



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 Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL on Thursday, 21st April, 2022 at 7.00 pm.

Yours faithfully

T W Mortimer
Solicitor to the Council and Monitoring Officer

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 e the attached document:

 - a) Disclosable Pecuniary Interests (DPI)
 - b) Other Significant Interests (OSI)
 - c) Voluntary Announcements of Other Interests

See agenda item 3 for further details
4. **To confirm the Minutes of the Council Meeting held on the 3rd March 2022** 3 - 22
5. **To receive any announcements from the Mayor, Leader or other Members of the Cabinet**
6. **To receive any petitions**

7. **To receive any questions from, and provide answers to, the public (being resident of the Borough) which in the opinion of the Mayor are relevant to the business of the Meeting**
8. **To receive, consider and adopt the recommendations set out in the Minutes of the Meeting of the Cabinet held on the 31st March 2022** 23 - 26
9. **To receive the Minutes of the Meeting of the Audit Committee held on the 15th March 2022** 27 - 32
10. **To receive the Minutes of the Meeting of the Appointments Committee held on the 23rd March 2022** 33 - 34
11. **Review of Community Governance Arrangements** 35 - 48
12. **To consider Motions of which Notice has been given pursuant to Procedure Rule 11**
13. **Questions by Members of which Notice has been given pursuant to Procedure Rule 10**

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

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

DS
11 April 2022

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Agenda Item 3

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 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 alone, such as:

- Membership of amenity societies, Town/Community/Parish Councils, residents' groups or other outside bodies that have expressed views or made representations, but the Member was not involved in compiling or making those views/representations, 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: Where an item would be likely to affect the financial position of a Member, relative, close associate, employer, etc.; OR where an item is an application made by a Member, relative, close associate, employer, etc., there is likely to be an OSI or in some cases a DPI. ALSO, holding a committee position/office within an amenity society or other outside body, or having any involvement in compiling/making views/representations by such a body, may give rise to a perception of bias and require the Member to take no part in any motion or vote.]

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
- (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 alongside the Council's Good Practice Protocol for Councillors dealing with Planning Matters. See <https://www.ashford.gov.uk/media/2098/z-word5-democratic-services-constitution-2019-constitution-of-abc-may-2019-part-5.pdf>
- (c) Where a Member declares a committee position or office within, or membership of, an outside body that has expressed views or made representations, this will be taken as a statement that the Member was not involved in compiling or making them and has retained an open mind on the item(s) in question. If this is not the case, the situation must be explained.

If any Member has any doubt about any interest which he/she may have in any item on this agenda, he/she should seek advice from the Director of Law and Governance and Monitoring Officer, or from other Solicitors in Legal and Democracy 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 **3rd March 2022**.

Present:

His Worshipful the Mayor, Cllr. C K Knowles (Chairman);

Cllrs. Anckorn, Bartlett, Mrs Bell, Bell, Blanford, Buchanan, Campkin, Chilton, Clarkson, Cornish, Farrell, Feacey, Forest, Harman, Hayward, B Heyes, Howard, Howard-Smith, Iliffe, Krause, Ledger, Meaden, Michael, Mulholland, Nilsson, Pauley, Pickering, Rogers, Shorter, Smith, Spain, Sparks, C Suddards, L Suddards, Turner, Webb, Wedgbury, Wright.

Prior to the commencement of the meeting Members remained standing for a period of silence in respect of the late Peter Robert Davison who was the Borough Council Member for the Hamstreet and Weald South Wards between 1999 and 2015, and in respect of Mr Ernest Mexter (former Chief Executive of the Council and Freeman of the Borough), who had both passed away recently. The Reverend Hammond then said prayers.

Apologies:

Cllrs. Barrett, Burgess, Clokie, T Heyes, Ovenden, Walder.

Also Present:

Chief Executive, Deputy Chief Executive, Solicitor to the Council and Monitoring Officer, Head of Finance and IT, Economic Development Manager, Accountancy Manager, Member Services Manager.

320 Exempt or Confidential Items

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

321 Minutes

Resolved:

That the Minutes of the Meeting of the Council held on the 21st October 2021 be approved and confirmed as a correct record.

322 Announcements

(a) The Mayor

The Mayor welcomed everyone present and it said it was nice to be back meeting in the Council Chamber all together again. He said it had been a busy start to the year

for the Mayoral Office with the Covid restrictions gradually being lifted. So far he had attended over 150 engagements, including events, launches, photo calls and meetings, He thanked the Deputy Mayor who had ably assisted him when he had been unavailable and together they had attended almost 200 engagements.

Some of the recent highlights included: - the Carnival of the Baubles in the Town Centre which he had attended with a number of colleague Councillors; the Holocaust Memorial Day commemorations in Woodchurch and Ashford which had been extremely poignant; the Dragon bench launch at Park Farm for which he wanted to give Councillor Cornish special thanks; a number of events with his charity – Live Well, including a transgender training event and the wellbeing taster day (another of which was planned for April at The Limes); a number of fundraising events to support other Mayors across the county, who had in turn supported him and his charities; visiting the Pop In Centre at Woodchurch who were doing some amazing work, but where he had been encouraged to eat much more cake than was good for him!; reaching out to the Nepalese community to support their plans for a community centre; and finally the Environmental Action Days which he had hosted in November and February. These had provided excellent networking and information exchange opportunities with Parishes, environmental organisations and ABC representatives all present.

The Mayor advised that he had also been continuing with his Mayor's Achievement Awards. At the start of the year he had asked colleagues to advise him of individuals who were doing great work in their communities and he was pleased to have been able to give some of those some much deserved recognition. These had included: - the Landlady at the Old Walnut Tree Pub in Aldington; the ladies at the Beaver Community Trust; the Chairman of the Ashford Choral Society – who had retired after 21 years of service; and the Parish Council Chairman at Rolvenden for her outstanding community service. There were many more, far too many to list here, but he thanked them all and said that he would be presenting more awards in the next couple of months.

He said that he had also relaunched the Mayor's Environmental Awards, which had originally been introduced by Councillor Jessamy Blanford in her Mayoral year, and had become increasingly important in the current climate. Again, there were some individuals and groups taking it upon themselves to do some amazing work in this area. The first recipient had been a gentleman (nominated by Councillor Hayward) for his outstanding civic pride in litter picking in his area. He knew there were countless others doing similar work as he had personally been out undertaking a number of litter picks in the local community.

The Mayoral Office had been receiving some excellent social media engagement. They had reached over 100,000 residents in the Borough with their content, which he thought was fantastic. With 116 shares of the content back into other different communities in Ashford, or onto personal profiles, it was nice to know that residents were finding their Mayoral updates interesting and engaging. Website engagement was also amazing with a 354% increase in visits to the Mayor page. This could coincide with more people looking to book the Mayor as the pandemic abated, but he hoped that it was also down to the fact that he had had more of a digital presence with regular blog posts.

In conclusion, the Mayor asked if colleagues would consider supporting his final two events. Firstly a Charity Beer and Pie Tasting event at the Old Dairy Brewery on Tuesday 5th April, and finally the Mayor's Charity Ball, with a great ABBA band, at the London Beach Hotel on Saturday 16th April. Further details were available from the Civic Officer.

(b) Leader of the Council

The Leader said that he had a few comments to make and a few recent developments he wished to advise Members about.

He said that everyone would be well aware of the tragic situation being faced by the people of Ukraine and their thoughts were clearly with them in their hour of need. This was now a humanitarian crisis that was almost beyond belief in the 21st Century. Colleagues would know how this Council had responded in a positive manner to both the Syrian and the Afghan refugee situations, where there were refugees fleeing from war torn areas. This particular tragedy appeared to be even worse, and he was sure that all colleagues would wish to join him in saying that they stood ready to give whatever assistance and support that our Government may ask of us. He would be making a proposal, but he knew that there were questions for him on this important subject later in the meeting, which he would answer, and therefore he would leave that topic there for the moment.

Colleagues would know from the Cabinet meeting last Thursday that Brompton Bikes had chosen Ashford to relocate its Headquarters and build an exciting new factory in the Borough, including a strategic wetland to assist with the Stodmarsh mitigation measures. This news received extensive media coverage last Friday. This was clearly a marvellous result for Ashford, especially given that they were in competition with big cities in the north of England.

The Leader said that Members would be well aware that the Council had granted planning permission for the development of Newtown Works and that they had been successful in securing Levelling Up Funding of some £14.7m. He advised that steady progress was being made with the work to be done with the Government to secure the drawdown and the principal parties involved with this major project. The Council had already signed an important Memorandum of Understanding with the Government, which would allow them to move forward without undue delay. He proposed that, in addition to the Chairman of the Overview and Scrutiny Committee sitting on the Due Diligence Group, the Vice-Chairman should also be part of that Group.

He was pleased to report that he had received a reply to his letter to the Minister regarding the Stodmarsh situation. It was a positive response where the Minister commended the Council for its strategic approach of working across Local Authority boundaries to find a solution. He further advised that the DLUHC would provide Ashford with £100,000 to assist in resourcing the strategic work it was currently doing. They were yet to secure the forward funding for land acquisition and he would be writing further about that aspect.

Finally, the Leader said he was pleased to advise that the Council had been awarded a grant of £174,300 from the Office for Zero Emission Vehicles. This was very good news which would allow them to move at pace to install more on-street residential charging points.

323 Licensing Committee – 17th November 2021 and 20th January 2022

(a) Licensing Committee – 17th November 2021

Resolved:

That the Minutes of the Meeting of the Licensing Committee held on the 17th November 2021 be approved and adopted.

(b) Licensing Committee – 20th January 2022

Resolved:

That the Minutes of the Meeting of the Licensing Committee held on the 20th January 2022 be approved and adopted.

324 Regulatory Committee – 20th January 2022

Resolved:

That the Minutes of the Meeting of the Regulatory Committee held on the 20th January 2022 be approved and adopted.

325 Cabinet – 28th October, 25th November, 16th December 2021 and 27th January and 24th February 2022.

(a) Cabinet – 28th October 2021

Resolved:

That the Minutes of the Meeting of the Cabinet held on the 28th October 2021 be received and noted.

