



## 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 - Ashford Borough Council on Thursday, 22nd February, 2018 at 7.00 pm.

Yours faithfully

T W Mortimer  
Corporate Director (Law and Governance)

### Agenda

Page Nos..

1. **Apologies**
2. **To consider whether any items should be dealt with in private because of the likely disclosure of Exempt or Confidential Information**
3. **Declarations of Interest** 1 - 2

To declare any interests which fall under the following categories, as explained on the attached document:

  - a) Disclosable Pecuniary Interests (DPI)
  - b) Other Significant Interests (OSI)
  - c) Voluntary Announcements of Other Interests
4. **To confirm the Minutes of the Council Meeting held on the 14th December 2017** 3 - 12
5. **To receive any announcements from the Mayor, Leader or other Members of the Council**
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.  | <b>To receive, consider and adopt the Minutes of the Licensing and Health and Safety Committee held on the 16th January 2018</b>   | 13 - 22 |
| Subject to noting the apologies of Councillor Adby. |  |         |
| 9.  | <b>To receive, consider and adopt the recommendations set out in the Minutes of the Meetings of the Cabinet held on the 11th January and 8th February 2018 - with the following exception - The recommendations of the 8th February Meeting regarding the item "Budget 2018/19" be deferred for consideration with Agenda Item No. 10</b>  | 23 - 36 |
| 10.   | <b>To consider the recommendations of the Cabinet regarding the item 'Budget 2018/19' (which includes the adoption of the budget) and the report "Council Tax 2018/19 Resolutions" (to follow) and to determine the Borough Council's precept of the Collection Fund and set the Council Tax for 2018/19 NB: Members are asked to bring with them the Agenda and report for the meeting of the Cabinet held on the 8th February 2018</b> |         |
| 11.   | <b>To receive the Minutes of the meetings of the Appeals Committee held at 10.00am and 11.30am on the 13th December 2017</b>   | 37 - 40 |
| 12.   | <b>To receive the Minutes of the Standards Committee held on the 12th February 2018 (to follow)</b>  |         |
| 13.   | <b>Annual Report of the Council's Monitoring Officer - 2017</b>  | 41 - 56 |
| 14.   | <b>Appointment of Returning Officer and Electoral Registration Officer</b>   | 57 - 58 |
| 15.   | <b>Programme of Meetings 2018/19 and 2019/2020</b>   | 59 - 64 |
| 16.   | <b>To consider Motions of which Notice has been given pursuant to Procedure Rule 11</b>  |         |
| 17.   | <b>Questions by Members of which Notice has been given pursuant to Procedure Rule 10</b>   |         |

DS

16 February 2018

Queries concerning this agenda? Please contact Danny Sheppard Telephone (01233) 330349 Email [danny.sheppard@ashford.gov.uk](mailto:danny.sheppard@ashford.gov.uk)  
Agendas, Reports and Minutes are available on: <http://ashford.moderngov.co.uk>



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

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

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

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

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

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

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- 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/5962/2193362.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf)
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, 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 Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

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## Ashford Borough Council

Minutes of a Meeting of the Ashford Borough Council held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **14<sup>th</sup> December 2017**.

### **Present:**

His Worshipful the Mayor, Cllr. W R Michael (Chairman);

Cllrs. Aaby, Barrett, Bartlett, Mrs Bell, Bell, Bennett, Mrs Blanford, Buchanan, Clarkson, Clokie, Farrell, Feacey, Heyes, W Howard, Howard-Smith, Koowaree, Krause, Link, Macpherson, Murphy, Ovenden, Pickering, Shorter, Smith, Suddards, Waters, Mrs Webb, Wedgbury, White.

### **Also Present:**

Chief Executive, Director of Law and Governance, Director of Finance and Economy, Director of Place and Space, Head of Legal and Democracy, Head of Planning and Development, Policy Manager, Principal Solicitor (Strategic Development), Senior Member Services Officer.

### **Apologies:**

Cllrs. Bradford, Burgess, Chilton, Dehnel, Mrs Dyer, Galpin, Mrs Heyes, Hicks, Knowles, Miss Martin, Mrs Martin, Sims.

## **295 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. The Director of Law and Governance advised that there were none.

## **296 Declarations of Interest**

<b>Councillor</b>	<b>Interest</b>	<b>Minute No.</b>
Bartlett	Made 'Voluntary Announcements' as he lived near to Junction 10a of the M20 and site S16 – Waterbrook as well as being a shareholder at the Farriers Arms, Mersham which adjoined site S35 – Mersham Village Hall.	299(b)
Clarkson	Declared an Other Significant Interest as a Director of A Better Choice for Property Limited and would leave the meeting for the debate and vote on Minute 277 of the Cabinet of 7 <sup>th</sup> December 2017.	299(b)
Feacey	Made a 'Voluntary Announcement' as a Trustee of Repton Connect.	299(a)

## 297 Minutes

### Resolved:

**That the Minutes of the Meeting of the Council held on the 19<sup>th</sup> October 2017 be approved and confirmed as a correct record.**

## 298 Announcements

### (a) The Mayor

The Mayor welcomed everyone to the meeting. He advised that he and the Deputy Mayor had fulfilled a considerable number of engagements since the last Council Meeting. Remembrance Sunday and the Battle of Cambrai commemoration had made an indelible mark upon him and those that attended. The Borough did itself proud at those events and he wished to thank Councillor Dehnel for his exceptional organisation that took place.

He said that young people were often maligned because of a few incidents that occurred, and one evening he had walked the alleys and backstreets of Stanhope, Willesborough, and the Town to engage young people. He was pleased to find that Ashford was doing well and that there were some great young people out there. He came across a group of 20 people who were actually playing Pokémon Go - enjoying the great outdoors and harmlessly socialising. For them, sitting at home and watching television was not the answer and they wanted inexpensive and free things to do in Ashford with their evenings. The future lay with the current young generation and he considered that youth development was a must if the future was to be bright. He advised that Ashford Cadet Forces played a very important part by providing young people from 8 to 18 years with training in leadership, team building, and life skills in general. It was all voluntary and he had been impressed by their commitment and dedication. He considered it would be of immense social and community value to encourage more children to become Cadets but, as they got little or no direct funding, help was needed and maybe consideration could be given for use of Section 106 monies to create youth programmes such as Cadet Forces. It was just as important these days to provide young people with something to do in the evenings as it was to provide them with play parks and sports pitches.

Previously he had mentioned how lucky Ashford was to have so many ordinary people doing voluntary work, because without them things would come to a grinding halt. Coppicing a woodland with volunteers recently, he had met people who had been doing this sort of work twice a week for many years. Batchelor Foods and its Cup A Soup brand was an Ashford icon, and as Premier Foods they had done something remarkable recently to mark their 60<sup>th</sup> anniversary. Involving the next generation, they had planted 60 trees across schools and he had got to see at first hand the excitement this generated. The future was with the next generation and embracing them in things like this would deliver better citizens and parents of tomorrow. There were many organisations and individuals doing exceptional things within the Borough and acknowledging them was what the Mayors Award was all about. He said that Members must know of those in their Wards deserving recognition and he looked forward to being provided with their details.

The Mayor advised that as they came to the end of the year, 2017 had been a remarkable year for Ashford, seeing much of the Town regenerated or destined to be



regenerated through firm plans in place. Members could be proud of the achievements and the progress the Council had made, and, without taking anything away from Members, he wanted to acknowledge the work of Officers to help place Ashford as one of the most forward-thinking Councils in the country. Their vision, imagination, dedication, and wise counsel was fundamental to placing Ashford in an exalted position among Local Authorities and attracting investors. On behalf of himself and Members, he asked the Chief Executive to thank Officers and let them know they were truly valued.

Today's Ashford had more than its fair share of entrepreneurs with 90% of businesses having ten employees or less. When attending the Business Awards recently, he had met a few that had taken the bold step of starting a business and doing so in Ashford. He had told delegates that they demonstrated vision, courage, and ambition to drive their businesses and, as a consequence, Ashford. He informed them that Ashford was seeing a phenomenal level of growth and considerable inward investment and that it was them that were changing conversations. No longer was the talk about who Ashford was, but what they could be. Whilst Ashford welcomed large businesses it was the indigenous small and medium sized enterprises that were the key to Ashford's success and that gave Ashford its character and sustained and drove place and people centred development. He had ended by saying to all businesses that together with Ashford, they could achieve. The Mayor said that recently he had received the Duke of Kent to the Borough and as part of his visit he had presented Premier Coatings Limited with the Queen's Award to Industry for their outstanding overseas sales over the past three years. They also received the Mayor's Award which thrilled them (although perhaps slightly less than the Queen's Award!)

The Mayor said that a manufacturer had recently remarked to him that they were unable to fill temporary positions because Ashford had more or less full employment. This was pleasing to hear, but he knew that there were people out there off the radar with low esteem and low expectations and out of work. He had met with youth who were unable to cope academically and were no longer attending education. In bygone years these people could have got an apprenticeship working alongside skilled craftsmen, but not so today without qualifications. He said that all young people were thirsty for work which once obtained would inspire and motivate them to be the best they possibly could be since it brought self-worth and self-esteem. The new College campus was exceptional news for the youth of Ashford, but people were telling him that they needed to give hope to those less academically able.

2018 would deliver significant milestones but these would not be without challenges. The most notable challenge would be the Adoption of the new Local Plan. Meeting many communities affected by proposals, he was aware of widespread consternation and the need for a very understanding ear. Concerns had also been aired to him by businesses. Everyone applauded the Town Centre regeneration, but deep reservations existed about infrastructure and, in particular, the ability of key road arteries to cope. Residents had asked that development should focus considerably on brownfield sites, where infrastructure existed, rather than greenfield. The Local Plan and Planning Policy Task Group, along with Officers had struggled to deliver a plan against a backdrop of evolving Government Policies and lack of clarity, and at times it had been tantamount to "nailing jelly to a wall". Just when it was thought the plan was done, Government had introduced rework to protract the process. Many residents had told him the past excesses of bankers had been replaced by the excesses of unscrupulous developers and landowners.

Finally, the Mayor said he would like to draw Members' attention to his charity events next year. On 27<sup>th</sup> January there would be a Black and White Masquerade Ball featuring the very popular Natalie Ward; on 18<sup>th</sup> March there would be a Lunch Time Opera with Jo Appleby, the soprano who sang at the last night of the Proms; and on the 5<sup>th</sup> May the ever-popular Rat Pack and Swing with Dean Gee. All events would be held at the London Beach Hotel in Tenterden and would include either dinner or lunch. The last Curry night in November had been a sell out so another was planned for February and would be offered to Members and Officers first before opening to others. Members' support for these events would be immensely appreciated by his charities, particularly those young people facing personal difficulties and those at the Wyvern School who desperately wanted another bus so more of them could get out and enjoy the things we all took for granted. He wanted to wish everyone an enjoyable and relaxing Christmas and hoped that the New Year held many good things personally and for Ashford and all its residents. He welcomed all present to join him in the Committee Rooms after the meeting for some festive cheer.

**(b) Leader of the Council**

The Leader said that in the final Full Council meeting of 2017 he would like to reflect on the many positive developments and milestones they had seen this year, and mention a few highlights they could look forward to in 2018 as Ashford's ongoing transformation continued.

2017 had certainly been a year of major achievements, with developments physically starting on site for a number of projects across the Borough. They had seen construction start on the Commercial Quarter and Elwick Place as well as the multi-million-pound state-of-the-art Ashford College Campus opening its doors to students in September. These developments were part of the changing face of the Town Centre. Ashford was witnessing inward investment on an unprecedented level – £668m across the Borough, of which £520m was within the Town Centre itself. This was certainly having a positive effect on Ashford's reputation. Research from inward investment agency Locate in Kent showed that the Town was voted the most improved area in the County for business growth. Excellent rail and road links in close proximity to London and Europe, available sites, quality of life and a supportive local Council were all listed as positives. More than three in five (62%) had stated that Ashford had improved as a business location over the past five years. This again made Ashford the number one business location in Kent.

