



**Council**

Members of the **Council of Gravesham Borough Council** are summoned to attend a meeting to be held at the Civic Centre, Windmill Street, Gravesend, Kent on **Tuesday, 28 June 2016 at 7.30pm** when the business specified in the following agenda is proposed to be transacted.

S Kilkie  
Assistant Director (Communities)

## **Agenda**

### **Part A**

#### **Items likely to be considered in Public**

1. Apologies for absence
2. Minutes of meeting Tuesday, 10 May 2016 of Council (Pages 3 - 12)
3. To declare any interests members may have in the items contained on this agenda. When declaring an interest a member must state what their interest is
4. To answer any questions received from members of the public of which notice has been given under Council Procedure Rule 13
5. Minutes  
To receive and adopt the proceedings, reports and recommendations of the following committees, except those items reserved under Council procedure Rule 5.2 (6) and to ratify and confirm the orders made by them.
  - a) Minutes of meeting Wednesday, 25 May 2016 of Regulatory Board (Pages 13 - 16)
  - b) Minutes of meeting Monday, 6 June 2016 of Cabinet (Pages 17 - 22)
  - c) Minutes of meeting Thursday, 9 June 2016 of Overview Scrutiny Committee (Pages 23 - 30)

- d) Minutes of meeting Tuesday, 14 June 2016 of Regulatory Board (Pages 31 - 34)
- e) Minutes of meeting Thursday, 16 June 2016 of Finance and Audit Committee - minutes to follow.

6. Reserved Items

To receive and adopt the proceedings, reports and recommendations of committees contained in the list of items reserved under Council Procedure Rule 5.2.(6) and to ratify the orders made by them.

The reserved minutes will be dealt with in the following order:-

- Cabinet
- Regulatory Board
- Finance and Audit Committee
- Overview Scrutiny Committee

**To consider reports from officers of the Council**

7. Clock Tower, Gravesend restoration scheme - report herewith. (Pages 35 - 40)

8. To consider questions from Members of the Council of which notice has been given under Council Procedure Rule 14.

9. Appointments to Committees

To note the following appointments that give effect to the wishes of the Labour Group:-

- Cllr Lyn Milner be appointed as Member of the Appointments Board; and
- Cllr Susan Howes be appointed as Member of the Regulatory Board.

10. To receive the Mayor's Announcements

**Gravesham Borough Council**

**Annual Council**

**Tuesday, 10 May 2016**

**7.00 pm**

**Present:**

The Worshipful the Mayor, Cllr Michael Wenban  
The Deputy Mayor, Cllr Greta Goatley

Councillors:	Valerie Ashenden	John Knight
	Gurjit Kaur Bains	William Lambert
	Lesley Boycott	Sara Langdale
	Gurdip Ram Bungar	John Loughlin
	John Burden	Bronwen McGarrity
	Julia Burgoyne	Jordan Meade
	Colin Caller	Lyn Milner
	John Caller	Leslie Pearton
	Harold Craske	Anthony Pritchard
	Jane Cribbon	Peter Rayner
	Lee Croxton	Alan Ridgers
	John Cubitt	Lenny Rolles
	Brian Francis	Brian Sangha
	Sandra Garside	Peter Scollard
	Rob Halpin	Derek Shelbrooke
	Leslie Hills	Makhan Singh
	Les Howes	Lauren Sullivan
	Susan Howes	Narinder Singh Thandi
	Karen Hurdle	Robin Theobald
	David Hurley	Steve Thompson
	Samir Jassal	David Turner

David Hughes	Chief Executive
Nick Brown	Director (Environment & Operations)
Kevin Burbidge	Director (Housing & Regeneration)
Melanie Norris	Director (Communities)
Sarah Kilkie	Assistant Director (Communities)
Mike Hayley	Assistant Director (Governance & Law)
Sue Hill	Committee & Elections Manager
Carlie Simmonds	Committee Services Officer
Chris Wakeford	Committee Services Officer

**1. Apologies for absence**

No apologies were received.

## 2. Gravesham Community and Civic Awards

Before the start of formal proceedings, the Chief Executive stated that the council had instituted award schemes to recognise and honour individual and collective contributions to community life.

Awards were presented by the Mayor to the under-mentioned persons/organisations:-

<b>Outstanding Individual:</b>	Hilary Smith
<b>Community business:</b>	Performance Carz
<b>Young Person of the Year: (2 awards given)</b>	Acacia Newton and Rhys Roberts
<b>Best Group:</b>	Northfleet Carnival Organising Committee
<b>Sports Achiever of the Year:</b>	Kayla Fry
<b>Safer/Better Community:</b>	India Vraitch and Gravesham Langar Seva

### **Chief Executive and Leaders Special Award – Contribution to the Community:**

Scott Dunleavy of Cinemaworx and the Gravesend Carers Support Group.

## 3. Prayer

Prior to the commencement of the meeting the Mayor, Michael Wenban asked the outgoing Chaplain to say a prayer for the meeting.