(b) Cabinet – 25th November 2021

Resolved:

That (i) the Minutes of the Meeting of the Cabinet held on the 25th November 2021 be received and noted with the exception of Minute Nos. 196 and 197.

(ii) Minute Nos. 196 and 197 be approved and adopted.

(c) Cabinet – 16th December 2021

Resolved:

That (i) the Minutes of the Meeting of the Cabinet held on the 16th December 2021 be received and noted with the exception of Minute No. 223.

(ii) Minute No. 223 be approved and adopted.

(d) Cabinet – 27th January 2022

Councillor Chilton said he wished to move an amendment to Minute No. 259, Recommendation (iii). Given the all-encompassing nature of the Newtown Works he asked that the Due Diligence Working Group report back to Full Council to sign off the final deal, rather than delegating that to the Chief Executive, in consultation with the Leader.

This was seconded by Councillor Farrell.

The Leader of the Council said that time was of the essence and it was important that the project proceed at pace to hit the targets involved in spending the Levelling-Up Funding. This was the reason the original delegation had been proposed and such an approach, including setting up a Due Diligence Working Group, had worked extremely well in the past with the Elwick project. He had earlier in the meeting added Councillor Chilton to that Group as Vice-Chairman of Overview and Scrutiny and he considered that would afford sufficient oversight. He therefore urged colleagues to support the original recommendation.

A vote was then taken on the amendment and the amendment was lost.

A vote was then taken on the substantive motion moved by the Leader, i.e. to approve the Minutes of the Cabinet Meeting of 27th January 2022.

Resolved:

That (i) the Minutes of the Meeting of the Cabinet held on the 27th January 2022 be received and noted with the exception of Minute No. 259.

(ii) Minute No. 259 be approved and adopted.

(e) Cabinet – 24th February 2022

Resolved:

That subject to the expiry of the period by which decisions arising from the Meeting of the Cabinet held on the 24th February may be called in, i.e. 9th March 2022:-

(i) the Minutes of the Meeting of the Cabinet held on the 24th February 2022 be received and noted with the exception of Minute Nos. 294, 295, 297, 300 and 306.

(ii) Minute Nos. 295, 297, 300 and 306 be approved and adopted.

- (iii) the recommendations in Minute No. 294 be deferred for consideration as part of the agenda item dealing with the Budget and Council Tax Resolutions 2022/23.

326 Council Tax 2022/23 Resolutions and General Fund Budget and Minute Number 294/2/22.

The Member Services Manager advised that an additional response to the budget consultation had been received from Kingsnorth Parish Council. This, along with the Council's response, had been sent to Members and would be included within the on-line papers for this Meeting.

The Leader of the Council proposed:-

"That the budget recommendations as set out in Minute No. 294 of the Cabinet and the formal Council Tax resolutions for 2022/23 be approved"

This was seconded.

The Leader also advised that in accordance with Procedure Rule 15.4A a recorded vote was required to be taken on the budget recommendations and any amendments moved and seconded during the debate.

The Mayor then invited the Vice-Chairman of the Overview and Scrutiny Committee, in the absence of the Chairman, to report on that Committee's scrutiny of the Cabinet's initial budget proposals. Councillor Chilton said that the Task Group had met over four meetings and studied the draft budget in some detail. He wanted to thank the Officers who had worked so hard to take Members through the papers and help them understand the detail. There had been some concerns over the ability of the Planning Service, in particular, to deliver its savings targets and he knew that the Committee would be doing some monitoring work with the Head of Planning during the year. The Task Group had made some recommendations which had been accepted by both Management Team and the Cabinet, and overall the Overview and Scrutiny Committee had found the budget to be sound and deliverable. Councillor Chilton clarified that his comments had been made as Vice-Chairman of the Overview and Scrutiny Committee and not in a personal capacity.

A recorded vote was then taken on the motion and the Members voted as follows: -

For: Councillors Bartlett, Mrs Bell, Bell, Blanford, Buchanan, Clarkson, Cornish, Feacey, Forest, Harman, Hayward, B Heyes, Howard, Howard-Smith, Iliffe, Knowles, Krause, Ledger, Mulholland, Pauley, Pickering, Rogers, Shorter, Smith, Sparks, Turner, Webb, Wedgbury
Votes For 28

Against: Councillors Anckorn, Chilton, Farrell, Spain, C Suddards, L Suddards
Votes Against 6

Abstentions: Councillors Campkin, Meaden, Michael, Nilsson, Wright.
Abstentions 5

Resolved:

- That (i) **the Budget for 2022/23 as recommended by the Cabinet in Minute No. 294 be approved.**
- (ii) **the formal Council Tax resolutions set out below be approved.**

1. It be noted that on **25th November 2021** the Cabinet calculated:
 - a) The Council Tax Base 2022/23 for the whole Council area as **48,664** [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached **Table A**.
2. that the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish precepts) is **£8,637,850 (Tables D and E)**.
3. That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:

£

- (a) 106,689,879 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- (b) 95,562,490 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) 11,127,389 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
- (d) 228.66 being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).(**Table B**)
- (e) 2,489,539 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached **Table A**).
- (f) 177.50 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.(**Table C**)

Table A
Tax Base for Parish Precepts (Which are part of the Council's area) – Band D
equivalent properties *

Local tax base 2022/23	Parish	Precept 2022/23
		Charged to taxpayers
		£
643	Aldington & Bonnington	43,467.00
364	Appledore	26,000.00
765	Bethersden	42,000.00
1,208	Biddenden	57,170.50
154	Bilsington	6,727.00
1,078	Boughton Aluph and Eastwell	26,280.00
620	Brabourne	40,000.00
153	Brook	11,500.00
548	Challock	23,000.00
1,404	Charing	163,140.00
773	Chilham	52,670.00
93	Crundale (PM)	500.00
532	Egerton	31,076.97
182	Godmersham	6,700.00
2,774	Great Chart with Singleton	299,738.00
117	Hastingleigh	4,500.00
834	High Halden	33,054.00
274	Hothfield	13,500.00
111	Kenardington	6,245.00
3,761	Kennington	106,500.00
4,623	Kingsnorth	262,401.48
137	Little Chart	6,222.00
651	Mersham	28,000.00
120	Molash	4,250.00
109	Newenden	5,301.00
625	Orlestone	20,272.00
499	Pluckley	47,595.00
718	Rolvenden	32,482.00
346	Ruckinge	10,500.00
564	Sevington	15,000.00
579	Shadoxhurst	20,670.00
704	Smarden	39,235.20
374	Smeeth	23,738.00
1,238	South Willesborough & Newton	70,530.00
793	Stanhope	17,800.00
214	Stone	5,500.00
3,865	Tenterden (TC)	649,229.00
165	Warehorne	5,000.00
514	Westwell	27,190.00
557	Wittersham	34,850.00
874	Woodchurch	25,420.00
1,092	Wye with Hinxhill	144,585.00
35,749		2,489,539.15

* Note: Band D Equivalent Tax base for the unparished area is 12,915

Table B

BILLING AUTHORITY SHARE OF COUNCIL TAX INCLUDING PARISH PRECEPT

PARISH	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
Aldington & Bonnington	163.40	190.64	217.87	245.10	299.56	354.03	408.50	490.20
Appledore	165.95	193.62	221.27	248.93	304.24	359.57	414.88	497.86
Bethersden	154.93	180.76	206.58	232.40	284.04	335.69	387.33	464.80
Biddenden	149.88	174.87	199.85	224.83	274.79	324.76	374.71	449.66
Bilsington	147.45	172.03	196.61	221.18	270.33	319.48	368.63	442.36
Boughton Aluph and Eastwell	134.58	157.02	179.45	201.88	246.74	291.61	336.46	403.76
Brabourne	161.34	188.24	215.13	242.02	295.80	349.59	403.36	484.04
Brook	168.44	196.52	224.59	252.66	308.80	364.95	421.10	505.32
Challock	146.31	170.70	195.09	219.47	268.24	317.01	365.78	438.94
Charing	195.80	228.44	261.07	293.70	358.96	424.23	489.50	587.40
Chilham	163.76	191.06	218.35	245.64	300.22	354.81	409.40	491.28
Crundale (PM)	121.92	142.24	162.56	182.88	223.52	264.16	304.80	365.76
Egerton	157.28	183.50	209.71	235.92	288.34	340.77	393.20	471.84
Godmersham	142.87	166.69	190.50	214.31	261.93	309.56	357.18	428.62
Great Chart with Singleton	190.36	222.10	253.82	285.55	349.00	412.46	475.91	571.10
Hastingleigh	143.97	167.97	191.97	215.96	263.95	311.94	359.93	431.92
High Halden	144.75	168.88	193.01	217.13	265.38	313.63	361.88	434.26
Hothfield	151.18	176.38	201.58	226.77	277.16	327.56	377.95	453.54
Kenardington	155.84	181.82	207.79	233.76	285.70	337.65	389.60	467.52
Kennington	137.21	160.09	182.95	205.82	251.55	297.30	343.03	411.64
Kingsnorth	156.17	182.21	208.23	234.26	286.31	338.38	390.43	468.52
Little Chart	148.61	173.39	198.15	222.92	272.45	322.00	371.53	445.84
Mersham	147.00	171.51	196.01	220.51	269.51	318.52	367.51	441.02
Molash	141.94	165.61	189.26	212.92	260.23	307.55	354.86	425.84
Newenden	150.75	175.88	201.01	226.13	276.38	326.63	376.88	452.26
Orlestone	139.96	163.29	186.62	209.94	256.59	303.25	349.90	419.88
Pluckley	181.92	212.24	242.56	272.88	333.52	394.16	454.80	545.76
Rolvenden	148.49	173.25	197.99	222.74	272.23	321.74	371.23	445.48
Ruckinge	138.56	161.67	184.76	207.85	254.03	300.23	346.41	415.70
Sevington	136.06	158.75	181.42	204.10	249.45	294.81	340.16	408.20
Shadoxhurst	142.13	165.83	189.51	213.20	260.57	307.96	355.33	426.40
Smarden	155.48	181.41	207.32	233.23	285.05	336.89	388.71	466.46
Smeeth	160.64	187.43	214.20	240.97	294.51	348.07	401.61	481.94
South Willlesborough & Newton	156.31	182.37	208.42	234.47	286.57	338.68	390.78	468.94
Stanhope	133.30	155.52	177.74	199.95	244.38	288.82	333.25	399.90
Stone	135.46	158.05	180.62	203.20	248.35	293.51	338.66	406.40
Tenterden (TC)	230.32	268.71	307.10	345.48	422.25	499.03	575.80	690.96
Warehorne	138.53	161.63	184.71	207.80	253.97	300.16	346.33	415.60
Westwell	153.60	179.20	204.80	230.40	281.60	332.80	384.00	460.80
Wittersham	160.04	186.73	213.40	240.07	293.41	346.77	400.11	480.14
Woodchurch	137.72	160.68	183.63	206.58	252.48	298.39	344.30	413.16
Wye with Hinxhill	206.60	241.04	275.47	309.90	378.76	447.63	516.50	619.80
Unparished Area	118.33	138.06	157.78	177.50	216.94	256.39	295.83	355.00