As well as the major building projects that were underway, the Leader said that they had to have close regard to the supporting infrastructure. This year had seen the pinch point at the Willesborough Road by the Julie Rose Stadium at Conningbrook greatly improved by work from KCC Highways. During the last week, the Secretary of State had given the go ahead to the construction of Junction 10A of the M20, which was a real milestone in itself with work starting next year, however it had also brought forward an additional highway benefit, with Highways England now agreeing to resolve the long standing difficulty at Barrey Road. They had announced that they would be putting in signalling at Barrey Road with the junction of the A2070. This had been a major area of contention and would be a great benefit for access to the businesses on that Industrial Estate. He advised that at least three years ago he had written to KCC Highways seeking the introduction of Box Junctions to improve the flow at the Drovers Roundabout. The suggestion had received a favourable response but nothing had actually been done. He was therefore sure that Members

would be pleased to learn that proposals to improve traffic flows at the Drovers Roundabout were now being actively considered. Recently, a list of some 30 temporary road closures in Ashford up to the end of January 2018 had been published and whilst at first glance one could think about the disruption, he considered it was important to remember that the disruption would be short lived, and afterwards the Borough would have a significant number of its roads re-surfaced and/or improved, and that must be good news for everyone.

The Leader advised that the Borough's profile as a tourist destination was also growing and the Council had been working hard to promote the Borough as a place to live, work, play and invest. Ashford's thriving visitor economy and the value of tourism in the Borough could not be underestimated. Ashford's tourism industry accounted for thousands of jobs and contributed significantly to Kent's economy with the latest figures showing that there had been a 6% increase in spend on attractions in the Borough. The latest figures published by the Department for Environment, Food and Rural Affairs also showed Ashford was leading the way as the best recycling Local Authority in Kent for a third consecutive year. Ashford's recycling rate had risen to 55% which was a further rise of 2% since last year. He said that when he had become Leader, Ashford Borough Council had been referred to as 'England's Worst Recycler', but they now sat as the 35th best recycling Local Authority in the entire country. Ashford's success could be attributed to a number of factors including: - excellent engagement with its residents; strong contractual management thanks to dedicated staff with an excellent understanding of the contract; a sound communications plan; membership of the Kent Resource Partnership (KRP); and working with Biffa who were an engaged contractor. In other good news, the latest figures published in KRP's Annual Report showed that Kent's landfill waste was less than 3% for 2016/17 – exceeding the Government target of 10%. More specifically, the report highlighted that less than 2% of waste generated in Ashford was sent to landfill and this was an excellent statistic the Borough should be very proud of. The remaining 98% of Ashford's waste was either recycled, composted, or used to generate electricity.

This year had also seen the ten year anniversary of the arrival of high speed rail services and the 175<sup>th</sup> Birthday of Ashford's, now, International Station. Over the past 175 years, the Station had played a crucial role in connecting communities in Kent and the South East. Ashford had a long and proud relationship with the railway, which had played an important role in the Borough's history and been a catalyst in its ongoing growth and development. Today, Ashford International provided an even greater link, with the Station used by over 3.6 million passengers each year. The introduction of High Speed One to London in 38 minutes, and the direct rail routes to mainland Europe made Ashford International a vital rail hub. Ashford's economic success continued to grow and he believed that this was due in a very large part to Ashford International Station.

Looking ahead to 2018, the Leader said there was much to be excited about. The Cinema complex would open towards the end of the year; the first building on the Commercial Quarter would be occupied; the Designer Outlet Centre would be well underway; the first homes in Chilmington Green would be built; and the new Town Centre Brewery development would be emerging and changing the Ashford landscape. The new signalling would be in place at the Station, Ashford would be receiving the new rolling stock early in the New Year and the platforms were already being widened to accommodate the new trains. They would also see the launch of *Snowdogs Discover Ashford* – a major cultural event which would be a real attraction

for those in Ashford and those wishing to re-discover what Ashford had to offer in the lead up to Christmas next year. With 2018 being so significant - 100 years on from the end of the First World War, he was sure there would be a number of commemorative events to remember the past and the sacrifice made, and indeed other less sombre events that would enrich and improve the lives of Ashford's community in the forthcoming year.

Finally, the Leader said he would like to thank colleagues and Officers for their efforts this year, and on behalf of the Council he wanted to wish colleagues, residents and businesses a Merry Christmas and a happy and prosperous New Year.

The Mayor responded that whilst all Councillors had been involved, he particularly wanted to congratulate the Leadership and Cabinet for all they had done this year.

## **299 Cabinet – 9<sup>th</sup> November and 7<sup>th</sup> December 2017**

The report of the Director of Law and Governance, which had been tabled, clarified the procedure for consideration of the Cabinet minutes.

### **(a) Cabinet – 9<sup>th</sup> November 2017**

#### **Resolved:**

**That (i) the Minutes of the Meeting of the Cabinet held on the 9<sup>th</sup> November 2017 be received and noted with the exception of Minute No. 215.**

**(ii) Minute No. 215 be approved and adopted.**

### **(b) Cabinet – 7<sup>th</sup> December 2017**

The Mayor directed Members attention to the tabled paper which included comments from Cllr Miss Martin on Minute No. 262 – Submission Version of the Ashford Borough Local Plan 2030.

In accordance with Procedure Rule 9.3 Mr Tomkins, Chairman of Brook Parish Council spoke on Minute No. 262 – Submission Version of the Ashford Borough Local Plan 2030. He said that as far as Brook was concerned this process had started way back in 2014 when the Parish Council had filled in a SS12 form against a plan to build houses in Brook. The plan had been rejected for a variety of reasons, mainly because the housing was seen to be unsustainable, but that same plan now unfortunately seemed to have come back whilst nothing had changed in the village. They still had no amenities and no buses so people in the village were struggling to understand why the plan was seen to be sustainable this time. This was the third time he had addressed Members in this Chamber and he did not know what more he could say. As far as he was concerned the plan for Brook was unsustainable and should not be in the Local Plan. Members had previously stated that they would not build in Areas of Outstanding Natural Beauty, which Brook was. Several Councillors had said that villages needed to expand or they would die, but that was not true for Brook, it was thriving. For these reasons, he urged Members to think again about including Brook in Policy HOU3A, which was totally unsound.

In accordance with Procedure Rule 9.3 Mrs Harman, a Local Resident spoke on Minute No. 262 – Submission Version of the Ashford Borough Local Plan 2030. She said that she had lived in Aldington for 11 years and had attended the Cabinet meeting on 7<sup>th</sup> December. She wanted to comment on the statement made by the Leader of the Council at that meeting that the proposed development for Aldington in the Local Plan 2030 was “only 30 dwellings” and the comment of another Member at the same meeting that “villages had to grow”. She wanted to point out that the proposed development for Aldington in the previous Local Plan was 40 dwellings, but actually turned out to be 186 homes built, currently being built or to be built in the next few months. She objected to villagers being branded as ‘nimbys’ when reacting to planning applications. She believed that the current system encouraged reaction because each application was presented individually and without the context of previous building. This meant that the number of houses spoken about was small, giving the impression of “nimbyism” when in fact the reaction was to the slow continuous erosion of village life, loss of green fields and increasing demand on services created by cumulative development. She thought the Council should talk about the whole number of dwellings created in a village during a plan period, not the individual developments and suggested that the 30 dwellings proposed for Aldington in the Local Plan 2030 period was a highly inaccurate description of what would happen in reality. The planning system itself encouraged windfall application after windfall application which, even if rejected, seemed to get through on appeal. She thought that the public consultation process was inefficient and left villagers feeling that their opinions did not count as “they were just being nimbys”. Mrs Harman understood the Council needed a Local Plan and more housing, however she thought Members should give more weight to the feeling of their voters – the current residents, as their quality of life was being eroded. Aldington had experienced ten years of continuous development, ten years of small groups of new houses appearing and the village welcoming their residents and ten years of everyone avoiding potholes created by HGVs and meeting them head-on on blind bends on sharp country lanes whilst out on the school run or driving to work. Villages could grow by other means than building – this included investment, improvement of existing properties, enabling of home industry and encouraging rural innovation. Whilst the Local Plan did consider some very good policy descriptions, she considered it also contained a lot of extremely vague language that would not stop opportunistic developers and landowners arguing their cases. She said that if she was a millionaire she would purchase all of the fields around Aldington just to protect them, but unfortunately she was not, so she wanted to ask the Councillors whose side they were on?

The Ward Member for Weald East said he wanted to speak particularly on Policy ENV5 – Protecting Rural Features. He wanted to remind Members what had been achieved in the process in the lead up to the announcement of M20 Junction 10a on the 1<sup>st</sup> December. The Inspector’s decision referred to the need to protect Mersham Conservation Area by way of conditions. He found it a strange omission from the Local Plan that the area between Stour Park and Mersham Conservation Area was not afforded specific protection, but he knew that residents and Councillors would have the opportunity to raise their concerns, including this one, at the Public Examination. This was vital as it would set the development of the Borough until 2030. The Junction 10a planning application had been highly transparent and the hearings had been open and discursive, but Members and residents would need help to be able to make a real difference to the Local Plan. Mersham had secured positive views from Highways England to prevent rat-running through the village, protection for the Conservation Area and in Seyington, after 20 years, traffic lights at

Barrey Road. It was therefore impossible to over-emphasise the importance of public involvement in contributing to decisions. The Mayor had previously spoken of the problem of unscrupulous developments and he said he did echo that and would also like to draw colleagues attention to the Policy at page 235 of the Plan – HOU 11 – Houses in Multiple Occupation, where Paragraph 5.90 set out the problems that these could cause in terms of Anti-Social Behaviour, noise and nuisance, but that the restriction was limited to certain listed areas. He hoped this could be extended to the whole of the Town Centre. In closing though, his request was for help to make it as easy and straight forward as possible for both the public and Councillors to contribute towards the Public Examination. He asked the Mayor to ensure that the Planning Department issued clear guidelines as to how the public could be involved. The Mayor responded that he would certainly ask the Planning Department to do that.

The Deputy Leader said that he wanted to address the two public speakers. He said that the Council certainly did not brand anyone as a 'nimby' and as Ward Member for Biddenden, a very rural village, he understood the concerns of those who loved their villages, wanted to protect them and were nervous of any change. He advised that the situation at the moment nationally was that there was a huge need for housing and a push to provide them. That was putting enormous pressure on to Councils and recent changes to the planning rules meant that rural areas in particular needed to supply land for housing. If this Local Plan did not do that then the Council would be laying themselves open to unscrupulous developers who could come in and put in planning applications which, whilst they may turn down as a Planning Committee, would likely be approved on appeal. Other villages, other than Aldington and Brook, were taking housing and having to defend speculative applications, so whilst the question had been asked "whose side are you on?", the answer was very much on the side of villagers and the rural areas. He considered this Local Plan was necessary to protect the whole of the Borough, and the rural areas in particular, against unscrupulous developers and if they did not get it through, and quickly, those developers would be putting in applications wherever they wanted and obtaining large parcels of land in the rural areas for development on appeal. It was all about defending the villages.

