17

M 20
Tu 21
W 22
Th 23
F 24

M 27
Tu 28 O&S

MARCH 2017

W 1
Th 2 JCC 2.30pm
F 3

M 6
Tu 7
W 8
Th 9 Cabinet
F 10

M 13
Tu 14 Joint Transportation
W 15 Planning
Th 16
F 17

M 20
Tu 21 Audit
W 22
Th 23
F 24

M 27
Tu 28 O&S
W 29
Th 30
F 31

APRIL 2017

M 3
Tu 4
W 5
Th 6 Cabinet
F 7

M 10
Tu 11
W 12 Planning
Th 13
F 14 **GOOD FRIDAY**

M 17 **EASTER MONDAY**
Tu 18
W 19
Th 20 Council
F 21

M 24
T 25 O&S
W 26
Th 27
F 28

MAY 2017

M 1 **BANK HOLIDAY**
Tu 2 Selection & CR
W 3
Th 4 JCC 2.30pm
KCC ELECTIONS


F 5

M 8
Tu 9
W 10
Th 11 Cabinet
F 12

M 15
Tu 16
W 17 Planning
Th 18 Council
F 19

M 22
Tu 23 O&S
W 24
Th 25
F 26

M 29 **BANK HOLIDAY**
Tu 30
W 31

| KEY | |
|---|--------------------------------|
| O&S | - Overview and Scrutiny |
| JCC | - Joint Consultative Committee |
|  | = School Holidays |

DATES OF MEETINGS MAY 2017 - MAY 2018

Meetings are usually held at the Civic Centre and start at 7.00pm unless otherwise stated

MAY 2017

M 1 **BANK HOLIDAY**
 Tu 2 Selection & CR
 W 3
 Th 4 JCC 2.30pm
KCC ELECTIONS
 F 5
 M 8
 Tu 9
 W 10
 Th 11 Cabinet
 F 12
 M 15
 Tu 16
 W 17 Planning
 Th 18 Council
 F 19

M 22
 Tu 23 O&S
 W 24
 Th 25
 F 26

M 29 **BANK HOLIDAY**
 Tu 30
 W 31

JUNE 2017

Th 1
 F 2
 M 5
 Tu 6
 W 7
 Th 8 Cabinet
 F 9
 M 12
 Tu 13 Joint Transportation
 W 14 Planning
 Th 15 Audit
 F 16

M 19
 T 20
 W 21
 Th 22
 F 23

M 26
 T 27 O&S
 W 28
 Th 29 Audit
 F 30

JULY 2017

M 3
 Tu 4
 W 5
 Th 6 JCC 2.30pm
 F 7
 M 10

Tu 11
 W 12
 Th 13 Cabinet
 F 14
 M 17
 Tu 18
 W 19 Planning
 Th 20 Council
 F 21

M 24
 T 25 O&S
 W 26
 Th 27
 F 28

M 31

AUGUST 2017

Tu 1
 W 2
 Th 3
 F 4

M 7
 Tu 8
 W 9
 Th 10 Cabinet
 F 11

M 14
 Tu 15
 W 16 Planning
 Th 17
 F 18

M 21
 Tu 22 O&S
 W 23
 Th 24
 F 25

M 28 **BANK HOLIDAY**
 Tu 29
 W 30
 Th 31

SEPTEMBER 2017

F 1
 M 4
 Tu 5
 W 6
 Th 7 JCC 2.30pm
 F 8

M 11
 Tu 12 Joint Transportation
 W 13
 Th 14 Cabinet
 F 15
 M 18
 Tu 19
 W 20 Planning
 Th 21

F 22
 M 25
 Tu 26 O&S
 W 27
 Th 28 Audit
 F 29

OCTOBER 2017

M 2
 Tu 3
 W 4
 Th 5
 F 6

M 9
 Tu 10
 W 11
 Th 12 Cabinet
 F 13

M 16
 Tu 17
 W 18 Planning
 Th 19 Council
 F 20

M 23
 Tu 24 O&S
 W 25
 Th 26
 F 27

M 30
 Tu 31

NOVEMBER 2017

W 1
 Th 2 JCC 2.30pm
 F 3

M 6
 Tu 7
 W 8
 Th 9 Cabinet
 F 10

M 13
 Tu 14
 W 15 Planning
 Th 16
 F 17

M 20
 Tu 21
 W 22
 Th 23
 F 24

M 27
 Tu 28 O&S
 W 29
 Th 30

DECEMBER 2017

F 1
 M 4
 Tu 5 Audit
 W 6
 Th 7 Cabinet
 F 8

 M 11
 Tu 12 Joint Transportation
 W 13 Planning
 Th 14 Council
 F 15

 M 18
 Tu 19 O&S
 W 20
 Th 21
 F 22

 M 25 **BANK HOLIDAY**
 Tu 26 **BANK HOLIDAY**
 W 27 **OFFICES CLOSED**
 Th 28
 F 29

JANUARY 2018

M 1 **BANK HOLIDAY**
 Tu 2
 W 3
 Th 4 JCC 2.30pm
 F 5

 M 8
 Tu 9
 W 10
 Th 11 Cabinet
 F 12

 M 15 Licensing & H&S 10am
 Tu 16
 W 17 Planning
 Th 18
 F 19

 M 22
 Tu 23 O&S
 W 24
 Th 25
 F 26

 M 29
 Tu 30 Standards
 W 31

FEBRUARY 2018

Th 1
 F 2

 M 5
 Tu 6
 W 7
 Th 8 Cabinet
 F 9

 M 12
 Tu 13
 W 14 Planning
 Th 15 Council (C Tax)

F 16

M 19
 Tu 20
 W 21
 Th 22
 F 23

 M 26
 Tu 27 O&S
 W 28

MARCH 2018

Th 1 JCC 2.30pm
 F 2

 M 5
 Tu 6
 W 7
 Th 8 Cabinet
 F 9

 M 12
 Tu 13 Joint Transportation
 W 14 Planning
 Th 15
 F 16

M 19
 Tu 20 Audit
 W 21
 Th 22
 F 23

M 26
 Tu 27 O&S
 W 28
 Th 29
 F 30 **GOOD FRIDAY**

APRIL 2018

M 2 **EASTER MONDAY**
 Tu 3
 W 4
 Th 5
 F 6

 M 9
 Tu 10
 W 11
 Th 12 Cabinet
 F 13

 M 16
 Tu 17
 W 18 Planning
 Th 19 Council
 F 20

M 23
 Tu 24 O&S
 W 25
 Th 26
 F 27

 M 30

MAY 2018

Tu 1 Selection & CR
 W 2
 Th 3 JCC 2.30pm
 F 4

BANK HOLIDAY

M 7
 Tu 8
 W 9
 Th 10 Cabinet
 F 11

M 14
 Tu 15
 W 16 Planning
 Th 17 Council
 F 18

M 21
 Tu 22 O&S
 W 23
 Th 24
 F 25


BANK HOLIDAY

M 28
 Tu 29
 W 30
 Th 31

KEY

O&S - Overview and Scrutiny

JCC - Joint Consultative Committee

 = School Holidays