Table C

Council Tax Charge per Band

PARISH	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
Aldington & Bonnington	1,344.56	1,568.66	1,792.75	2,016.84	2,465.02	2,913.21	3,361.40	4,033.68
Appledore	1,347.11	1,571.64	1,796.15	2,020.67	2,469.70	2,918.75	3,367.78	4,041.34
Bethersden	1,336.09	1,558.78	1,781.46	2,004.14	2,449.50	2,894.87	3,340.23	4,008.28
Biddenden	1,331.04	1,552.89	1,774.73	1,996.57	2,440.25	2,883.94	3,327.61	3,993.14
Bilsington	1,328.61	1,550.05	1,771.49	1,992.92	2,435.79	2,878.66	3,321.53	3,985.84
Boughton Aluph and Eastwell	1,315.74	1,535.04	1,754.33	1,973.62	2,412.20	2,850.79	3,289.36	3,947.24
Brabourne	1,342.50	1,566.26	1,790.01	2,013.76	2,461.26	2,908.77	3,356.26	4,027.52
Brook	1,349.60	1,574.54	1,799.47	2,024.40	2,474.26	2,924.13	3,374.00	4,048.80
Challock	1,327.47	1,548.72	1,769.97	1,991.21	2,433.70	2,876.19	3,318.68	3,982.42
Charing	1,376.96	1,606.46	1,835.95	2,065.44	2,524.42	2,983.41	3,442.40	4,130.88
Chilham	1,344.92	1,569.08	1,793.23	2,017.38	2,465.68	2,913.99	3,362.30	4,034.76
Crundale (PM)	1,303.08	1,520.26	1,737.44	1,954.62	2,388.98	2,823.34	3,257.70	3,909.24
Egerton	1,338.44	1,561.52	1,784.59	2,007.66	2,453.80	2,899.95	3,346.10	4,015.32
Godmersham	1,324.03	1,544.71	1,765.38	1,986.05	2,427.39	2,868.74	3,310.08	3,972.10
Great Chart with Singleton	1,371.52	1,600.12	1,828.70	2,057.29	2,514.46	2,971.64	3,428.81	4,114.58
Hastingleigh	1,325.13	1,545.99	1,766.85	1,987.70	2,429.41	2,871.12	3,312.83	3,975.40
High Halden	1,325.91	1,546.90	1,767.89	1,988.87	2,430.84	2,872.81	3,314.78	3,977.74
Hothfield	1,332.34	1,554.40	1,776.46	1,998.51	2,442.62	2,886.74	3,330.85	3,997.02
Kenardington	1,337.00	1,559.84	1,782.67	2,005.50	2,451.16	2,896.83	3,342.50	4,011.00
Kennington	1,318.37	1,538.11	1,757.83	1,977.56	2,417.01	2,856.48	3,295.93	3,955.12
Kingsnorth	1,337.33	1,560.23	1,783.11	2,006.00	2,451.77	2,897.56	3,343.33	4,012.00
Little Chart	1,329.77	1,551.41	1,773.03	1,994.66	2,437.91	2,881.18	3,324.43	3,989.32
Mersham	1,328.16	1,549.53	1,770.89	1,992.25	2,434.97	2,877.70	3,320.41	3,984.50
Molash	1,323.10	1,543.63	1,764.14	1,984.66	2,425.69	2,866.73	3,307.76	3,969.32
Newenden	1,331.91	1,553.90	1,775.89	1,997.87	2,441.84	2,885.81	3,329.78	3,995.74
Orlestone	1,321.12	1,541.31	1,761.50	1,981.68	2,422.05	2,862.43	3,302.80	3,963.36
Pluckley	1,363.08	1,590.26	1,817.44	2,044.62	2,498.98	2,953.34	3,407.70	4,089.24
Rolvenden	1,329.65	1,551.27	1,772.87	1,994.48	2,437.69	2,880.92	3,324.13	3,988.96
Ruckinge	1,319.72	1,539.69	1,759.64	1,979.59	2,419.49	2,859.41	3,299.31	3,959.18
Sevington	1,317.22	1,536.77	1,756.30	1,975.84	2,414.91	2,853.99	3,293.06	3,951.68
Shadoxhurst	1,323.29	1,543.85	1,764.39	1,984.94	2,426.03	2,867.14	3,308.23	3,969.88
Smarden	1,336.64	1,559.43	1,782.20	2,004.97	2,450.51	2,896.07	3,341.61	4,009.94
Smeeth	1,341.80	1,565.45	1,789.08	2,012.71	2,459.97	2,907.25	3,354.51	4,025.42
South Willersborough	1,337.47	1,560.39	1,783.30	2,006.21	2,452.03	2,897.86	3,343.68	4,012.42
Stanhope	1,314.46	1,533.54	1,752.62	1,971.69	2,409.84	2,848.00	3,286.15	3,943.38
Stone	1,316.62	1,536.07	1,755.50	1,974.94	2,413.81	2,852.69	3,291.56	3,949.88
Tenterden (TC)	1,411.48	1,646.73	1,881.98	2,117.22	2,587.71	3,058.21	3,528.70	4,234.44
Warehorne	1,319.69	1,539.65	1,759.59	1,979.54	2,419.43	2,859.34	3,299.23	3,959.08
Westwell	1,334.76	1,557.22	1,779.68	2,002.14	2,447.06	2,891.98	3,336.90	4,004.28
Wittersham	1,341.20	1,564.75	1,788.28	2,011.81	2,458.87	2,905.95	3,353.01	4,023.62
Woodchurch	1,318.88	1,538.70	1,758.51	1,978.32	2,417.94	2,857.57	3,297.20	3,956.64
Wye with Hinxhill	1,387.76	1,619.06	1,850.35	2,081.64	2,544.22	3,006.81	3,469.40	4,163.28
Unparished Area	1,299.49	1,516.08	1,732.66	1,949.24	2,382.40	2,815.57	3,248.73	3,898.48

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Table D

CALCULATION OF THE BUDGET REQUIREMENT AND COUNCIL TAX AT BAND D		
	£	£
Gross Expenditure - General Fund	73,847,370	
Gross Expenditure - HRA	30,352,970	
Parish Precepts	<u>2,489,539</u>	106,689,879
Less Gross Income	(88,106,440)	(88,106,440)
NET EXPENDITURE		18,583,439
Government Grant	(485,000)	
New Homes Bonus	(1,886,050)	
Council Tax Surplus 2020/21	(400,000)	
Retained Business Rates	<u>(4,685,000)</u>	(7,456,050)
BUDGET REQUIREMENT		11,127,389
Less Parish Precepts		(2,489,539)
Council Tax Requirement		<u>8,637,850</u>
Council Tax Base		48,664
Band 'D' Council Tax		177.50
Average including Parishes		228.66

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Table E

REVENUE BUDGET				
SERVICE SUMMARY				
Actuals 2020/21 £	Budget 2021/22 £	Projected Outturn 2021/22 £	Service	Budget 2022/23 £
1,292,207	1,173,200	1,191,700	Corporate Policy, Economic Development & Communications	1,163,420
1,180,023	1,233,590	1,316,050	Legal & Democratic Services	1,349,600
2,501,050	2,168,090	2,469,100	Planning	2,356,110
2,754,547	3,269,790	3,153,840	Finance & IT	3,239,630
74,602	155,350	147,810	HR & Customer Services	176,810
1,376,827	914,200	1,009,280	Housing General Fund Services	1,289,150
2,005,036	711,520	909,290	Community Safety and Wellbeing	761,170
5,176,317	4,738,700	4,839,306	Environmental & Land Management	5,182,840
(1,728,850)	(1,269,350)	(1,424,211)	Corporate Property & Projects	(2,034,450)
4,562,713	3,208,300	3,604,050	Culture	2,534,250
(50,256)	0	0	Ashford Port Health	0
19,144,216	16,303,390	17,216,215	Service Expenditure	16,018,530
(4,246,502)	(2,187,810)	(2,703,060)	Capital Charges & Net Interest	(2,153,740)
949,854	0	0	Revenue Funding of Capital Expenditure	0
270,466	276,000	276,000	Levies	282,000
18,109,351	348,860	(153,060)	Contribution to/from Balances	1,947,110
34,227,385	14,740,440	14,636,095	ABC Budget Requirement	16,093,900
			Income	
(18,046,940)	(4,093,390)	(4,093,390)	Retained Business Rates	(4,685,000)
(5,282,885)	(946,480)	(1,263,480)	Government grant	(485,000)
(3,053,420)	(1,908,220)	(1,908,220)	New Homes Bonus	(1,886,050)
(8,012,237)	(7,792,350)	(7,792,350)	Council Tax	(8,637,850)
0	0	0	Council tax 2020/21 Surplus	(400,000)
(168,097)	0	(421,345)		0

327 Audit Committee – 1st February 2022

Resolved:

That the Minutes of the Meeting of the Audit Committee held on the 1st February 2022 be approved and adopted.

328 Selection and Constitutional Review Committee – 17th February 2022

Resolved:

That the Minutes of the Meeting of the Selection and Constitutional Review Committee held on the 17th February 2022 be approved and adopted.

329 Standards Committee – 24th January 2022

Resolved:

That the Minutes of the Meeting of the Standards Committee held on the 24th January 2022 be received and noted.