In response to the points made, the Leader said that he echoed the comments of the Deputy Leader. The Council could not, by law, refuse to consider any planning application put before it, whether that was a windfall site or a large development. Of all the villages in the Borough, his own village Charing had taken more than any other including the town of Tenterden. Charing was currently facing an appeal for 286 homes which the Planning Committee had already turned down. He had personally never branded anyone a 'nimby' in their approach and very much valued the villages. The Cabinet had insisted they utilise all available brownfield sites in the urban area to ease the burden on the villages and dwellings were currently being generated all over the Town. He said that the planning process was set out in law and if the Council did not have a plan then they would be in trouble, with developers coming in with all sorts of schemes in areas they did not want them and the Council would have very little recourse to say no. That was why the Plan was so important. It was the result of over four years work, with two public consultations. He understood the views people had expressed, but things had changed in terms of Governments and demand for housing and this Council had to go along with the laws of this country, be sound in its judgements and achieve the best results possible for the people of the Borough. He wanted to reassure those present that the Council was not turning its back on the villages, they were trying to make the best of a very

difficult situation. He encouraged all of those who had contributed to the consultation thus far to take the opportunity to do so again before the Inspector.

The Minutes were cleared with the exception of Minute No. 277 and before the vote was taken on that item the Leader and the Chief Executive left the Council Chamber.

**Resolved:**

**That subject to the expiry of the period by which decisions arising from the Meeting of the Cabinet held on the 7<sup>th</sup> December 2017 may be called in, i.e. 20<sup>th</sup> December 2017: -**

- (i) the Minutes of the Meeting of the Cabinet held on the 7<sup>th</sup> December 2017 be received and noted with the exception of Minute Nos. 262, 264, 265, 270 and 277.**
- (ii) Minute Nos. 264, 265 and 270 be approved and adopted.**
- (iii) the recommendations in Minute No. 262 - Submission Version of the Ashford Borough Local Plan 2030, be approved and adopted**
- (iv) Minute No. 277 be approved and adopted.**

### **300 Audit Committee – 5<sup>th</sup> December 2017**

**Resolved:**

**That the Minutes of the Meeting of the Audit Committee held on the 5<sup>th</sup> December 2017 be received and noted.**

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## Licensing and Health and Safety Committee

Minutes of a Meeting of the Licensing and Health and Safety Committee held in Committee Room No. 1 (Fougères Room), Civic Centre, Tannery Lane, Ashford on the **16<sup>th</sup> January 2018**

### Present:

Cllr. Feacey (Chairman);  
Cllr. Mrs Webb (Vice-Chairman);  
Cllrs. Bennett, Bradford, Buchanan, Heyes, Pickering, Shorter, Sims, Smith, White

In accordance with Procedure Rule 1.2 (iii) Councillors Buchanan and Heyes attended as Substitute Members for Councillors Krause and Mrs Dyer respectively.

### Apologies:

Cllrs. Chilton, Mrs Dyer, Krause.

### Also Present:

Environmental Protection and Licensing Team Leader, Licensing Officer, Member Services Officer.

## 316 Declarations of Interest

Councillor	Interest	Minute No.
Feacey	Made a 'Voluntary Announcement' as he was the Managing Director of Energyshift who worked with members of the taxi trade, he was on the Management Committee of UK LPG and was Chairman of the Ashford Volunteer Bureau who ran its own cars.	318, 319

## 317 Minutes

### Resolved:

**That the Minutes of the Meeting of this Committee held on the 16<sup>th</sup> January 2017 be approved and confirmed as a correct record, subject to an amendment to Minute 264 (iii) to read:**

	CURRENT FEES	PROPOSED FEES
	2016/17	2017/18
Private Hire & Hackney Carriage Drivers Licence (for 3 years)	£100.00	<b>£101.00</b>

## **318 Proposed Fee Levels for 2018/19 Applications**

In accordance with Procedure Rule 9.3, Mrs Whybrow attended and addressed the Committee. She raised concerns that the Committee, when setting fees, failed to recognise the wages and business costs of the taxi trade. Vehicle running costs were increasing however there had been no rise in wages. In respect of the data provided in the report pertaining to insurance premiums, she felt this data was not relevant as it related to general car premiums rather than specialist taxi insurance premiums. She said it was important to take into account the needs of smaller fleets and individual drivers who had very different working patterns. In addition, smaller fleets did not have the luxury of spare parts or vehicles. Mrs Whybrow felt that the Council placed too much emphasis on the customer to the detriment of the taxi trade. Many drivers worked excessive unsociable hours, she provided an example of these. Further, the Council was keen to promote vehicles for disabled passengers however these came at an additional cost to the trade. She also promoted the case for an increase in fares for larger vehicles (6 or more passengers). In conclusion, Mrs Whybrow advised the Committee that there had been a rise in the cost of living and even Council employees had been given a pay increase, she asked that the same be applied to the taxi trade.

The Environmental Protection and Licensing Team Leader advised that he was not aware of an insurance premium index that was specific to premiums charged for specialist taxi insurance, due to this the AA British Insurance Premium Index was utilised. He welcomed any details that Mrs Whybrow or someone from the taxi trade could provide in relation to a specialist insurance premium index.

The Environmental Protection and Licensing Team Leader introduced the report and advised that the setting of licensing fees allowed the Licensing Authority to recover the costs of processing licence applications, regulation and back office costs associated with the running of the licensing regime. Licensing fees must be cost neutral and could not be profit making. He drew attention to Appendix E of the report, which provided a summary of the licenses issued by the Authority. This list did not detail the proactive and reactive enforcement undertaken by Officers, nor the work involved in administering Licensing Hearings and Appeals.

### **Gambling Related Fees**

The report recommended that the fees increase in line with inflation, except where fees were at the statutory maximum. The fees given as the current fees should read 2017/18.

### **Sex Establishment Fees**

The report proposed that the fees increased in line with inflation.

### **Hackney Carriage and Private Hire Fees**

The report recommended that the fees increase in line with inflation, except:

- Transfer of vehicle licences – the Committee had made it clear that they aimed to abolish this fee in the future on the basis of enabling newer vehicles

onto the fleet. It should be noted that the majority of transfers were between older vehicles. Taking this into consideration, it was proposed that the fee remain the same.

- Replacement plates – it had been proposed to lower this fee to £20, to bring it in line with vehicle licence transfers.
- Vehicle Inspection – this fee had increased, however this fee was set by a commercial contract and in line with the Council's procurement requirements.

The Chairman drew attention to the transfer of vehicle licences fee and the Committees' previous aim to abolish this fee. During the discussion on this matter, some Members felt that if the aim was to enable newer and more environmentally friendly vehicles onto the fleet then this fee could be waived for such vehicles. The Environmental Protection and Licensing Team Leader advised that this would need to be understood further, particularly in relation to the definition of environmentally friendly vehicles that would be able to attract such a discount. The Committee agreed that this was an area to be investigated and the Environmental Protection and Licensing Team Leader endeavoured to do this in readiness for the fee setting for 2019/20. Discussions on this matter would also be had with the Taxi Forum to ascertain their views on the matter.

### **Scrap Metal Dealers Fees**

The report recommended an increase in line with inflation. The Committee was asked to note that the current fees within the report should read 2017/18 and the proposed fees 2018/19.

### **Recommended:**

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

### **RECOMMENDED GAMBLING RELATED LICENCE FEES FOR 2018/19**

<b>Premises Type</b>	<b>New Application (£)</b>	<b>Annual Fee (£)</b>
New Small Casino	<b>6734</b> (8000)	<b>3823</b> (5000)
New Large Casino	<b>8057</b> (10000)	<b>7708</b> (10000)
Regional Casino	<b>12690</b> (15000)	<b>11900</b> (15000)
Bingo Club	<b>2306</b> (3500)	<b>718</b> (1000)
Betting Premises (excluding Tracks)	<b>2347</b> (3000)	<b>466</b> (600)
Tracks	<b>1804</b> (2500)	<b>718</b> (1000)
Family Entertainment Centres	<b>1804</b> (2000)	<b>620</b> (750)
Adult Gaming Centre	<b>1804</b> (2000)	<b>723</b> (1000)
Temporary Use Notices	<b>204</b> (500)	<b>N/A</b>

	Application to Vary £	Application to Transfer £	Application for Re-Instatement £	Application for Provisional Statement £	Licence Application (provisional Statement) £	Copy Licence £	Notification of Change £
New Small Casino	<b>2757</b> (4000)	<b>1603</b> (1800)	<b>1347</b> (1800)	<b>6734</b> (8000)	<b>2393</b> (3000)	<b>25</b> (25)	<b>50</b> (50)
New large Casino	<b>3664</b> (5000)	<b>1881</b> (2150)	<b>2122</b> (2150)	<b>8057</b> (10000)	<b>3957</b> (5000)	<b>25</b> (25)	<b>50</b> (50)
Regional Casino	<b>5944</b> (7500)	<b>4336</b> (6500)	<b>4336</b> (6500)	<b>12690</b> (15000)	<b>6181</b> (8000)	<b>25</b> (25)	<b>50</b> (50)
Bingo Club	<b>1579</b> (1750)	<b>876</b> (1200)	<b>876</b> (1200)	<b>2306</b> (3500)	<b>953</b> (1200)	<b>25</b> (25)	<b>50</b> (50)
Betting Premises (excluding Tracks)	<b>1333</b> (1500)	<b>876</b> (1200)	<b>876</b> (1200)	<b>2306</b> (3000)	<b>953</b> (1200)	<b>25</b> (25)	<b>50</b> (50)
Tracks	<b>1210</b> (1250)	<b>876</b> (950)	<b>876</b> (950)	<b>1804</b> (2500)	<b>950</b> (950)	<b>25</b> (25)	<b>50</b> (50)
Family Entertainment Centres	<b>815</b> (1000)	<b>876</b> (950)	<b>876</b> (950)	<b>1804</b> (2000)	<b>789</b> (950)	<b>25</b> (25)	<b>50</b> (50)
Adult Gaming Centre	<b>815</b> (1000)	<b>876</b> (1200)	<b>876</b> (1200)	<b>1804</b> (2000)	<b>953</b> (1200)	<b>25</b> (25)	<b>50</b> (50)
Temporary Use Notices	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>25</b> (25)	<b>N/A</b>

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

#### RECOMMENDED SEX ESTABLISHMENT LICENCE FEES FOR 2018/19

	CURRENT FEES 2017/18	PROPOSED FEES 2018/19
Grant	£3236	£3317
Transfer	£300	£308
Renewal	£300	£308

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

**RECOMMENDED HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES  
2018/19**

	<b>CURRENT FEES 2017/18</b>	<b>PROPOSED FEES 2018/19</b>
Private Hire & Hackney Carriage Drivers Licence (for 1 year)	<b>£50.00</b>	<b>£52.00</b>
Private Hire & Hackney Carriage Drivers Licence (for 3 years)	<b>£101.00</b>	<b>£104.00</b>
Additional driver's licence (adding a licence)	<b>£20.00</b>	<b>£21.00</b>
Hackney Carriage Knowledge Test & Re-test	<b>£50.00</b>	<b>£52.00</b>
Replacement badge/Licence	<b>£11.00</b>	<b>£11.00</b>
Vehicle Licence - New or Renewal (including vehicle plate) for 1 year	<b>£308.00 – New £288.00 - Renewal</b>	<b>£316 - New £295 - Renewal</b>
Vehicle Plate Internal/External	<b>£25.00</b>	<b>£20.00</b>
Transfer of Vehicle Licence (with or without vehicle plate)	<b>£20.00</b>	<b>£20.00</b>
<i>Vehicle Inspection - Test Fee (set by contract)</i>	<b>£32.00</b>	<b>£32.00</b>
<i>Vehicle Inspection - Missed Appointment (set by contract)</i>	<b>No charge</b>	<b>No charge</b>
Private Hire Operators Licence - New or Renewal (for 3 years)	<b>1-3 vehicles : £126 4-10 vehicles : £424 11-20 vehicles : £848</b>	<b>1-3 vehicles : £129 4-10 vehicles : £435 11-20 vehicles : £869</b>
To increase number of vehicles licensed during duration of Operators Licence	<b>1-3 to 4-10 : 293.00 4-10 to 11-20 : 424.00</b>	<b>1-3 to 4-10 : £300.00 4-10 to 11-20 : £435.00</b>
Fee for Returned (Bounced) Cheques	<b>£16.00</b>	<b>£16.00</b>

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

**RECOMMENDED SCRAP METAL, SITE AND COLLECTORS LICENSING FEES  
2018/19**

	<b>CURRENT FEES 2017/18</b>	<b>PROPOSED FEES 2018/19</b>
Grant Site Licence	£308	£316
Grant Collectors Licence	£207	£212
Renewal Site Licence	£207	£212
Renewal Collectors Licence	£103	£106
Variation	£78	£80
Replacement Licence	£11	£11

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

### **319 Review of the Hackney Carriage Fare Scale 2018/19**

The Environmental Protection and Licensing Team Leader introduced the report and advised that the Committee were asked to consider and set a Hackney Carriage Fee based on the information contained within the report. It should be noted that the fare set would be a maximum fare, operators were free to charge less should they wish to do so. The purpose of setting a fare was to strike a balance between the legitimate aims of the taxi trade to maintain profitability, whilst also protecting the public from excessive fares. The fare consisted of an initial or drop rate, covering an initial period of distance or time, and a yardage rate based on further distance or time. The Committee was asked to consider both elements in making their decision. He drew Members' attention to the comparison table contained within the agenda papers, which highlighted Ashford as midway for Kent, charging £6.40 for a two mile journey. Shepway had been omitted from the table, however he could confirm that their rate was £6.20 for a two mile journey, 20p lower than Ashford's current fare rate.

In line with feedback from the Committee last year regarding the level of response from the trade additional work was undertaken to explain the need for meaningful local evidence. Officers had advised the Taxi Forum of the need for greater evidence to assist in the setting of fares and presented an updated survey to encourage submission of such evidence. Feedback from the Reps at the Taxi Forum had been clear and highlighted that they wished to provide less information, not more. Furthermore, they indicated that they felt the statistics provided by the Licensing Team in terms of inflation, fuel prices, insurance prices and business rates were sufficient to allow decisions to be made. Following that feedback a second online survey was emailed to the trade and the Taxi Forum Reps to cascade to their respective drivers. This survey ran during the whole of October, during which reminder emails were sent to the trade. 32 responses were received which equated to approximately 8% of the licensed trade (32 of 400). Of the limited responses received 81% wished to see an increase to the drop rate and yardage rate, with the most commonly requested being 3%. 19% of respondents did not wish to see any increase to the fares.

Attention was drawn to the low response figure, which occurred year on year despite efforts to encourage a greater level of response from the trade. During 2015 and 2016 no change was made to the fare scale, in 2017 there had been a 3% increase to the yardage rate with no increase in the drop rate. In the 12 months up to November 2017, the price of fuel increased by 3.8 pence, although it had fluctuated during that period. Inflation had increased by 3% during the 12 month period to October 2017 and insurance premiums were on average 9.7% higher than 12 months ago. The Committee was asked to take this information into consideration and set a Hackney Carriage Fare by recommending a percentage charge for the initial drop and yardage rates, with the former being rounded up to the nearest 5 pence.

The Portfolio Holder advised that he supported a 2% rise in taxi fares across the board. The taxi rank was due to be relocated to the new holding rank by the Station shortly and the taxi trade formed a vital part of the transport infrastructure in the Borough.

The Committee were disappointed by the number of responses to the survey and questioned whether there was a real desire for an increase in fares. A Member felt that it would be important to investigate whether a specialist insurance premium index existed, this would enable the Committee to have a greater understanding of the cost to the trade. It was proposed by a number of Members that there be no increase in fares. The Environmental Protection and Licensing Team Leader advised that the low response rate was not a one-off, it was consistently low year on year. One Member considered that an increase was reasonable and the Council had a responsibility to the trade.

The Chairman drew attention to the overall fees charged throughout the Country. Ashford was within the highest 18%. The lack of engagement was not through lack of trying by Officers.

The Committee agreed that it would be useful to gain the views of users of taxis in relation to fares.

The Committee agreed to recommend no change in either the drop rate or yardage rate.

**Recommended:**

**That the Hackney Carriage fare scale for 2018/19 as given in the table below be approved for the purpose of issuing a public notice.**

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## PROPOSED FARES FOR 2018/19

<b>(a) Fares for distance or time: Rate 1</b>	<b>£</b>
If the distance does not exceed 680 yards, for the whole distance or for the first 216 seconds of waiting time	2.80
For each subsequent 166.7 yards or uncompleted part thereof	0.20
Or for each subsequent period of 52.9 seconds of waiting time or uncompleted part thereof	0.20
<b>(b) Fares for certain times and days: Rate 2</b>	
a) For each hire commenced between 12 midnight and 7 am	1½ x Rate 1
b) For each hire undertaken on <b>GOOD FRIDAY, EASTER MONDAY, MAY DAY, SPRING BANK HOLIDAY, SUMMER BANK HOLIDAY</b> or any other specifically declared Bank Holiday only.	1½ x Rate 1
<b>(i) Fares for certain times and days: Rate 3</b>	
c) For each hire undertaken on a <b>CHRISTMAS DAY, BOXING DAY</b> or <b>NEW YEAR'S DAY</b>	2 x Rate 1
When the holiday charge (b) or (c) is payable the Night Charge (a) is <b>NOT</b> payable.	

<b>2 Miles</b>	-	<b>£6.40</b>
<b>5 Miles</b>	-	<b>£12.60</b>
<b>10 Miles</b>	-	<b>£23.20</b>

	<b>£</b>
<b>Extras</b> - up to a maximum of £1.20	
(a) 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
<b>Note: For the purposes of counting the number of persons <u>that the vehicle is licensed to carry</u>, children under 10 years of age should <u>each be counted as a person</u>. A babe in arms should not be counted as a person.</b>	
(b) for each article of luggage conveyed outside the passenger compartment of the carriage	0.05
(c) for perambulators	0.05
(d) 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 **11<sup>th</sup> January 2018**.

### **Present:**

Cllr. Bell (Vice-Chairman in the Chair);

Cllrs. Mrs Bell, Bennett, Bradford, Clokie, Galpin, Pickering, Shorter, White.

### **Apologies:**

Cllrs. Burgess, Clarkson, Knowles, Link, Ovenden

### **Also Present:**

Cllrs. Dehnel, Howard-Smith, Wedgbury.

Chief Executive, Director of Law and Governance, Director of Place and Space, Director of Finance and Economy, Head of Planning and Development, Head of Legal and Democracy, Head of Housing, Cultural Projects Manager, Facility Development Manager, Communications and Marketing Manager, Senior Member Services Officer.

## **308 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of the Cabinet held on the 7<sup>th</sup> December 2017 be approved and confirmed as a correct record.**

## **309 Revenues and Benefits – Recommended Write-Offs Schedule**

The Portfolio Holder introduced the report which proposed the formal write-off of 491 debts totalling £391,454.75. The proposals were in line with the Council's Revenues and Benefits Write Off Policy. Existing bad debt provisions already more than covered the sums involved.

The Portfolio Holder mentioned that this report would be the last written by Peter Purcell, the Revenues and Benefits Manager who had served the Council so diligently for nearly 42 years and was retiring later this month. He wanted to pass on the Council's thanks for all his hard work over the years and wished him well for his retirement.

### **Resolved:**

**That (i) the action that accounts totalling £63,506.67 have 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 £327,948.08 be approved.

### **310 Singleton Environment Centre – Lease With Great Chart with Singleton Parish Council**

The Portfolio Holder explained that since its opening in 2008, the Singleton Environment Centre had become a focal point of the local community, providing a hub for a wide range of volunteering and events. Unfortunately, The Conservation Volunteers (TCV) had given notice to exercise the break clause in their contract to manage Singleton Environment Centre and would vacate on the 10<sup>th</sup> March 2018. Great Chart with Singleton Parish Council wished to enter into a lease with the Ashford Borough Council and intended to form a Trust to run the Centre in the future and continue its good work as a quality community facility with an environmental focus.

One of the adjoining Ward Members said that the proposals afforded the best possible opportunity to keep the Centre open and continue the good work that it undertook, and he fully supported the recommendations.

#### **Resolved:**

- That**
- (i) a lease of 25 years be granted to Great Chart with Singleton Parish Council from 11<sup>th</sup> March 2018 including break clauses in favour of landlord and tenants after three years, and enable them to form a Trust to take over management of Singleton Environment Centre.
  - (ii) up to £10,000 of subsidy be allocated to support the Great Chart with Singleton Parish Council, where a deficit in the first year is unavoidable due to a delay in rate relief being granted to a voluntary management entity.
  - (iii) the Head of Culture, in conjunction with the Head of Legal and Democracy and the Head of Corporate Property and Projects, be authorised to agree terms and complete all necessary agreements, lease and documentation, to give effect to the above recommendations.

### **311 Homelessness Reduction Act 2017**

The report advised that the Homeless Reduction Bill had received Royal Assent on the 27<sup>th</sup> April 2017 and had an enactment date set as the 3<sup>rd</sup> April 2018. It provided an overview of the new duties arising under the Act, together with the Council's action plan to prepare for implementation. In addition, the report set out the impacts and risks arising from the new Act and the proposed resource implications that the Council would need to consider to meet its obligations. The Portfolio Holder said that the proposed arrangements had been carefully thought through, but they were a work in progress and would need to be kept under constant review.

**Resolved:**

- That (i) the arrangements for the implementation of the Homelessness Reduction Act 2017 be noted.**
- (ii) the Implementation Programme be endorsed.**

### **312 Trading and Enterprise Board – 4<sup>th</sup> December 2017**

**Resolved:**

**That the Minutes of the meeting of the Trading and Enterprise Board held on the 4<sup>th</sup> December 2017 be received, noted and adopted.**

### **313 Economic Regeneration and Investment Board – 21<sup>st</sup> November 2017**

**Resolved:**

**That the notes of the meeting of the Economic Regeneration and Investment Board held on the 21<sup>st</sup> November 2017 be received and noted.**

### **314 Local Plan and Planning Policy Task Group – 22<sup>nd</sup> November 2017**

**Resolved:**

**That the notes of the meeting of the Local Plan and Planning Policy Task Group held on the 22<sup>nd</sup> November 2017 be received and noted.**

### **315 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 **8<sup>th</sup> February 2018**.

### **Present:**

Cllr. Clarkson (Chairman);  
Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bradford, Clokie, Galpin, Pickering, Shorter, White.

### **Apology:**

Cllr. Bennett.

### **Also Present:**

Cllrs. Bartlett, Mrs Blanford, Buchanan, Burgess, Chilton, Dehnel, Feacey, Hicks, Howard-Smith, Knowles, Link, Ovenden, Smith, Suddards, Waters, Wedgbury, Mrs Webb.

Chief Executive, Director of Law and Governance, Director of Place and Space, Director of Finance and Economy, Head of Planning and Development, Head of Legal and Democracy, Head of Housing, Head of Health, Parking and Community Safety, Head of Corporate Policy, Economic Development and Communications, Interim Head of Finance, Environmental Operations Manager, Health, Parking and Community Safety Manager, Community Safety Team Leader, Senior Communications Officer, Senior Accountant, Corporate Scrutiny and Overview Officer, Domestic Abuse Coordinator, Senior Member Services Officer.