330 Annual Report of the Council’s Monitoring Officer 2021

Resolved:

That the Annual Report of the Council’s Monitoring Officer 2021 be received and noted.

331 Programme of Meetings 2022/23 and 2023/24

Resolved:

That the Programme of Meetings for 2022/23 and 2023/24 as appended to these Minutes be adopted.

332 Questions by Members of which Notice Had Been Given

(a) Question from Councillor Spain to Councillor Clarkson, Leader of the Council

“I know all my fellow Councillors will share my deep concern over the situation of the Ukrainian people following Russia’s invasion of their country. Since the start of the invasion, I have received updates from a close friend of mine whose Ukrainian wife’s family live in Kyiv. A few days ago, my friend’s wife’s family had to evacuate from their home because the bombing was too close, and having found that the nearest metro/underground station was too full of people to shelter them they had to drive to a relative’s house where they are now sheltering in the basement. The U.N. refugee agency has said today that 1 million people have now fled Ukraine since Russia’s invasion less than a week ago, which they have described as “an exodus without precedent in this century for its speed.” The EU commissioner for crisis management has said that they currently expect the number of displaced Ukrainians to be over 7 million people.

It is against this background that I ask this question of the Leader of the Council. Will the Leader of the Council commit this Council to do everything it can to help refugees from this attack on Ukraine? I realise that the UK government’s visa, support, and other arrangements in relation to Ukrainian refugees are likely to develop further but I am asking the Leader to give us reassurance that he will work proactively with officers of this Council to plan for a situation where Ukrainian refugees arrive in the UK and need our assistance in the Ashford Borough. I know he and all other Members of this Council will be similarly minded to give all possible

support to those who will be fleeing from this war over the coming days, weeks, and months.

Reply by Councillor Clarkson

“I would say I am pleased to receive Councillor Spain’s question, but that would perhaps not quite be the right phrase in response to what is quite quickly becoming a humanitarian disaster. What I can say is that we all stand ready to do whatever we can to assist the Government in supporting Ukrainian refugees. As everybody already knows, this Authority has an exemplary track record with both the Syrian and Afghan refugees. Before the UK Government had even announced their programme to settle 20,000 Syrian refugees over five years, we stepped in with our own offer. Similarly, with the Afghan refugees last year. Indeed the Home Office use Ashford’s response as an example to others nationally and even made a film here to show to others. These people had been fleeing war torn areas and the situation in Ukraine now is arguably even more serious. So what I can commit to is that this Council stands ready to do whatever it can to assist and respond to the Government’s requests. I think all colleagues in this Chamber will unanimously support that position.”

Supplementary Question by Councillor Harman

“I thank the Leader for his response, which I’m sure we would all support. I do know that a lot of people, including myself, would like to assist by making a donation, be that “things” or money, but it’s currently a bit unclear whether it would be “things” or money that would be best and indeed, where that should be directed. Would the Leader be able to ask the Council to provide a clear steer to Members and residents, perhaps via our website, as to what is the best way of making such donations?”

Reply by Councillor Clarkson

“Thank you for that question, which is quite apposite, and I am glad to receive it, but it does somewhat cross over in to the next question, so out of respect I will defer my answer and answer both questions at that time if that is ok?”

(b) Question from Councillor Lyn Suddards to Councillor Clarkson, Leader of the Council

“As already discussed, I think we have all been shocked by the situation in the Ukraine. So I ask if the Leader would support Ashford Borough Council sponsoring one of the fire engines loaded with PPE and other essential equipment, being sent to the Ukraine by the local charity Fire Aid and EASST (the Eastern Alliance for Safe and Sustainable Transport? I have provided the Leader with a bit of information on this project, these Groups are well versed in donating items to Ukraine and its one I hope will be right up his street!”

Reply by Councillor Clarkson

“I do thank Councillor Suddards for her question and she is right to point to my allegiance to this as the former Chief Fire Officer for London. I think we can all support the thrust of this question and I am very familiar with the work that Fire Aid do, which is very good, but I fear that it will be bulldozers that will be more needed to

clear the rubble, rather than firefighting equipment/PPE etc. I know colleague Members and Officers at the Council who do already support the mentioned charities and they are definitely very worthy. The issue currently is that there are a multitude of charities collecting for the people of Ukraine – the British Red Cross, the UNHCR Refugee Agency Appeal, UNICEF and Save the Children to name just a few. These are all very worthy no doubt, but there is a danger that the donations could be misdirected if we go down one specific route. We already call ourselves an International Borough and we really live up to that, so I understand the desire to make some sort of donation and I share that. If we're talking about making a donation with the Council's own money, one of these fire engines costs somewhere in the region of £3000 - £5000 and I wonder if we would be better served to make a donation of £5000 to the Disasters Emergency Committee (DEC). I have been looking in to that today and I understand that this is an umbrella group for 15 of the UK's leading aid charities and the UK Government has pledged to match donations to that appeal. It therefore seems that we will get maximum return from that donation on behalf of the people of Ashford and this would be the best route to go down. I am happy to propose then that the Council makes a donation of £5000 to the DEC appeal."

This was unanimously supported by all Members present.

Supplementary Question by Councillor Mrs Bell

"I am in full support of all that has been said and decided on this. I would also ask the Leader if there are any plans to fly the Ukrainian flag at the Civic Centre in support?"

Reply by Councillor Clarkson

"I can assure colleagues that I haven't already spoken to Councillor Mrs Bell about this, but this is very timely as I can say the answer is very much, yes. As soon as this situation began to escalate last week, I contacted Officers about purchasing a Ukrainian flag to fly at the Civic Centre. Perhaps unsurprisingly, they were very hard to get hold of, but we have one on order and it is expected to arrive next Wednesday. As soon as it arrives we will be flying it at the Civic Centre in solidarity with the people of Ukraine."