## **327 Declarations of Interest**

<b>Councillor</b>	<b>Interest</b>	<b>Minute No.</b>
Clarkson	Made a Voluntary Announcement that he was a Director of A Better Choice for Property Company Ltd.	333

## **328 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of the Cabinet held on the 11th January 2018 be approved and confirmed as a correct record.**

## **329 Leaders Announcements**

The Leader said he wanted to comment on recent stories in the press about the Council not having a “dedicated team for fly tipping”. He said he found this assertion quite odd as the Council did have a very dedicated team which covered enforcement across a number of disciplines including fly tipping. He questioned the value of a team that would only deal with fly-tipping in isolation. There had also been much made of the fact that the Council had not issued any on the spot fines for fly-tipping, but this would of course be reliant on catching the offenders in the act. What this Council had done was take prosecutions through the courts when offenders could be identified and there had been two high profile successful prosecutions against fly-tippers. The Council was focussing efforts on trying bring about a cultural change in the Borough, whereby the dropping of any litter, including fly-tipping, was something that people simply did not do.

## **330 Air Quality Task Group – Report from Overview and Scrutiny Committee**

The Chairman of the Air Quality Task Group introduced the report which made a total of 29 recommendations to form the basis for an Air Quality Strategy for the Borough. He drew attention to nine particular recommendations on page 13 of the report and thanked Members of the Task Group and Officers for their hard work.

A Member said that in his opinion the Task Group had not looked at the real drivers of air pollution and put too much focus on cars and the private motorist. With regard to Recommendation 3 and the proposal for dwellings on new developments to be provided with an electric vehicle charging point, he considered that as most households had more than one car, one charging point would not be enough. He also said that given that new employment sites had already been forced to include cycle bays and participate in cycle to work schemes for a number of years, and this had resulted in no discernible change to transport habits, he considered such approaches simply unnecessarily increased the cost burden on developers. He also questioned the ability of the National Grid to cope with any significant increase in the use of electric vehicles.

The Leader responded that travelling habits were indeed changing and many young people were electing not to take up driving in favour of cycling and public transport. He was also confident that the National Grid would make its own arrangements to cope with the increased use of electric vehicles. The Chairman of the Task Group clarified that the recommendation referred to “at least one electric vehicle charging point being provided”, so there was scope for what the Member had suggested.

### **Resolved:**

**That the recommendations within the report be adopted as the basis for an Air Quality Strategy for the Borough.**



### **331 Report of the Overview and Scrutiny Budget Scrutiny Task Group**

The report presented the findings of the Budget Scrutiny Task Group following its scrutiny of the Council's draft 2018/19 budget. The Overview and Scrutiny Committee had considered the report and regarded the budget as sound and deliverable.

The Portfolio Holder said that this year's process had been extremely thorough and had picked up a number of useful points. He was pleased that Overview and Scrutiny had found the draft budget to be sound and deliverable and thanked all Members, Officers and Portfolio Holders involved for their hard work. The Chairman of the Budget Scrutiny Task Group said he echoed those sentiments. He advised that this year's process had been good and thorough and he thanked Members of the Task Group for their diligence and the Officers who had supported the Task Group. He directed Members' attention to paragraph 7 of the report which contained a list of areas identified by the Task Group which were beyond their remit. He was pleased to report that these had been agreed by the Chairman of the full Overview and Scrutiny Committee as areas to review as part of their 2018/19 work programme.

#### **Resolved:**

- That (i) it be noted that the Overview and Scrutiny Committee regards the Council's draft 2018/19 budget as sound and deliverable.**
- (ii) it be noted that the Overview and Scrutiny Committee regards the Council's reserves position as suitable to cover identified contingencies and risks.**

### **332 Financial Monitoring Quarterly Report**

The report presented an assessment of the outturn position for the financial year based on the first three quarters of the year, including the General Fund, the Housing Revenue Account and the Collection Fund. The General Fund was projecting an overall overspend against original budget of £57,000, with a target to have a balanced budget by the end of the year. There was an overall positive movement from last quarter of £30,000. The Housing Revenue Account was projecting an underspend against original budget of £318,000, with an overall movement from last quarter of £240,000.

The Portfolio Holder drew attention to the recommendations, in particular to note a breach of the Council's Investment Policy. The breach was a result of borrowing in advance of need to benefit from lower interest rates, but only related to the Council's own self-imposed rules and not to any statutory requirements. Whilst it was recognised that the breach had taken place for good reason and posed limited risk to the security of the Council's funds, some Members considered that if the Council had regulations and policies in place, caution should be taken to abide by them and they should be reviewed if necessary.

A Member made reference to the Collection Fund surplus and said that if these funds could be distributed earlier by the Districts this would ease pressure on KCC's budget. The Director of Finance and Economy said that Officers worked closely with KCC

colleagues and there was a careful balance to be struck and that a surplus would be distributed to KCC for the next financial year. The Deputy Leader said that issues such as this needed to be looked at 'in the round' as there were a number of other areas where KCC and the Districts worked together.

**Resolved:**

- That**
- (i) the outturn position for the General Fund, Housing Revenue Account and the Collection Fund be noted.**
  - (ii) the additional £200,000 design works for Victoria Park be approved and the £99,000 approved by Management Team for the initial bid be noted.**
  - (iii) the £95,000 approved by Management Team for the residents magazine be noted.**
  - (iv) the £10,000 to be allocated to the set-up of shadow Parish Councils (paragraph 20 of the report refers) be approved.**
  - (v) the breach of the Investment Policy set out in paragraph 48 of the report be noted.**

### **333 Revenue Budget 2018/19**

The report presented the final Draft 2018/19 Budget which would be recommended to the Full Council for approval. The Budget supported the third year of the Council's Corporate Plan and included changes to services following the Housing Service review. The report also covered the Housing Revenue Account which included a 1% reduction in rents, the second of a four year reduction programme, the Capital programme and the Council's Treasury Management Strategy. The Portfolio Holder for Finance and IT introduced the report and said that it reflected approximately six months of hard work and full consultation and scrutiny processes. He commended its contents to the Cabinet.

A Member made reference to Appendix H of the report – Prudential Indicators and said he had concerns over the estimated levels of debt from borrowing the Council was accruing, particularly that which was being predicted for 2021 and the authorised limit the Council was setting itself. He considered these were at very high levels for a District Council and although he understood the rationale of borrowing to invest, particularly in the current climate of low interest rates, he thought there should be more caution in case of significant changes to the financial landscape and the burden that may place on this Council. The Director of Finance and Economy stated that the Operational Boundary was the key limit to focus on and reflected proposals within the draft capital plan, although these would still require Member approval in the usual way. The reason that the authorised limit was double the capital boundary was due to advice from Arlingclose so that if needed the Council could restructure its debt.

The Leader responded that the key point to keep in mind was that the Council's borrowing was asset based. They were borrowing to invest in assets that would increase in value. The Government was encouraging Local Authorities to be more entrepreneurial in this way in order to bring in their own income and in his view, all the

time the Council was holding such assets he did not see any problem with this strategy. Other Members agreed and said that whilst the Council did have to be aware of its levels of debt, they should also be aware of good deals and opportunities and take advantage of them. Interest rates were low and would continue to be so for the foreseeable future. It was in the interests of local Council Tax payers to pursue this approach and avoid the burden of reduced Government Grants being placed on them by way of large Council Tax increases. Ashford's remained the lowest Council Tax in Kent and this was something the Council should be rightly proud of. The Member who raised the original question said that whilst he understood the point being made, he would be re-assured by seeing some sort of regular assessment of metrics related to Loan to Value rates and interest cover and considered these could be included within budget monitoring reports once a year to address concerns about the Council's levels of borrowing. Cabinet Members said they would be happy to receive such an update, but before making a specific recommendation, they wanted to take time to seek advice from Officers about the best way to present that information. The Portfolio Holder said that the Annual Report on Corporate Property received by the Cabinet every April, did contain information about property values and revenues and perhaps that was the avenue to present such additional information, but he would explore that issue outside of the meeting.

A Member also made reference to the Strategic Acquisitions Policy which stated that 10% of returns were allocated to reserves and he asked which reserve this referred to? The Director of Finance and Economy confirmed that this was the New Initiatives Reserve. The Leader confirmed that this approach was part of the Council's wider ambitions to be self-sufficient in the face of diminishing Government Grant. It was acknowledged that this more entrepreneurial approach did carry risks and it was therefore imperative to carry those reserves to support the budget and increase resilience.

**Resolved:**

- That**
- (i) the Budget context and MTFP position be noted.**
  - (ii) the Chief Finance Officer be delegated powers to establish local discounts in Business Rates in accordance with Government policy.**
  - (iii) the reserve summary as set out at Table 6 of the report (Appendix C refers) be noted.**
  - (iv) the Equality Impact Assessment as set out in Appendix E to the report be noted.**
  - (v) the Housing Revenue Account Budget for 2018/19 be approved.**
  - (vi) the estimated average rent decrease of 1% in accordance with Government guidelines be approved and that the rent setting for the future continues to follow movements in the "limit rent" set by the Government.**

- (vii) 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 2018/19 including the net Budget requirement of £14,410,760 (excluding Parish Precepts) be approved.
  - (ii) the level of Discretionary Fees to be levied from 1st April 2018 (as set out in Appendix D to the report) be approved.
  - (iii) Band D Council Tax be set at £157.50.
  - (iv) Members allocate £500 of the Member's grants to WW1 commemorative events.
  - (v) the Capital Budget for 2018/19 (as set out in Appendix G to the report) be approved.
  - (vi) the Prudential Indicators and MRP policy as set out in Appendix H to the report and the Treasury Management Strategy Statement at Appendix I to the report be approved.
  - (vii) the updated Financial Procedure Rules as contained at Appendix J to the report be approved.
  - (viii) the Risk Based Verification Policy as outlined in Appendix K to the report be approved.

### **334 Ashford Borough Council Performance – Quarter 3 2017/18**

The report updated Members and the public on the performance of the Council against its Corporate Plan for Quarter 3 - 2017/18. This included information on what the Cabinet had achieved through its decision-making, key performance data and consideration of the wider Borough picture which impacted upon the Council's work.

The Portfolio Holder thanked the Corporate Scrutiny and Overview Officer for his diligence in pulling the report together. He re-iterated that the data belonged to the whole Council and he hoped all Members would look and take an interest in it. He advised that the Council's approach to the monitoring of its performance against the Corporate Plan was being revised and summary highlights from the online Performance Dashboard for each of the plan areas were attached to the report.

**Resolved:**

**That the Council's performance against the Corporate Plan in Quarter 3 of 2017/18 be noted.**

### **335 Annual Report of Work Undertaken on Domestic Abuse and to Support Victims of Domestic Abuse**

The report updated the Cabinet on the multi-agency work completed over the course of 2017 by the Domestic Abuse Co-ordinators. This work was undertaken in conjunction with the Ashford Domestic Abuse Forum who supported victims of domestic abuse within the Borough. The report also provided the detail of how the work supported victims of domestic abuse and addressed future work plans.

The Portfolio Holder said he commended the report and said that the Council should be extremely proud of the work it had been involved with. Ashford's work was held in high regard across the County and within the NHS. The Leader said the results detailed in the report fully justified this Council's decision to allocate a significant amount of funding to this issue and he considered this had been money well spent.

#### **Resolved:**

- That**
- (i) the work of the Domestic Abuse Coordinators and Independent Domestic Violence Advisors be noted.**
  - (ii) the work of partners tackling domestic abuse be endorsed.**
  - (iii) future updates on Domestic Abuse be included in the annual Community Safety report to the Overview and Scrutiny Committee from next year.**

### **336 Cemetery Memorial Safety Policy**

The report advised that an extensive memorial safety inspection had been carried out from May 2017 to January 2018 on all memorials in both open and closed burial grounds that were the responsibility of Ashford Borough Council. It provided Members with the outcomes of the inspections and options for undertaking any remedial works that may be required and associated costs.

#### **Resolved:**

- That**
- (i) any Category 1 memorials that do not receive remedial attention inside 12 months be carefully, horizontally re-laid.**
  - (ii) if further memorials become Category 1 from future inspection, the same procedure be followed to contact grave owners and where required, carefully horizontally re-laid.**
  - (iii) the updated rules and regulations be approved.**

### **337 Gypsy and Travellers Development Plan Document – Issues and Options Report**

The report advised that the Council had a statutory duty to plan for the needs of Gypsies and Travellers by identifying suitable sites in their Local Plans to meet an

identified need. In addition to the approach set out in the submitted Ashford Local Plan, the Council was committed to preparing a specific Development Plan Document (DPD) that dealt with Gypsies and Travellers. The Issues and Options report was the first stage in the process of preparing the Gypsy and Traveller DPD and posed a series of consultation questions.

**Resolved:**

**That the Gypsy and Traveller DPD – Issues and Options Report be agreed for the purposes of public consultation.**

### **338 Chilmington Gypsy Site – Future Ownership and Management**

The report set out a proposal for enhancing the management arrangements for Chilmington Gypsy Site. The proposal outlined a suggested approach to strengthen the management of the site, improve the health and wellbeing of the residents on the site, and ensure successful integration with the local community.

The Ward Member stressed the importance of the Council retaining landlord status for the site in order to oversee the management and ensure that it was of a good standard.

**Resolved:**

- That**
- (i) the Council enters into negotiations with interested parties for the grant of a lease and management agreement in relation to Chilmington Gypsy Site.**
  - (ii) delegated authority be given to the Directors of Law and Governance and Finance and Economy, in consultation with the Portfolio Holders for Finance, Housing and Community Safety, to finalise terms and grant a lease and a management agreement to an organisation identified following a formal selection process as set out in the report.**
  - (iii) the Director of Law and Governance enter into the necessary documentation to give effect to the decision.**
  - (iv) a disposal may proceed at an undervalue, if required, on the terms and for the reasons set out in paragraph 15 of the report.**

### **339 Local Plan and Planning Policy Task Group – 5<sup>th</sup> January 2018**

**Resolved:**

**That the notes of the meeting of the Local Plan and Planning Policy Task Group held on the 5<sup>th</sup> January 2018 be received and noted.**

## **340 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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## Appeals Committee

Minutes of a Meeting of the Appeals Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **15<sup>th</sup> December 2017 at 10am.**

### **Present:**

Cllr. Heyes (Chairman);

Cllrs. Barrett, MacPherson.

### **Also Present:**

Appellant, Appellant's Spouse.

Licensing Officer, Licensing Officer, Environmental Protection & Licensing Team Leader, Legal Advisor, Member Services Officer.

## **301 Election of Chairman**

### **Resolved:**

**That Councillor Heyes be elected as Chairman for this Meeting of the Appeals Committee.**

## **302 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 14<sup>th</sup> March 2017 be approved and confirmed as a correct record.**

## **303 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 'Appeal Against Refusal to Grant a Private Hire Drivers Licence' 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, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

### **304 Appeal Against Refusal to Grant a Private Hire Drivers Licence**

The Councillors and Officers present were introduced. The Chairman welcomed all present and explained the procedure to be followed. The Committee confirmed that they had received and read the agenda papers.

The Licensing Officer had submitted a report which outlined the case. She went through the case and explained the decision to refuse to grant the Appellant a Private Hire Drivers licence.

The Appellant then put his case to the Committee.

The Licensing Officer and the Appellant then answered questions from Councillors.

The Committee then retired to make its decision.

On the Committee's return, the Legal Advisor read out the 'Decision and Reasoning's Statement' that had been prepared by the Appeals Committee. Copies of this would also be sent to the Appellant after the meeting, along with the minutes and a decision letter.

#### **Resolved:**

**That the application for a private hire driver's licence be granted forthwith with no additional conditions attached save the standard applied to every licence issued.**

## **Appeals Committee**

Minutes of a Meeting of the Appeals Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **15<sup>th</sup> December 2017 at 11.30am.**

### **Present:**

Cllr. Heyes (Chairman);

Cllrs. Barrett, MacPherson.

### **Also Present:**

Appellant.

Licensing Officer, Licensing Officer, Legal Advisor, Member Services Officer.

## **305 Election of Chairman**

### **Resolved:**

**That Councillor Heyes be elected as Chairman for this Meeting of the Appeals Committee.**

## **306 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 'Appeal Against Refusal to Grant a Private Hire Drivers Licence' 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, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

### **307 Appeal Against Refusal to Grant a Private Hire Drivers Licence**

The Councillors and Officers present were introduced. The Chairman welcomed all present and explained the procedure to be followed. The Committee confirmed that they had received and read the agenda papers.

The Licensing Officer had submitted a report which outlined the case. He went through the case and explained the decision to refuse to grant the Appellant a Private Hire Drivers licence.

The Appellant then put his case to the Committee.

The Licensing Officer and the Appellant then answered questions from Councillors.

The Committee then retired to make its decision.

On the Committee's return, the Legal Advisor read out the 'Decision and Reasoning's Statement' that had been prepared by the Appeals Committee. Copies of this would also be sent to the Appellant after the meeting, along with the Minutes and a decision letter.

#### **Resolved:**

**That the application for a private hire driver's licence be refused. No further application will be considered before 5 years from this date has lapsed. Any future application should be supported with evidence of work history and reform.**

**Standards Committee  
12 February 2018**

**Council  
22 February 2018**

**Annual Report Of The Council's  
Monitoring Officer – 2017**

**A. 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 2017 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. The Protocol was substantially revised and updated in October 2015 to reflect changes in the law and government guidance. The first formal complaint of breach of the Protocol was dealt with in 2017.
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 1<sup>st</sup> April 2016 to 31 March 2017.

**B. Code of Conduct and Related Matters 2017**

6. Complaint activity in Ashford has been very low since adoption of the new code of conduct in 2012. For example, during 2016 no new formal complaints were submitted, whilst in previous years the few complaints made, mainly at Parish Council level, had been resolved informally. No complaints had been taken to

formal investigation and hearing up to the end of 2016. However 2017 has been more challenging.

7. A significant level of formal Code of Conduct complaint has arisen during 2017. This has involved both borough and parish councillors. In addition, the first formal complaint under the Council's Planning Protocol was dealt with. Further details of these formal complaints are set out in Table 1 below.
8. There was also a significant increase in informal complaint and contact with the Monitoring Officer regarding parish council activity. Some of this may yet result in further formal complaints. There has been a noticeable increase in requests for advice from and meetings with the Monitoring Officer in this regard. Subjects have ranged from allegations of non-declaration of interests to complaints about procedural issues on development-related decisions and disruptive and bullying behaviour.
9. Although there is no obvious single reason for the increase in incidence of complaints, it will be important to carefully monitor developments in 2018 to see if any trend or pattern emerges. Having said that two factors appear to have contributed:
  - the increased use/misuse of social media by Councillors which has given rise to more complaints about personal and defamatory attacks.
  - increased activity and local controversy in relation to preparation of Neighbourhood Plans and consultations on sites for inclusion in the new Borough Local Plan has been the background to some complaints and allegations.
10. In order to address the social media issue, I recommend that in consultation with our media team I prepare for consideration by the Standards Committee a Social Media Policy for the guidance of Councillors. This would provide advice on risks, best practice etc. I also recommend that the Council's Code of Conduct be amended to draw attention to the need to exercise care when using social media. Although it is not practicable or desirable to lay down hard and fast rules in the Code of Conduct about how Councillors should use or describe themselves on social media, some broad requirements in the Code can only assist. This would also enable use of social media to be one of the focuses of Member induction training on the Code in 2019. Accordingly I recommend the addition of the following clauses in the Code:
  - (a) " You must not publish on social media material that a reasonable person would consider offensive or abusive.
  - (b) You should be aware that members of the public may perceive you to be acting as a Councillor even when you are acting in your personal capacity. This includes when you publish material on social media. You must make it clear in your social media profile and/or in any post/tweets etc whether you are acting in your personal capacity or as a Councillor."

11. I also recommend that parish councils be invited to consider adopting a social media policy and amendments to their own Codes of Conduct (most of which are based on the Kent Model Code).

**C. Other Probity/Conduct Matters**

12. During 2017, the Monitoring Officer began a comprehensive exercise of seeking updated Disclosable Pecuniary Interest registration forms from all borough and parish councillors. This will minimise the risk of breaches of the Interest rules. The forms also now include “privacy notices” in accordance with the General Data Protection Regulation which comes into force in May 2018. This explains the basis on which the information is collected and how it will be used. Councillors are now all registered as data controllers with the Information Commissioner.
13. All Ashford Borough Council meeting agendas now include a specific item at the beginning of a meeting seeking declarations of interest. The item has been updated to provide relevant advice about when to declare different types of interest.
14. The updated Constitution now enshrines a formal training pre-condition to membership of the two main regulatory Committees (Planning and Licensing) and a requirement that this training be refreshed every 4 years. This will reduce the risk of complaints relating to these sensitive functions.
15. During 2018, the influential Committee on Standards in Public Life (CSPL) intends to undertake a review of Local Government standards. A consultation is expected to be launched in the near future. A key feature of the consultation will be how Local Government has adapted to devolved standards arrangements since the Localism Act and whether a culture of ethical practice in public life has been maintained. I will report further on this consultation to the Standards Committee in due course.

**Table 1**

**Valid Code of Conduct/Planning Protocol Complaints Made or Resolved**

<b>Council Ref.</b>	<b>Allegation(s)</b>	<b>Decision(s)</b>	<b>Comments</b>
ABC17/01 Ashford Borough Council	Bringing Council/Office into disrepute	Complaint resolved by remedial action	Social media case
ABC17/03 Tenterden Town Council (2 complaints)	Failure to register or declare interest at meetings. Bringing Council into disrepute	No breach of the Code	Monitoring Officer decision

<b>Council Ref.</b>	<b>Allegation(s)</b>	<b>Decision(s)</b>	<b>Comments</b>
ABC17/04	Alleged bias/predetermination by member of Planning Committee on an application which came before the Committee for decision	No breach of Good Practice Planning Protocol	PLANNING PROTOCOL COMPLAINT
ABC 17/06 Ashford Borough Council (2 complaints)	Breach of Code by allegedly defamatory statements	Referred for investigation	Social media case
ABC 17/09 Ashford Borough Council (2 complaints)	Breach of Code by allegedly defamatory /bullying statements	Referred for investigation	Partially social media case
ABC 17/08 Aldington and Bonnington Parish Council (3 complaints)	Various Code breaches alleged including disrepute and bullying	Referred for investigation	
ABC 17/11 Tenterden Town Council	Bringing Council into disrepute/bullying	Not acting in capacity as Councillor so Code inapplicable	Social media case
ABC 17/12 Bethersden Parish Council	Disruptive and bullying conduct	STILL UNDER CONSIDERATION	
ABC 17/13 Bethersden Parish Council	Disruptive and bullying conduct	STILL UNDER CONSIDERATION	

**D. Ombudsman Complaints 2016/17**

16. Since April 2013, complaints about social housing have been dealt with by the Housing Ombudsman (HO) and not the Local Government Ombudsman (LGO).
17. For Members' information the analysis of the complaints resolved by the LGO in 2016/17 are attached (Appendix A). The LGO's Annual Letter and Report are also included in Appendix A.

**E. Recommendations**



1. That the Annual Report of the Monitoring Officer for 2017 be received and noted.
2. That the Council's Code of Conduct be amended to include a social media clause as set out in Section B of the Report.
3. That the Monitoring Officer report to future meetings of the Standards Committee in relation to the following matters:
  - (i) a social media policy for Councillors
  - (ii) any consultation by the CSPL as referred to in Section C of the Report.