DATES OF MEETINGS MAY 2022 - MAY 2024

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

MAY 2022

M 2 **BANK HOLIDAY**
 Tu 3 Selection & CR
 W 4
 Th 5
 F 6

M 9
 Tu 10 O&S
 W 11
 Th 12 JCC 2.30pm
 F 13

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

M 23
 Tu 24 TEB 10am
 W 25
 Th 26 Cabinet
 F 27

M 30
 T 31

JUNE 2022

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

M 6
 Tu 7 Joint Transportation
 W 8
 Th 9
 F 10

M 13
 Tu 14 O&S
 W 15 Planning
 Th 16
 F 17

M 20
 T 21 Audit 5pm
 W 22
 Th 23
 F 24

M 27
 Tu 28
 W 29
 Th 30 Cabinet

JULY 2022

F 1
 M 4
 Tu 5
 W 6
 Th 7
 F 8
 M 11

Tu 12 O&S
 W 13 Planning
 Th 14 JCC 2.30pm
 F 15

M 18
 Tu 19
 W 20
 Th 21 Council
 F 22

M 25
 T 26
 W 27
 Th 28 Cabinet
 F 29

AUGUST 2022

M 1
 Tu 2
 W 3
 Th 4
 F 5

M 8
 Tu 9 O&S
 W 10
 Th 11
 F 12

M 15
 Tu 16
 W 17 Planning
 Th 18
 F 19

M 22
 Tu 23 TEB 10am
 W 24
 Th 25 Cabinet
 F 26

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

SEPTEMBER 2022

Th 1
 F 2

M 5
 Tu 6 Joint Transportation
 W 7
 Th 8 JCC 2.30pm
 F 9

M 12
 Tu 13 O&S
 W 14 Planning
 Th 15
 F 16

M 19
 Tu 20
 W 21
 Th 22
 F 23

M 26
 Tu 27
 W 28
 Th 29 Cabinet
 F 30

OCTOBER 2022

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

M 10
 Tu 11 O&S
 W 12 Planning
 Th 13
 F 14

M 17
 Tu 18
 W 19
 Th 20 Council
 F 21

M 24
 Tu 25
 W 26
 Th 27 Cabinet
 F 28

M 31

NOVEMBER 2022

Tu 1
 W 2
 Th 3
 F 4

M 7
 Tu 8 O&S
 W 9 Planning
 Th 10 JCC 2.30pm
 F 11

M 14
 Tu 15
 W 16
 Th 17
 F 18

M 21
 Tu 22 TEB 10am
 W 23
 Th 24 Cabinet
 F 25

M 28
 Tu 29 Audit 5pm
 W 30

DECEMBER 2022

Th 1
F 2

M 5
Tu 6 Joint Transportation
W 7 Planning
Th 8 Council
F 9

M 12
Tu 13 O&S
W 14
Th 15 Cabinet
F 16

M 19
Tu 20
W 21
Th 22
F 23

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

JANUARY 2023

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

M 9
Tu 10
W 11
Th 12 JCC 2.30pm
F 13

M 16
Tu 17 Licensing/Regulatory
10am/10.30am
W 18 Planning
Th 19
F 20

M 23
Tu 24
W 25
Th 26 Cabinet
F 27

M 30
Tu 31 Standards

* No O&S meeting in
January due to Budget
Scrutiny

FEBRUARY 2023

W 1
Th 2
F 3

M 6
Tu 7

W 8
Th 9
F 10

M 13
Tu 14 O&S
W 15 Planning
Th 16
F 17

M 20
Tu 21 TEB 10am
W 22
Th 23 Cabinet
F 24

M 27
T 28

MARCH 2023

W 1
Th 2 Council (C Tax)
F 3

M 6
Tu 7 Joint Transportation
W 8
Th 9 JCC 2.30pm
F 10

M 13
Tu 14 O&S
W 15 Planning
Th 16
F 17

M 20
Tu 21 Audit 5pm
W 22
Th 23
F 24

M 27
Tu 28
W 29
Th 30 Cabinet
F 31

APRIL 2023

M 3
Tu 4
W 5
Th 6
F 7 **GOOD FRIDAY**

M 10 **EASTER MONDAY**
Tu 11 O&S
W 12
Th 13
F 14

M 17
Tu 18
W 19 Planning
Th 20 Council
F 22

M 24
Tu 25

W 26
Th 27 Cabinet
F 28

MAY 2023

M 1 **BANK HOLIDAY**
Tu 2
W 3
Th 4 **ABC ELECTIONS**
F 5


M 8
Tu 9
W 10
Th 11
F 12

M 15
Tu 16
W 17
Th 18 Selection & CR
F 19

M 22
Tu 23
W 24
Th 25 Council
F 26

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

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

 School Holidays

MAY 2023

M 1 **BANK HOLIDAY**
 Tu 2
 W 3
 Th 4 **ABC ELECTIONS**
 F 5

M 8
 Tu 9
 W 10
 Th 11
 F 12

M 15
 Tu 16
 W 17 Selection & CR
 Th 18
 F 19

M 22
 Tu 23
 W 24
 Th 25 Council
 F 26

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

JUNE 2023

Th 1
 F 2

M 5
 Tu 6 Joint Transportation
 W 7 Planning
 Th 8
 F 9

M 12
 Tu 13 O&S
 W 14
 Th 15
 F 16

M 19
 T 20 Audit 5pm
 W 21
 Th 22
 F 23

M 26
 Tu 27
 W 28
 Th 29 Cabinet
 F 30

JULY 2023

M 3
 Tu 4
 W 5 Planning
 Th 6
 F 7

M 10
 Tu 11 O&S
 W 12
 Th 13 JCC 2.30pm
 F 14

M 17
 Tu 18
 W 19
 Th 20 Council
 F 21

M 24
 T 25
 W 26
 Th 27 Cabinet
 F 28

M 31

AUGUST 2023

Tu 1
 W 2
 Th 3
 F 4

M 7
 Tu 8 O&S
 W 9 Planning
 Th 10
 F 11

M 14
 Tu 15
 W 16
 Th 17
 F 18

M 21
 Tu 22
 W 23
 Th 24
 F 25

M 28 **BANK HOLIDAY**
 Tu 29 TEB 10am
 W 30
 Th 31 Cabinet

SEPTEMBER 2023

F 1

M 4
 Tu 5 Joint Transportation
 W 6 Planning
 Th 7
 F 8

M 11
 Tu 12 O&S
 W 13
 Th 14 JCC 2.30pm
 F 15

M 18
 Tu 19
 W 20
 Th 21
 F 22

M 25
 Tu 26
 W 27
 Th 28 Cabinet
 F 29

OCTOBER 2023

M 2
 Tu 3 Audit 5pm
 W 4 Planning
 Th 5
 F 6

M 9
 Tu 10 O&S
 W 11
 Th 12
 F 13

M 16
 Tu 17
 W 18
 Th 19 Council
 F 20

M 23
 Tu 24
 W 25
 Th 26 Cabinet
 F 27

M 30
 Tu 31

NOVEMBER 2023

W 1
 Th 2
 F 3

M 6
 Tu 7
 W 8 Planning
 Th 9 JCC 2.30pm
 F 10

M 13
 Tu 14 O&S
 W 15
 Th 16
 F 17

M 20
 Tu 21
 W 22
 Th 23
 F 24

M 27
 Tu 28 TEB 10am
 W 29
 Th 30 Cabinet

DECEMBER 2023

F 1
M 4
Tu 5 Joint Transportation
W 6
Th 7
F 8
M 11
Tu 12 O&S
W 13 Planning
Th 14 Council
F 15
M 18
Tu 19 Audit 5pm
W 20
Th 21 Cabinet
F 22
M 25 **CHRISTMAS DAY**
Tu 26 **BOXING DAY**
W 27 OFFICES CLOSED
Th 28
F 29

JANUARY 2024

M 1 **NEW YEAR'S DAY**
Tu 2
W 3
Th 4
F 5
M 8
Tu 9
W 10
Th 11 JCC 2.30pm
F 12
M 15
Tu 16 Licensing/Regulatory
10am/10.30am
W 17 Planning
Th 18
F 19
M 22
Tu 23
W 24
Th 25 Cabinet
F 26
M 29
Tu 30 Standards
W 31

* No O&S meeting in January due to Budget Scrutiny

FEBRUARY 2024

Th 1
F 2
M 5
Tu 6
W 7

Th 8
F 9
M 12
Tu 13 O&S
W 14 Planning
Th 15
F 16
M 19
Tu 20
W 21
Th 22
F 23
M 26
Tu 27 TEB 10am
W 28
Th 29 Cabinet

MARCH 2024

F 1
M 4
Tu 5 Joint Transportation
W 6
Th 7 Council (C Tax)
F 8
M 11
Tu 12 O&S
W 13 Planning
Th 14 JCC 2.30pm
F 15
M 18
Tu 19 Audit 5pm
W 20
Th 21
F 22
M 25
Tu 26
W 27
Th 28 Cabinet
F 29 **GOOD FRIDAY**

APRIL 2024

M 1 **EASTER MONDAY**
Tu 2
W 3
Th 4
F 5
M 8
Tu 9 O&S
W 10
Th 11
F 12
M 15
Tu 16
W 17 Planning
Th 18 Council
F 19
M 22
Tu 23
W 24

Th 25 Cabinet
F 26
M 29
Tu 30

MAY 2024

W 1
Th 2 **GENERAL ELECTION PCC ELECTIONS**
F 3
M 6 **BANK HOLIDAY**
Tu 7 Selection & CR
W 8
Th 9 JCC 2.30pm
F 10
M 13
Tu 14 O&S
W 15 Planning
Th 16 Council
F 17
M 20
Tu 21
W 22
Th 23
F 24
M 27 **BANK HOLIDAY**
Tu 28 TEB 10am
W 29
Th 30 Cabinet
F 31

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

 School Holidays

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Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **31st March 2022**.

Present:

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

Cllrs. Bell, Clokie, Feacey, Forest, Iliffe, Shorter

Apologies:

Cllrs. Buchanan, Pickering, Sparks.

Also Present:

Cllrs. Burgess, Harman.

In attendance:

Chief Executive, Deputy Chief Executive, Solicitor to the Council and Monitoring Officer, Head of Planning and Development, Cultural Projects Manager, Web and Communications Assistant, Member Services Manager.

348 Minutes

Resolved:

That the Minutes of the Meeting of the Cabinet held on the 24th February 2022 be approved and confirmed as a correct record.

349 Leader's Announcements

The Leader said there were a couple of matters he wanted to mention this evening. Firstly, he always stressed that this Borough had the best climate in the UK, but today's weather had seen a bit of everything – wind, rain, sunshine, hail, sleet and even snow! It was particularly unseasonal, but he knew the Council would continue to monitor for any knock on effects for residents.

Secondly, regarding recent proposed bus cuts from KCC, he, along with colleagues, he had met with senior representatives from Stagecoach East Kent and was pleased to advise that they had agreed not to discontinue the G-Line Service and that this would be extended for a further year. This was an important service for the town centre and surrounding areas and there had been a strong desire from the public to

retain it, so it was hoped that the extra year would give time to encourage greater use. It would be an hourly rather than half hourly service going forwards, but this was a good outcome for the Authority and the Borough.

350 Stodmarsh Mitigation Framework

The Portfolio Holder introduced the report which set out the progress to date and sought the Cabinet's agreement to adopt an Operational Statement as a means of informing the development industry, stakeholders and the public of important principles relating to the progression of new wetlands in the Borough. He referred to the excellent update that Members had received from Officers prior to this meeting and reiterated that this was an issue that had a knock on effect for the whole Borough.

Resolved:

- That**
- (i) progress on the project to date be noted.**
 - (ii) the Operational Statement appended to the report be adopted as a document that informs the public and other stakeholders of material considerations likely to be reflected in the Council's decision making on relevant planning applications, and to that end to be published on the Council's website.**
 - (iii) the Head of Planning & Development, in consultation with the Portfolio-Holder for Planning & Development, be authorised to make or agree to non-strategic changes or updates to the Operational Statement as may be required, in liaison with the other signing bodies.**

351 Greater Ashford Borough Environment and Land Mapping Commission – Notes of 8th February 2022

The Chairman of the Commission advised that this was another work stream being undertaken by this Council in order to try and protect the Borough from inappropriate development.

Resolved:

That the Notes of the Meeting of the Great Ashford Borough Environment and Land Management Commission held on the 8th February 2022 be received and noted.

352 Joint Transportation Board – 1st March 2022

Resolved:

That the Minutes of the Meeting of the Joint Transportation Board held on the 1st March 2022 be received and noted.

353 Trading and Enterprise Board – 22nd February 2022

Resolved:

That the Minutes of the Meeting of the Trading and Enterprise Board held on the 22nd February 2022 be received and noted.

354 Civic and Ceremonial Programme Board – 25th February 2022

Resolved:

That the Minutes of the Meeting of the Civic and Ceremonial Programme Board held on the 25th February 2022 be received and noted.

355 Local Plan and Planning Policy Task Group – 25th February 2022

Resolved:

That the Notes of the Meeting of the Local Plan and Planning Policy Task Group held on the 25th February 2022 be received and noted.

356 Member Training Panel – 23rd February 2022

Resolved:

That the Notes of the Meeting of the Member Training Panel held on the 23rd February 2022 be received and noted.

357 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.

358 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, 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, 3 and 5 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.

359 Victoria Park Project Update

The Portfolio Holder introduced the exempt report which updated on progress securing tenders for the Victoria Park and Watercress Fields Refurbishment Project and advised of the Chief Executive's use of her Urgency Powers to secure additional funding to enable the project to proceed.

Recommended:

That the use of the Chief Executive's Urgency Powers be noted to provide an extra £172,000 from Ashford Borough Council to help secure an extra £300,000 from the National Lottery Heritage Fund, and avoid a further increase in bidder's tender prices or delays to the project.

360 Economic Regeneration and Investment Board – 1st March 2022

Resolved:

That the Notes of the Meeting of the Economic Regeneration and Investment Board held on 1st March 2022 be received and noted.

Ashford Borough Council: Audit Committee

Minutes of a Meeting of the Audit Committee held in Committee Room 2, Civic Centre, Tannery Lane, Ashford on the **15th March 2022**.

Present:

Cllr. Krause (Chairman);
Cllr. Buchanan (Vice-Chairman);

Cllrs. Campkin, Shorter, Smith.

Apologies:

Cllr. Wright.

Head of Planning & Development.

Also in Attendance (virtually):

Cllrs. Hayward, Spain.

Accountancy Manager, Senior Accountant, Interim Deputy Head of Audit Partnership, Audit Manager, Compliance and Data Protection Manager, IT Manager.

Audit Manager – Grant Thornton UK
Audit Manager - Grant Thornton UK.

In attendance:

Deputy Chief Executive, Interim Head of Audit Partnership, Member Services & Ombudsman Complaints Officer.

333 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 1st February 2022 be approved and confirmed as a correct record.

334 Corporate Risk Register

The Compliance and Data Protection Manager introduced the report which was presented to the Committee every six months and covered all the risks on the Corporate Register that fell outside the Council's risk appetite threshold. Details of any changes were included within the report with some risks being lowered due to the recovery since Covid and to reflect the improved financial position. In light of the going conflict in Ukraine these risks would need to be revisited. At the October 2021 meeting the Committee requested that the Council's Cyber Security risks and mitigations be given due consideration.

The IT Manager gave a presentation to the Committee, via a Power-Point presentation, which detailed the Cyber landscape for both this Council and Councils throughout the Country. He took the Committee through the risks to the Council which formed part of the Council's Risk Register and highlighted the work undertaken to mitigate the risk. Overall, it was important to note that the risk of an attack that would affect the Council was not a case of "if" but "when" an attack took place. Solutions had been put in place to mitigate these risks including; mandatory staff training, which it was hoped would be extended to Councillors; emergency planning cyber exercises, regular communication and phishing exercises. A new mobile device management app had been installed in all new laptops and smartphones. The connections to Kent Public Services Network (KPSN) had been strengthened and controls for remote working and portable device guidance had been refreshed. The IT Manager advised that there were strong and proportionate controls in place. He also shared a Councillors' Guide to Cyber Security link with the Committee, which they would be able to access after the meeting.

A Member noted that Officers training was mandatory, yet Councillors was not. The Member supported the making of such training mandatory for Councillors, and proposed that be a recommendation from the Audit Committee. The Chairman requested that an additional recommendation be added to reflect that the training be made mandatory for Councillors. There was some discussion regarding whether all Councillors had access to the internet and used computers and the Chairman advised that it would be the minority but these would be discussed with the relevant Group Leaders. **Post Meeting Note: All Councillors had access to a Council issued iPad and the internet.**

In response to a question from a Member, the IT Manager advised that Capita managed the network devices, the network itself was primarily BT circuits and fully resilient. The Ashford exchange was a 'main' exchange and so the connections were good. Capita sat on the Governments NCSC (National Cyber Security Centre) Managed Service Providers Information Exchange. The size and resource levels from Capita were of benefit and they were monitoring the circuits for the Council.

A Member questioned what the contingency plan was should an attack occur and further the consequences should the contingency plan fail. The IT Manager advised that there was a Cyber Response Plan for such attacks. A lot of attacks were based around ransomware. The recovery centre was being moved as part of KPSN and would enable the Council to access data and services were being moved to the cloud also. There was no definitive answer and it would be a case of dealing with it when it occurred. It was unlikely to be a direct attack, but could be from the fallout of an attack elsewhere.

Resolved:

That the Audit Committee

- a) **agree the assessments and the adequacy of key controls to manage the risks.**
- b) **considers the area of focus of this report on the risks associated with Cyber Security.**

c) **That Cyber Security Training be Mandatory for Councillors.**

335 Approval of Annual Governance Statement

The Compliance and Data Protection Manager introduced the report and advised that all of the recommendations from the previous Annual Governance Statement had been completed, save for the review of the Constitution which was ongoing and was carried forward into the Annual Governance Statement before them. The key governance areas, any changes and points of interest throughout the year were also highlighted. Eight recommendations were included for the following year, including upgrading hybrid meetings, developing succession planning and leadership skills and reviewing corporate risks including data retention. An area to note was the absence of the Annual Audit Opinion, which was outstanding and the report would come back to a future meeting. It was highlighted that Mid Kent Audit had raised no issues with the governance arrangements. Once approved the Annual Governance Statement would be published on the Councils website alongside the Statement of Accounts.

A Member questioned what the completion date of the review of the Constitution was. The Compliance and Data Protection Manager advised that the overall review deadline was March 2023. Work was ongoing regarding Executive Arrangements which would come forward sooner.

The Chairman advised that discussions had been had as part of the pre-meeting regarding the adequacy of the Trading and Enterprise Board arrangements and the need to ensure that they incorporated the New Town Works and Project Green (Brompton) projects. The Deputy Chief Executive proposed that the responsible person and timetable be as per the constitution review.

Resolved

That the Audit Committee approves the 2021/22 Annual Governance Statement, subject to the inclusion of the additional work regarding the Trading and Enterprise Board.

336 Internal Audit and Assurance Plan 2022/23

The Interim Head of Audit Partnership advised that the Plan was a live document and would be reviewed throughout the year. The programme was challenging and wide ranging. Work planning would be undertaken accordingly and he opened the item up to questions from the Committee.

A Member questioned what 'multi-channel customer engagement' was. The Interim Head of Audit Partnership advised that it was looking at all the areas of engagement with the public in the ever increasing online world. The review was not about one solution but ensuring that all were and could be engaged with.

A Member drew attention to the terms on the payment of a penalty charge notice and the acceptance of cash. The Member felt that it should be accepted if advised as such. The Deputy Chief Executive would check if that this was the case. Face to face channels of communication would be maintained. **Post Meeting Note: Penalty Charge Notices were only payable by debit or credit card, either online or by**

telephone. The wording on Penalty Charge Notices regarding payment was to be reviewed.

Resolved:

That the Audit Committee:

- (i) Approves the Internal Audit & Assurance Plan for 2022/23**
- (ii) Notes the view that the Partnership has sufficient resources to deliver the plan and a robust Annual Audit Opinion.**
- (iii) Notes that the plan is compiled independently and without inappropriate influence from management.**

337 Section 106 Audit – Weak Assurance Report

Due to the absence of the Head of Planning and Development due to illness the Committee wished to defer the item to be discussed at a future meeting.

Resolved

The item be deferred to an additional Meeting of the Audit Committee to take place in April.

338 Statement of Accounts 20220/21 and External Auditors Findings

The Accountancy Manager introduced the report and advised that the Auditors were looking to give an unqualified opinion, which was pleasing. There was still some outstanding work regarding valuations, which would be clarified with the Auditors. He proposed that delegated authority be given to the Chief Financial Officer and the Chairman of the Audit Committee so that should any changes be needed that they could authorise those on behalf of the Committee. Any anticipated changes would be largely around disclosure notes. There had been no changes to the primary statements of the Council, which was positive. A further delegation was sought to allow the Chief Financial Officer and the Chairman of the Audit Committee to “sign off” the full statement of accounts once approved by the Auditor. The Auditors findings were also included within the report. There were three recommendations which would be adopted when formulating next year’s accounts and a formal response would be issued. He wished to extend his thanks to the Auditors for the work undertaken and he looked forward to their continued working relationship.

The Audit Manager – Grant Thornton UK acknowledged that the Audit had taken longer than anticipated. There were a couple of areas outstanding that needed to be addressed, in particular the valuation of the Council’s housing stock which was currently in progress. No changes to the primary statements were required and a small number of recommendations were made for the following year.

A Member noted the unqualified opinion and wanted to record his thanks to the Accountancy Team for achieving such an opinion.

The Deputy Chief Executive confirmed that the work was due to be completed by the 31st March. The underlying message was a positive one.

Resolved:

That the Audit Committee

- I. Considers the Appointed Auditor's Audit Findings (Appendix A)**
- II. Agrees the basis upon which the accounts have been prepared (going concern)**
- III. Approves the substantially audited 2020/21 Statement of Accounts (Appendix B)**
- IV. Delegates authority to the Chairman of this committee and the Chief Financial Officer to agree any further amendments required to the statements shown at Appendix B, any significant changes will be reported back to this committee**
- V. Delegates authority to the Chairman of this committee and the Chief Financial Officer to sign and date the accounts as required by Section 10(3) of the Accounts and Audit Regulations 2003, following the stated amendments, as approved by the Council**
- VI. Approves the Chief Financial Officer's Letter of Representation to the Appointed Auditor (Appendix C)**

339 Presentation of Financial Statements

The Senior Accountant introduced the report. The deadlines for the close of accounts were highlighted, with the sign off being 30th November 2022. There had been no changes to the Code for 2021/22 so far, however there was a consultation ongoing which may have an impact on the Code. The consultation was as a result of 91% of statutory bodies missing the deadline for publication of audited accounts. The consultation was investigating if there were short-term solutions that could help reduce the delays of audited financial statements. The changes proposed by the emergency consultation were (a) pausing the valuation of property, plant and equipment and (b) postponing IFRS16 implementation, which was due to happen this year end. The accounts would be prepared on a "going concern" basis and there were no changes to the accounting policies. The Audit Committee was requested to approved the accounting policies.

Resolved:

That the Audit Committee:

- I. Notes the report**
- II. Approves the accounting policies for the 2021/22 accounts in Appendix A**

- III. **Delegates authority to Head of Finance and IT to make changes to the accounting policies following an emergency consultation on the update of the 2021/22 Code of Practice on Local Authority Accounting in the United Kingdom**

340 Report Tracker and Future Meetings

The Deputy Chief Executive felt that the only matter to note was the proposed April meeting.

A Member questioned whether there was any work to be undertaken as a result of the Ukraine conflict and Russian sanctions. The Accountancy Manager advised that as part of the treasury management the Council had minimal exposure to equity bonds but nothing that would impact the Council's treasury management. In respect of the pension fund, that was Kent County Council who had released a statement saying there was some exposure. He would report back fully to the Committee at its next meeting. The Deputy Chief Executive advised that the Council purchased utilities through Kent County Council and there was some exposure to Russian companies as part of that. Kent County Council were looking to suspend and extract themselves from those arrangements. All other contracts were being monitored and all appropriate actions taken. **Post Meeting Note: Since the meeting the Accountancy Manager had circulated an Update on the Council's Financial Exposure to the Audit Committee.**

Training for all Councillors on the Council's Emergency Planning function would be delivered by the Kent Resilience Forum later in the year.