T W MORTIMER  
Director of Law and Governance & Monitoring Officer  
January 2018

## 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 2016 and 31st March 2017 the Local Government Ombudsman (LGO) received 21 complaints and enquiries, and made 20 decisions on these, as follows:

### Not referred to the Council by the LGO

Incomplete or invalid complaint	1
Advice Given by LGO	1
Referred back for local resolution	

### Investigated by the LGO

Closed after initial enquiries	6
Not upheld	2
Upheld	4

<b><u>TOTAL</u></b>	<b>20</b>
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It should be noted that of the 4 upheld decisions, 3 related to a joint complaint by 3 neighbours, who were counted separately in the above figures. For comparison, in 2015/16 the LGO resolved 22 complaints, 2 of which were upheld, and there were no Housing Ombudsman complaints.

During this period 4 complaints were received by the Housing Ombudsman. Three of these were referred back to the Council for local resolution, which was successful. There is one outstanding Housing Ombudsman complaint for this period.

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](http://www.lgo.org.uk). The published information does not name the complainant or any individual involved with the complaint.

The outcomes of the 12 complaints investigated by the LGO in 2016/17 are detailed below:-

Closed after initial enquiries- out of jurisdiction or no further action	6
Not upheld: No Maladministration	2
Upheld: Maladministration & Injustice	4

<b>Total</b>	<b>12</b>
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Attached is a table of the 12 complaints investigated by the LGO, together with details and outcome.

I have also attached the Ombudsman's Annual Review letter 2016/17.

Local Government Ombudsman Complaints 1st April 2016- 31st March 2017

Reference	ABC Dept	Complaint details	LGO decision	LGO final comment
(1778) 15 020 670	Env Services/Housing	1. No service of a Right of Entry Notice 2. Wrong notice was issued in order to circumnavigate landlord's right to dispute	Closed after initial enquiries - out of jurisdiction	n/a
(2857) 16 006 911	Parking	Complains that the Council has produced fraudulent evidence in support of penalty charge notice issued to a third party.	Closed after initial enquiries -out of jurisdiction	n/a
(2858) 16 006 907	Housing	Discrimination by a Housing Officer	Closed after initial enquiries- out of jurisdiction	n/a
(2859) 16 006 899	Parking	Complains that the Council acted maliciously in taking him to court for a public order offence	Closed after initial enquiries – out of jurisdiction	n/a

(2920) 16 009 022	Housing	The Council wrongly advised her tenants to stay put until they were removed from their homes by bailiffs	Closed after initial enquiries - no further action.	n/a
(3048) 16 016 661 1	Planning	Complaint re the Council's decision to grant planning permission for a new dwelling in her village	Closed after initial enquiries – no further action	n/a
(1779) 16 000 718 Page 49	Planning	The Council failed to properly consider his neighbour's planning application	Not upheld: no maladministration	n/a
(2994) 16 012 168	Planning	Complaint relates to the planning permission that was granted to build a house on land neighbouring his property	Not upheld: no maladministration	n/a

(1752) 15 018 355	Planning	Dissatisfied with the Council's investigation of alleged breaches of planning control	Upheld: maladministration and injustice.	Fault by the Council not to make an initial site visit following Mr X's complaint. The failure to keep Mr X informed of the progress of the investigation was also fault. The LGO suggested the following remedial action: the Council would review the case and agree an action plan for the remaining stages in the enforcement investigation. The Council would apologise to Mr X. A senior officer would take responsibility for ensuring Mr X received regular reports about progress from now on. The Council confirmed to the LGO that the suggested remedial action had been put in place.
(1792) 16 001 574	Planning	Complaint re Council's handling of issues at neighbour's property	Upheld: maladministration and injustice.	Fault by the Council in failing to resolve problems with a neighbour's untidy garden. The LGO suggested the following remedial action: the Council would apologise and take steps to improve its planning enforcement system. The Council would appoint a different Planning Officer to deal with the case, who would explain to the complainant what action would now be taken. The Council accepted the recommendations and agreed to complete the actions within six weeks
(1793) 16 000 987	Planning	Complaint re Council's handling of issues at neighbour's property	Upheld: Maladministration and justice.	As above

(1750) 15 020 341	Planning	Complaint re Council's handling of issues at neighbour's property	Upheld: Maladministration and justice.	As above
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Local Government &  
Social Care  
**OMBUDSMAN**

20 July 2017

*By email*

Tracey Kerly  
Chief Executive  
Ashford Borough Council

Dear Tracey Kerly,

Annual Review letter 2017

I write to you with our annual summary of statistics on the complaints made to the Local Government and Social Care Ombudsman (LGO) about your authority for the year ended 31 March 2017. The enclosed tables present the number of complaints and enquiries received about your authority and the decisions we made during the period. I hope this information will prove helpful in assessing your authority's performance in handling complaints.

The reporting year saw the retirement of Dr Jane Martin after completing her seven year tenure as Local Government Ombudsman. I was delighted to be appointed to the role of Ombudsman in January and look forward to working with you and colleagues across the local government sector in my new role.

You may notice the inclusion of the '*Social Care Ombudsman*' in our name and logo. You will be aware that since 2010 we have operated with jurisdiction over all registered adult social care providers, able to investigate complaints about care funded and arranged privately. The change is in response to frequent feedback from care providers who tell us that our current name is a real barrier to recognition within the social care sector. We hope this change will help to give this part of our jurisdiction the profile it deserves.

#### Complaint statistics

Last year, we provided for the first time statistics on how the complaints we upheld against your authority were remedied. This year's letter, again, includes a breakdown of upheld complaints to show how they were remedied. This includes the number of cases where our recommendations remedied the fault and the number of cases where we decided your authority had offered a satisfactory remedy during the local complaints process. In these latter cases we provide reassurance that your authority had satisfactorily attempted to resolve the complaint before the person came to us.

We have chosen not to include a 'compliance rate' this year; this indicated a council's compliance with our recommendations to remedy a fault. From April 2016, we established a new mechanism for ensuring the recommendations we make to councils are implemented, where they are agreed to. This has meant the recommendations we make are more specific, and will often include a time-frame for completion. We will then follow up with a council and seek evidence that recommendations have been implemented. As a result of this new



process, we plan to report a more sophisticated suite of information about compliance and service improvement in the future.

This is likely to be just one of several changes we will make to our annual letters and the way we present our data to you in the future. We surveyed councils earlier in the year to find out, amongst other things, how they use the data in annual letters and what data is the most useful; thank you to those officers who responded. The feedback will inform new work to

provide you, your officers and elected members, and members of the public, with more meaningful data that allows for more effective scrutiny and easier comparison with other councils. We will keep in touch with you as this work progresses.

I want to emphasise that the statistics in this letter comprise the data we hold, and may not necessarily align with the data your authority holds. For example, our numbers include enquiries from people we signpost back to the authority, but who may never contact you.

In line with usual practice, we are publishing our annual data for all authorities on our website. The aim of this is to be transparent and provide information that aids the scrutiny of local services.

### **The statutory duty to report Ombudsman findings and recommendations**

As you will no doubt be aware, there is duty under section 5(2) of the Local Government and Housing Act 1989 for your Monitoring Officer to prepare a formal report to the council where it appears that the authority, or any part of it, has acted or is likely to act in such a manner as

to constitute maladministration or service failure, and where the LGO has conducted an investigation in relation to the matter.

This requirement applies to all Ombudsman complaint decisions, not just those that result in a public report. It is therefore a significant statutory duty that is triggered in most authorities every year following findings of fault by my office. I have received several enquiries from authorities to ask how I expect this duty to be discharged. I thought it would therefore be useful for me to take this opportunity to comment on this responsibility.

I am conscious that authorities have adopted different approaches to respond proportionately to the issues raised in different Ombudsman investigations in a way that best reflects their own local circumstances. I am comfortable with, and supportive of, a flexible approach to how this duty is discharged. I do not seek to impose a proscriptive approach, as long as the Parliamentary intent is fulfilled in some meaningful way and the authority's performance in relation to Ombudsman investigations is properly communicated to elected members.

As a general guide I would suggest:

- Where my office has made findings of maladministration/fault in regard to routine mistakes and service failures, and the authority has agreed to remedy the complaint by implementing the recommendations made following an investigation, I feel that the duty is satisfactorily discharged if the Monitoring Officer makes a periodic report to the council summarising the findings on all upheld complaints over a specific period. In a small authority this may be adequately addressed through an annual report on complaints to members, for example.
- Where an investigation has wider implications for council policy or exposes a more significant finding of maladministration, perhaps because of the scale of the fault or injustice, or the number of people affected, I would expect the Monitoring Officer to consider whether the implications of that investigation should be individually reported to members.
- In the unlikely event that an authority is minded not to comply with my recommendations following a finding of maladministration, I would always expect the Monitoring Officer to report this to members under section five of the Act. This is an exceptional and unusual course of action for any authority to take and should be considered at the highest tier of the authority.

The duties set out above in relation to the Local Government and Housing Act 1989 are in addition to, not instead of, the pre-existing duties placed on all authorities in relation to Ombudsman reports under The Local Government Act 1974. Under those provisions, whenever my office issues a formal, public

report to your authority you are obliged to lay that report before the council for consideration and respond within three months setting out the action that you have taken, or propose to take, in response to the report.

I know that most local authorities are familiar with these arrangements, but I happy to discuss this further with you or your Monitoring Officer if there is any doubt about how to discharge these duties in future.

### **Manual for Councils**

We greatly value our relationships with council Complaints Officers, our single contact points at each authority. To support them in their roles, we have published a Manual for Councils, setting out in detail what we do and how we investigate the complaints we receive. When we surveyed Complaints Officers, we were pleased to hear that 73% reported they have found the manual useful.

The manual is a practical resource and reference point for all council staff, not just those working directly with us, and I encourage you to share it widely within your organisation. The manual can be found on our website [www.lgo.org.uk/link-officers](http://www.lgo.org.uk/link-officers)

### **Complaint handling training**

Our training programme is one of the ways we use the outcomes of complaints to promote wider service improvements and learning. We delivered an ambitious programme of 75 courses during the year, training over 800 council staff and more 400 care provider staff. Post-course surveys showed a 92% increase in delegates' confidence in dealing with complaints. To find out more visit [www.lgo.org.uk/training](http://www.lgo.org.uk/training)

Yours sincerely

A handwritten signature in black ink, appearing to read 'M King', with a stylized flourish underneath.

Michael King  
Local Government and Social Care Ombudsman for England  
Chair, Commission for Local Administration in England

**Local Authority Report:** Ashford Borough Council  
**For the Period Ending:** 31/03/2017

For further information on how to interpret our statistics, please visit our website:  
<http://www.lgo.org.uk/information-centre/reports/annual-review-reports/interpreting-local-authority-statistics>

### Complaints and enquiries received

Adult Care Services	Benefits and Tax	Corporate and Other Services	Education and Children's Services	Environment Services	Highways and Transport	Housing	Planning and Development	Other	Total
0	3	0	0	2	2	5	9	0	21

### Decisions made

Detailed Investigations					
Incomplete or Invalid	Advice Given	Referred back for Local Resolution	Closed After Initial Enquiries	Not Upheld	Upheld
1	1	6	6	2	4
Total					
20					
Uphold Rate					
67%					
Complaints Remedied					
by LGO			Satisfactorily by Authority before LGO Involvement		
4			0		

#### Notes

Our uphold rate is calculated in relation to the total number of detailed investigations. The number of remedied complaints may not equal the number of upheld complaints. This is because, while we may uphold a complaint because we find fault, we may not always find grounds to say that fault caused injustice that ought to be remedied.