Resolved:

That the report be received and noted, with the addition of a report to a future meeting on any impact of Russian sanctions and associated matters.

Ashford Borough Council - Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1 (Fougères Room), Civic Centre, Tannery Lane, Ashford on the **23rd March 2022**.

Present:

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

Cllrs. Chilton, Feacey, Ovenden.

Also Present:

Chief Executive, Human Resources Manager, Member Services Manager.

345 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 24th March 2021 be approved and confirmed as a correct record.

346 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 items 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 Paragraph 1 of Part 1 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.

347 Appointment of the Director and Assistant Director Posts within the Revised Management Structure – April 2022

The Committee received the report of the Chief Executive which sought approval for the planned recruitment campaigns to the three Director roles within the revised Senior Management Structure, plus any subsequent vacancies at a senior level. The Chairman and the Chief Executive drew particular attention to the new structure diagram in the papers.

The Committee agreed the proposals set out within the report subject to some minor amendments to point 8 of the three job descriptions and an additional point 3. The Human Resources Manager advised that the end of the period to receive Cabinet objections and the date for the confirmed offers of employment would be amended to Tuesday 19th April to accommodate the Easter Holiday weekend.

The questions to be asked at the interviews were agreed and allocated to each of the five Committee Members. It was also agreed to request a ten minute introductory presentation from each of the Applicants to open their interview.

It was agreed that individual Portfolio Holders should not be invited to attend the interviews given that all candidates would be internal applicants and Cabinet Members had ultimate oversight of the appointments.

The Committee also asked the Member Services Manager to diarise the dates for upcoming Appointments Committee meetings.

Resolved:

- That**
- (i) the job description, person specification and remuneration package for the Director posts be approved, subject to the minor amendments suggested at the meeting.**
 - (ii) the planned recruitment timetable for senior roles be approved.**
 - (iii) the interview questions and format as discussed at the meeting be agreed.**



Agenda Item No: 11
Report To: Full Council
Date of Meeting: 21st April 2022
Report Title: Review of Community Governance Arrangements
Report Author: Paul Libreri
Job Title: Electoral Services Manager
Portfolio Holder: Cllr. Clarkson
Portfolio Holder for: Legal & Democracy

Summary:	This report requests approval by Full Council of the Terms of Reference for a Community Governance Review of all Parish areas in Ashford.
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Key Decision: YES

Significantly Affected Wards: All

Recommendations: The Council agree to:-

- I. Approve the Terms of Reference for the Community Governance Review attached

Policy Overview: The Terms of Reference for a Community Governance Review are approved by the Council. Following a consultation process interim recommendations will be drawn up by the Local Government & Polling District Task Group and brought to Full Council for approval.

Financial Implications: It is anticipated that costs associated with the consultation process will be covered from the existing Electoral Services budget.

Legal Implications: The Community Governance Review must be conducted in accordance with the Local Government and Public Involvement with Health Act 2007

Equalities Impact Assessment: Will be carried out to assess the impact of any changes proposed.

Data Protection Impact Assessment: A data impact assessment will be required to consider the use of personal data to conduct consultations with members of the public affected by the review.

Risk Assessment (Risk Appetite Statement):	None
Sustainability Implications:	None
Other Material Implications:	None
Exempt from Publication:	NO
Background Papers:	Terms of Reference - Review of Community Governance Arrangements
Contact:	Paul.libreri@ashford.gov.uk – Tel: (01233)330 462

Report Title: Review of Community Governance Arrangements, Local Government and Public Involvement in Health Act 2007

Introduction and Background

1. The last Community Governance Review (CGR) in Ashford was undertaken in 2015 with the changes taking effect for the 2019 elections. The government's guidance states that recommends that principal councils should continually keep their area under review, and that it is good practice for a principal council to consider conducting a review every 10 to 15 years.
2. It is proposed to hold a review to address a number of anomalies arising from previous reviews to county, parish and ward boundaries held between 2015 and 2017 and to respond to requests for changes proposed by a number of parish councils.

Proposal

3. That the Council agrees to the Terms of Reference for a Community Governance Review attached as Appendix 1

Equalities Impact Assessment

4. N/A

Consultation Planned or Undertaken

5. Members, residents and Parish Councils to be invited to make submissions for consideration by the Local Government & Polling District Task Group.

Other Options Considered

6. N/A

Reasons for Supporting Option Recommended

7. Changes resulting from a Community Governance Review take effect at the next Ordinary elections to be held in the area. The next Ordinary elections are due to be held in May 2023. In order to be implemented in time for the elections in 2023 any changes would need to be reflected in the revised electoral register published on 1st December 2022.

8. If a Community Governance Review is not conducted this year no changes to community governance arrangements will be possible until the Ordinary elections in May 2027.

Next Steps in Process

9. Consultation Stage to 27th June 2022
10. Local Government & Polling District Task Group considers submissions and draws up initial proposals
11. 29th September 2022 Selection and Constitutional Review Committee reviews the final initial recommendations
12. Final Recommendations to Council on 20th October 2022
13. Final Orders made 20th November 2022

Portfolio Holder's Views

14. Will be reported at the meeting

Contact and Email

15. Paul Libreri, Electoral Service Manager, paul.libreri@ashford.gov.uk
(01233) 330462

ASHFORD BOROUGH COUNCIL

Community Governance Review Terms of Reference

1. Introduction

- 1.1. Ashford Borough Council (“the Council”) has resolved to conduct a borough wide Community Governance Review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007. The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England. This guidance has been considered when drawing up these Terms of Reference (“TOR”).

2. What is a Community Governance Review?

- 2.1. A CGR offers the opportunity to put in place strong, clearly defined boundaries, tied to firm ground features and to remove any anomalous parish boundaries. It can take place for the whole or part of the Borough and may consider one or more of the following:

- The naming of parishes and the style of new parishes/town councils;
- The electoral arrangements for parishes/town councils including:
 - the ordinary year of election;
 - council size, the number of councillors to be elected to the council; and
 - the warding (if any) of the parish/town councils;
- Grouping parishes under a common parish council or de-grouping parishes.
- Creating, merging, altering or abolishing parishes/town councils;

- 2.2. It is not proposed that this CGR will include the creation or abolition of parish councils. The scope of the CGR will include, but not be limited to, the following:

- Altering the parish boundary between Mersham and Sevington parishes to ensure all the properties in the Finberry development are within Sevington Parish.
- Altering the parish boundary between Biddenden and High Halden parishes to place all properties in Woodlands Park in Biddenden Parish.
- Consider a request to increase the number of parish councillors to be elected to Charing Parish Council
- Consider a request to increase the number of parish councillors to be elected to, Kenardington Parish Council
- Consider a request to increase the number of parish councillors to be elected to Newenden Parish Council.
- Consider a request to increase the number of parish councillors to be elected to Warehorne Parish council.

- Altering the boundary between Westwell and Kennington parishes to correct an anomaly at Sandyhurst Farm.
 - To consider if the Local Government Boundary Commission for England should be requested to make consequential changes to electoral boundaries to address anomalies resulting from previous boundary reviews.
- 2.3. The Council is required to ensure that community governance within the area under review will be reflective of the identities and interests of the community in that area; and is effective and convenient. In doing so, the CGR is required to take into account:
- The impact of community governance arrangements on community cohesion; and
 - The size, population and boundaries of a local community or parish/town council.

3. Aim of the Community Governance Review

- 3.1. The aim of a CGR is to consider and bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensure electors across the whole Borough will be treated equitably and fairly.

4. Why undertake this Community Governance Review?

- 4.1. The Council is undertaking this review in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 in response to requests from Charing, Kenardington, Newenden and Warehorne parish councils to increase the number of parish councillors and to address anomalies between parish, ward and county boundaries in Mersham, Sevington, High Halden and Biddenden parishes.
- 4.2. In addition the Council wishes to undertake a CGR for the whole of the Borough to ensure that all localities have an opportunity to express a view on community governance. It may be that existing parishes/town councils have matters to bring to the Council's attention and this Review will allow them to do so. The Review will also consider population changes and shifts in 'natural settlements' caused by new developments.
- 4.3. The Governments guidance is that principal councils should continually keep their area under review and that it is good practice for a principal council to consider conducting a review every 10 -15 years. The last CGR in Ashford was held in 2015. However, given the extent of development in Ashford another CGR would be advisable in advance of the next borough and parish elections in May 2023.
- 4.4. The Council believes that parish councils play an important role in terms of community empowerment at the local level and wants to ensure that

parish governance within the borough continues to be robust, representative and enabled to meet new challenges. Furthermore, it wants to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable and readily understood by their electorate.

5. Areas to be reviewed

- 5.1. The whole of the Ashford Borough Council area will be included in the CGR. A map of the Borough showing the existing parish areas is attached at Appendix 1. The Review will not automatically mean that there will be changes but it will examine whether there is a case for change where changes are suggested during the consultation period.

6. Who will undertake the Review?

- 6.1. The Council is responsible for conducting the CGR. The body responsible for overseeing this process is the Local Government & Polling Districts Task Group. It will oversee the Review and produce draft and final recommendations; the Full Council will approve the final recommendations before a Community Governance Order is made. There will be a full consultation process and in coming to its recommendation in the Review, the Council will need to take account of the views of local people.
- 6.2. The Full Council is required to approve the final recommendations prior to the Community Governance Order being made.

CONSULTATION

7. How the Council proposes to conduct consultations during the review

- 7.1. Before making any recommendations or publishing final proposals, the Council will take full account of the views of local people. The Council will comply with the statutory consultative requirements by:
 - Consulting local government electors for the area under review;
 - Consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review;
 - Notifying and consulting Kent County Council;
 - Taking into account any representations received in connection with the review.
- 7.2. The Council will publicise the review by displaying a notice at the Civic Centre and within each parish area. The Council will publicise the review on the Council's website and where possible on the parish websites and in the Council's magazine, 'Ashford Voice'. The Council will also write to the parish councils, neighbourhood forums or any other community or resident groups of which the Council is aware.

- 7.3. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

Indicative timetable for the review

Event	Date
Approval of timetable and terms of reference for the Community Governance Review [CGR] by Full Council	21 st April 2022
Formal commencement of CGR – Terms of Reference published. (The Review should be completed within twelve months of this date)	25 th April 2022
Close of consultation stage.	27 th June 2022
Report to the Local Government & Polling Districts Task Group on the draft recommendations.	July 2022
Proposed final recommendations submitted to the Selection & Constitutional Review Committee.	29 th September 2022
Final recommendations submitted to Council.	20 th October 2022
Community Governance Order(s) made.	20 th November 2022

- 7.4. The timeline may be adjusted after representations have been received by local people and bodies in response to the initial public consultation. This will allow the Council a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

8. Electorate forecasts for the District

- 8.1. The Review will be conducted using electoral data taken from the April 2022 electoral register.
- 8.2. When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. Electorate forecasts have been prepared by the Council using ONS population statistics.
- 8.3. It is the government’s guidance that these forecasts should be made available to all interested parties as early as possible in the review

process, so that they are available to all who may wish to make representations.

9. THE PRESENT STRUCTURE OF PARISHES AND THEIR ELECTORAL ARRANGEMENTS

9.1. A summary of the present structure of the parishes and their electoral arrangements is attached at Appendix 2.

10. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

10.1. The review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the decisions that the Council takes (including where it has decided to make no change following the review) will be deposited at the Civic Centre, and on the website.

10.2. In accordance with the Guidance issued by the Government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000.

10.3. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Civic Centre. Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Electoral Commission.

CONSEQUENTIAL MATTERS

11. General principles

11.1. The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

11.2. In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

12. Borough ward boundaries

12.1. The Council is mindful that it may be necessary for it to recommend to the Local Government Boundary Commission to make alterations to the boundaries of the borough wards or county electoral divisions to reflect the changes made at parish level. The Council notes that it will be for the Local Government Boundary Commission to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to conduct an electoral review of the affected areas.

12.2. The Council notes that the Local Government Boundary Commission will require evidence that the Council has consulted on any such recommendations for alterations to the boundaries of the borough wards or county electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.

13. Representations

13.1. Ashford Borough Council welcomes representations during the specified consultation stage as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters under review.

13.2. Representations should be addressed to: Community Governance Review, Electoral Services, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL.

13.3. Representations may be sent by email to elections@ashford.gov.uk. All representations must be made by 27th June 2022.

13.4. The Council will consult with the local government electors for the area under review and any other person or body who appears to have an interest in the review and take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

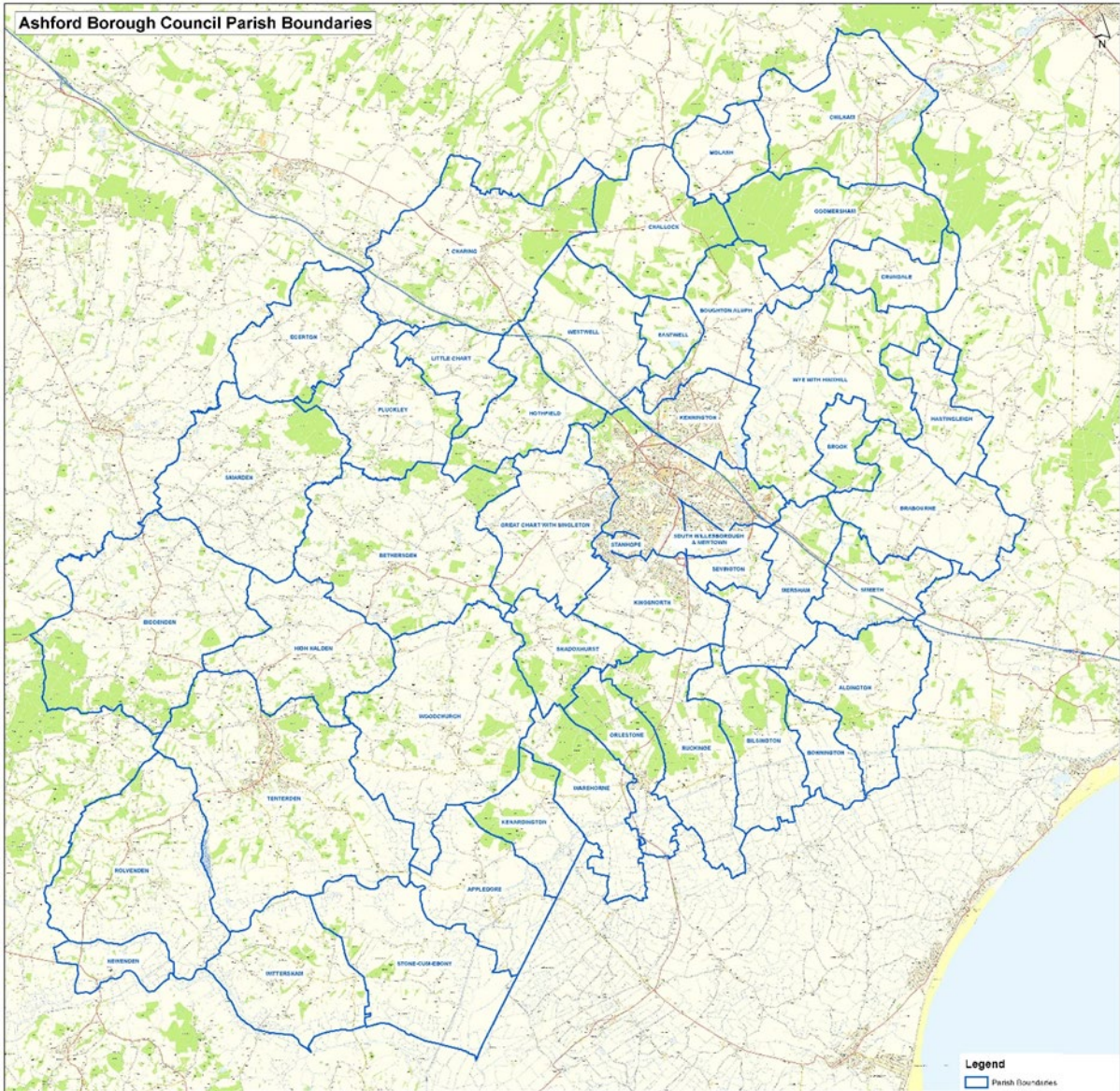
13.5. All representations received will be published, as will the reasons for accepting or rejecting any such representations. In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review.

14. How will the results be disseminated?

14.1. The Council will publish full details on the Council's website; press releases will be issued at key points and key documents will be on deposit at the council offices.

14.2. This Review is deemed to have commenced on the date of this Notice.

Dated: 21st April 2022



Appendix 2

Ashford currently has 41 Parish Councils. This includes Tenterden, which is a Town Council and Kennington and South Willesborough & Newtown which are Community Councils. In addition to the 41 Parish Councils there is one parish, Crundale, that has no parish council.

There are two grouped parish councils (Aldington & Bonnington and Boughton Aluph & Eastwell)

Electoral Area	Councillors	Electors
Aldington and Bonnington (Aldington Parish Ward)	7	1105
Aldington and Bonnington (Bonnington Parish Ward)	2	105
Appledore	7	676
Bethersden	9	1374
Biddenden	11	2191
Bilsington	5	256
Boughton Aluph & Eastwell (Boughton Aluph Parish Ward)	1	523
Boughton Aluph & Eastwell (Eastwell Parish Ward)	1	78
Boughton Aluph & Eastwell (Goat Lees Parish Ward)	6	1346
Brabourne	7	1049
Brook	6	258
Challock	7	868
Charing (Charing Heath Parish Ward)	2	361
Charing (Charing Hill Parish Ward)	10	2164
Chilham	9	1397
Crundale	0	159
Egerton	9	868
Godmersham	5	279
Great Chart with Singleton (Chilmington Green Parish Ward)	1	378
Great Chart with Singleton (Great Chart with Singleton North Parish Ward)	1	648
Great Chart with Singleton (Singleton East Parish Ward)	4	1812
Great Chart with Singleton (Singleton West Parish Ward)	4	2019
Great Chart With Singleton (Washford Parish Ward)	1	594
Hastingleigh	5	196
High Halden (High Halden Parish Ward)	7	1380
High Halden (Woodlands Parish Ward)	1	222
Hothfield	9	634
Kenardington	5	218
Kennington (Bybrook Parish Ward)	4	2043
Kennington (Grosvenor Hall Parish Ward)	4	2033
Kennington (Kennington North Parish Ward)	1	517
Kennington (Kennington Parish Ward)	4	1827
Kennington (Little Burton Farm Parish Ward)	3	1770
Kingsnorth (Bridgefield Parish Ward)	1	999
Kingsnorth (Kingsnorth Village Parish Ward)	2	920
Kingsnorth (Park Farm North Parish Ward)	2	1839
Kingsnorth (Park Farm South Parish Ward)	2	1847

Kingsnorth (Roman Parish Ward)	2	1996
Kingsnorth (Washford Farm Parish Ward)	1	1110
Little Chart	5	211
Mersham	7	1178
Molash	5	195
Newenden	5	180
Orlestone	9	1260
Pluckley	7	844
Rolvenden (Rolvenden Layne Parish Ward)	3	324
Rolvenden (Rolvenden Streyte Parish Ward)	6	917
Ruckinge	7	638
Sevington with Finberry (Highfield Parish Ward)	1	208

Sevington with Finberry (Sevington Parish Ward)	6	802
Shadoxhurst	7	1072
Smarden	9	1188
Smeeth	7	717
South Willesborough & Newtown (Newtown Parish Ward)	3	746
South Willesborough & Newtown (South Willesborough Parish Ward)	8	2451
Stanhope (Central Parish Ward)	7	1918
Stanhope (Speldhurst Close Parish Ward)	1	343
Stanhope (The Limes Parish Ward)	1	161
Stone-Cum-Ebony	7	367
Tenterden (Rolvenden & Tenterden West Parish Ward)	2	586
Tenterden (Tenterden North Town Ward)	5	1992
Tenterden (Tenterden South Town Ward)	4	2057
Tenterden (Tenterden St Michael`s Town Ward)	5	2097
Warehorne	5	271
Westwell	9	864
Wittersham	7	954
Woodchurch	9	1710
Wye with Hinxhill	11	1858