**Agenda Item No:** 14



**Report To:** COUNCIL

**Date of Meeting:** 22 FEBRUARY 2018

**Report Title:** APPOINTMENT OF RETURNING OFFICER & ELECTORAL REGISTRATION OFFICER

**Report Author &** Head of Human Resources & Customer Services

**Job Title:**

**Portfolio Holder** Cllr. Neil Bell (Legal & Democracy)

**Portfolio Holder for:**

**Summary:** The Director of Law & Governance was appointed as Returning Officer and Electoral Registration Officer for two years from 18 February 2016. It is recommended that this appointment is extended until the end of the current municipal year and that with effect from 18 May 2018 the Chief Executive be appointed RO and ERO

**Recommendations:** The Council appoints as Electoral Registration Officer and Returning Officer for the elections of councillors of the district and of parishes within the district

- I. The current Director of Law & Governance post holder from 18 February 2018 up to and including 17 May 2018
- II. The Chief Executive with effect from 18 May 2018

**Contact:** michelle.pecci@ashford.gov.uk

## **APPOINTMENT OF RETURNING OFFICER & ELECTORAL REGISTRATION OFFICER**

### **Introduction and Background**

1. On 18 February 2016 as part of the restructuring proposals, the Council appointed the current Director of Law & Governance post holder to be the Returning Officer (RO) and Electoral Registration Officer (ERO) of the Council for up to 2 years.

### **Proposal/Current Position**

2. The appointment of the Director as RO and ERO needs to be extended to facilitate completion of some ongoing election work during the current municipal year. Thereafter the Chief Executive can be appointed to these roles.

### **Recommendations: -**

**That the Council appoints as Electoral Registration Officer and Returning Officer for the elections of councillors of the district and of parishes within the district**

1. **The Current Director of Law & Governance post holder from 18 February 2018 up to & including 17 May 2018.**
2. **The Chief Executive with effect from 18 May 2018.**



**Agenda Item No:** 15

**Report To:** Council

**Date of Meeting:** 22<sup>nd</sup> February 2018

**Report Title:** Programme of Meetings 2018/19 and 2019/20

**Report Author & Job Title:** Danny Sheppard – Senior Member Services Officer

**Portfolio Holder** Cllr. Clarkson  
**Portfolio Holder for:** Leader of the Council

<b>Summary:</b>	To agree the programme of meetings for 2018/19 and 2018/19
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**Key Decision:** NO

**Significantly Affected Wards:** None specifically

**Recommendations:** **The Council is asked to agree the programme of meetings for 2018/19 and 2019/20**

**Policy Overview:** The programme reflects the monthly Cabinet and Overview and Scrutiny cycle as agreed by the former Executive at its meeting on 7<sup>th</sup> January 2010 (Minute No 379/1/10 refers). This generally provides for a Cabinet meeting on the second Thursday of every month and a monthly Planning Committee meeting every four/five weeks. Overview and 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.

**Equalities Impact Assessment** Not Required

**Exempt from Publication:** NO

**Contact:** danny.sheppard@ashford.gov.uk – Tel: (01233) 330349

# **DATES OF MEETINGS MAY 2018 - MAY 2019**

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

## **MAY 2018**

Tu 1 Selection & CR  
W 2  
Th 3  
F 4

M 7 **BANK HOLIDAY**

Tu 8  
W 9  
Th 10 Cabinet  
F 11

M 14  
Tu 15  
W 16  
Th 17 Council  
F 18

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

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

## **JUNE 2018**

F 1

M 4  
Tu 5  
W 6  
Th 7  
F 8

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

M 18  
Tu 19 Audit  
W 20 Planning  
Th 21  
F 22

M 25  
T 26 O&S  
W 27  
Th 28 JCC 2.30pm  
F 29

## **JULY 2018**

M 2  
Tu 3  
W 4  
Th 5  
F 6

M 9  
Tu 10 Audit

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  
T 31

## **AUGUST 2018**

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  
F 17

M 20  
Tu 21  
W 22  
Th 23  
F 24

M 27 **BANK HOLIDAY**  
Tu 28 O&S  
W 29  
Th 30 JCC 2.30pm  
F 31

## **SEPTEMBER 2018**

M 3  
Tu 4  
W 5  
Th 6  
F 7

M 10  
Tu 11 Joint Transportation  
W 12  
Th 13 Cabinet  
F 14

M 17  
Tu 18  
W 19 Planning  
Th 20  
F 21

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

## **OCTOBER 2018**

M 1  
Tu 2  
W 3  
Th 4  
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 JCC 2.30pm  
F 26

M 29  
Tu 30  
W 31

## **NOVEMBER 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  
F 16

M 19  
Tu 20  
W 21  
Th 22  
F 23

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



## DECEMBER 2018

M 3  
Tu 4 Audit  
W 5  
Th 6 Cabinet  
F 7

M 10  
Tu 11 Joint Transportation  
W 12 Planning  
Th 13 Council  
F 14

M 17  
Tu 18 O&S  
W 19  
Th 20 JCC 2.30pm  
F 21

M 24 OFFICES CLOSED  
Tu 25 **CHRISTMAS DAY**  
W 26 **BOXING DAY**  
Th 27  
F 28

M 31

## JANUARY 2019

Tu 1 **BANK HOLIDAY**  
W 2  
Th 3  
F 4

M 7  
Tu 8  
W 9  
Th 10 Cabinet  
F 11

M 14  
Tu 15 Licensing & H&S 10am  
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  
Th 31

## FEBRUARY 2019

F 1

M 4  
Tu 5 Standards  
W 6  
Th 7  
F 8

M 11  
Tu 12  
W 13  
Th 14 Cabinet  
F 15

M 18  
Tu 19  
W 20 Planning  
Th 21 Council (C Tax)  
F 22

M 25  
Tu 26 O&S  
W 27  
Th 28 JCC 2.30pm

## MARCH 2019

F 1

M 4  
Tu 5  
W 6  
Th 7  
F 8

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

M 18  
Tu 19 Audit  
W 20 Planning  
Th 21  
F 22

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

## APRIL 2019

M 1  
Tu 2  
W 3  
Th 4  
F 5

M 8  
Tu 9  
W 10  
Th 11 Cabinet  
F 12

M 15  
Tu 16  
W 17 Planning  
Th 18  
F 19 **GOOD FRIDAY**

M 22 **EASTER MONDAY**  
Tu 23  
W 24  
Th 25 JCC 2.30pm  
F 26 Council

M 29  
T 30 O&S

## MAY 2019

W 1  
Th 2 **ABC Elections**  
F 3

M 6 **BANK HOLIDAY**  
Tu 7  
W 8  
Th 9  
F 10


M 13  
Tu 14  
W 15  
Th 16  
F 17

M 20  
Tu 21  
W 22  
Th 23 Selection & CR  
F 24

M 27 **BANK HOLIDAY**  
Tu 28  
W 29  
Th 30 Council  
F 31

### KEY

O&S - Overview and Scrutiny  
JCC - Joint Consultative Committee

 School Holidays

# **DATES OF MEETINGS MAY 2019 - MAY 2020**

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

## **MAY 2019**

W 1  
Th 2 **ABC Elections**  
F 3  
  
M 6 **BANK HOLIDAY**  
Tu 7  
W 8  
Th 9  
F 10  
  
M 13  
Tu 14  
W 15  
Th 16  
F 17

M 20  
Tu 21  
W 22  
Th 23 Selection & CR  
F 24

M 27 **BANK HOLIDAY**  
Tu 28  
W 29  
Th 30 Council  
F 31

## **JUNE 2019**

M 3  
Tu 4  
W 5 Planning  
Th 6  
F 7  
  
M 10  
Tu 11 Joint Transportation  
W 12  
Th 13 Cabinet  
F 14

M 17  
Tu 18 Audit  
W 19  
Th 20  
F 21

M 24  
T 25 O&S  
W 26  
Th 27 JCC 2.30pm  
F 28

## **JULY 2019**

M 1  
Tu 2  
W 3 Planning  
Th 4  
F 5

M 8  
Tu 9 Audit  
W 10  
Th 11 Cabinet

F 12  
  
M 15  
Tu 16  
W 17  
Th 18 Council  
F 19  
  
M 22  
Tu 23 O&S  
W 24  
Th 25  
F 26  
  
M 29  
T 30  
W 31 Planning

## **AUGUST 2019**

Th 1  
F 2  
  
M 5  
Tu 6  
W 7  
Th 8 Cabinet  
F 9

M 12  
Tu 13  
W 14  
Th 15  
F 16  
  
M 19  
Tu 20  
W 21  
Th 22  
F 23  
  
M 26 **BANK HOLIDAY**  
Tu 27 O&S  
W 28  
Th 29 JCC 2.30pm  
F 30

## **SEPTEMBER 2019**

M 2  
Tu 3  
W 4 Planning  
Th 5  
F 6  
  
M 9  
Tu 10 Joint Transportation  
W 11  
Th 12 Cabinet  
F 13  
  
M 16  
Tu 17  
W 18  
Th 19  
F 20

M 23  
Tu 24 O&S

W 25  
Th 26 Audit  
F 27  
  
M 30

## **OCTOBER 2019**

Tu 1  
W 2 Planning  
Th 3  
F 4  
  
M 7  
Tu 8  
W 9  
Th 10 Cabinet  
F 11

M 14  
Tu 15  
W 16  
Th 17 Council  
F 18

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

M 28  
Tu 29  
W 30  
Th 31 JCC 2.30pm

## **NOVEMBER 2019**

F 1  
  
M 4  
Tu 5  
W 6 Planning  
Th 7  
F 8

M 11  
Tu 12  
W 13  
Th 14 Cabinet  
F 15

M 18  
Tu 19  
W 20  
Th 21  
F 22

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

## DECEMBER 2019

M 2  
Tu 3 Audit  
W 4  
Th 5 Cabinet  
F 6  
  
M 9  
Tu 10 Joint Transportation  
W 11 Planning  
Th 12 Council  
F 14

M 16  
Tu 17 O&S  
W 18  
Th 19 JCC 2.30pm  
F 20

M 23  
Tu 24  
W 25 **CHRISTMAS DAY**  
Th 26 **BOXING DAY**  
F 27 **OFFICES CLOSED**

M 30  
Tu 31

## JANUARY 2020

W 1 **BANK HOLIDAY**  
Th 2  
F 3

M 6  
Tu 7  
W 8  
Th 9  
F 10

M 13  
Tu 14  
W 15  
Th 16 Cabinet  
F 17

M 20  
Tu 21 Licensing & H&S 10am  
W 22 Planning  
Th 23  
F 24

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

## FEBRUARY 2020

M 3  
Tu 4 Standards  
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 (C Tax)  
F 21

M 24  
Tu 25 O&S  
W 25  
Th 27 JCC 2.30pm  
F 28

## MARCH 2020

M 2  
Tu 3  
W 4  
Th 5  
F 6

M 9  
Tu 10 Joint Transportation  
W 11  
Th 12 Cabinet  
F 13

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

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

M 30  
Tu 31

## APRIL 2020

W 1  
Th 2 Cabinet  
F 3

M 6  
Tu 7  
W 8  
Th 9  
F 10 **GOOD FRIDAY**

M 13 **EASTER MONDAY**  
Tu 14  
W 15  
Th 16 Council  
F 17

M 20  
Tu 21  
W 22 Planning  
Th 23  
F 24

M 27  
Tu 28 O&S  
W 29  
Th 30 JCC 2.30pm

## MAY 2020

F 1

M 4  
Tu 5 **BANK HOLIDAY**  
W 6 Selection & CR

Th 7  
F 8

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 **BANK HOLIDAY**  
Tu 26 O&S  
W 27  
Th 28  
F 29

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