## 4. Declarations of Interest

No declarations of interest were made.

## 5. Election of Mayor for the ensuing municipal year

It was moved by Councillor John Cubitt and seconded by Councillor David Turner that –

**Cllr Greta Goatley be elected Mayor of the Borough for the municipal year 2016/2017.**

Tribute was paid to Cllr Greta Goatley for the steadfast service and support she had given to the Council in the years since first being elected and in her work with local residents. On being put to the vote it was

**Resolved unanimously** that Cllr Greta Goatley, be duly elected Mayor of the borough for the municipal year 2016/17. Cllr Greta Goatley made the Declaration of Acceptance of office required by Section 93 of the Local Government Act 1972.

The Mayor, in giving her acceptance speech stated that her charities for 2016/17 would be the Ellenor Hospice Children & Young Adults and the Alzheimer and Dementia Support

Services. At the conclusion of her term of office, the amount raised would be shared equally amongst them.

#### **6. Vote of thanks to Outgoing Mayor**

It was moved by Cllr Greta Goatley and seconded by Cllr John Cubitt that

**the best thanks of the Council be accorded to Cllr Michael Wenban for the manner in which he carried out the office of Mayor for the past municipal year.**

Cllr Wenban suitably replied and in doing so offered thanks to those who had assisted him during his year in office and highlighted a number of events he had attended during his mayoral year.

#### **7. Presentation of Past Mayor's Badge**

The Worshipful the Mayor presented Cllr Michael Wenban with a Past Mayor's Badge.

#### **8. Presentation of Past Mayoress's Badge**

Fiona Strike was presented with a Past Mayoress's Badge.

#### **9. Mayoress**

The Mayor stated that her Mayoress for the forthcoming year 2016/17 would be her daughter Victoria Bance.

#### **10. Appointment of Civic Chaplain**

The worshipful the Mayor stated that the Civic Chaplain would be the Reverend Canon Chris Stone.

#### **11. Election of Deputy Mayor for the ensuing municipal year**

It was moved by Cllr John Cubitt and seconded by Cllr David Turner that –

**Cllr Harold Craske be appointed Deputy Mayor of the Borough for the municipal year 2016/17.**

On being put to the vote it was **resolved** that Cllr Harold Craske be appointed Deputy Mayor of the Borough for the Municipal year 2016/17. Cllr Harold Craske then made the Declaration of Acceptance of Office required by Section 83 of the Local Government Act 1972.

#### **12. Deputy Mayoress**

The Deputy Mayor stated that his Deputy Mayoress would be his wife Veronica Craske.

**13. Presentation of Bouquets**

Bouquets were presented to the Mayor of Gravesham, the Mayoress, the Deputy Mayoress and the outgoing Mayoress.

**14. Minutes of meeting Tuesday, 19 April 2016 of Council**

The minutes of the meeting of Council held on 19 April 2016 were signed by the Mayor.

**15. The Cabinet**

Council noted the arrangements put in place for the Cabinet and the names of the members that would comprise the Cabinet.

**16. Representation of Political Groups on Committees**

It was moved by Cllr John Cubitt and seconded by Cllr David Turner that –

1. Having reviewed the representation of the political groups on Council Committees and Boards, that the allocation of seats thereon to the political groups be determined as follows:-

<b>Regulatory Board</b>	9 Members
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Conservative Group	5 seats
Labour Group	4 seats

<b>Licensing Committee</b>	15 Members
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Conservative Group	8 seats
Labour Group	7 seats

<b>Finance and Audit Committee</b>	10 Members
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Conservative Group	5 seats
Labour Group	5 seats

<b>Overview Scrutiny Committee</b>	9 Members
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Conservative Group	5 seats
Labour Group	4 seats

<b>Crime and Disorder Scrutiny Committee</b>	10 Members
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Conservative Group	5 seats
Labour Group	5 seats

<b>Appointments Board</b>	12 Members
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Conservative Group	6 seats
Labour Group	6 seats

**Standards Committee**

9 Members

Conservative Group 5 seats  
Labour Group 4 seats

2. That each political group may appoint substitute Members for all of the above Committees and Boards, except the Standards Committee and the Appointments Board, in accordance with Procedural Rule 7.

**17. Appointment of Members to Committees and Boards**

It was moved by Cllr John Cubitt and seconded by Cllr David Turner

1. That the Committees and Boards of the Council be appointed as set out below so as to give effect to the wishes of the political groups as notified to the Assistant Director (Communities) and that the Chairs and Vice-Chairs be as shown.

**Regulatory Board****Conservative Group (5 seats)**

Cllrs: Robin Theobald (Chair)  
William Lambert (Vice-Chair)  
John Cubitt  
David Turner  
Michael Wenban

**Labour Group (4 seats)**

Cllrs: John Burden  
Jane Cribbon  
Lee Croxton  
Lauren Sullivan

**Licensing Committee****Conservative Group (8 seats)**

Cllrs: Harold Craske (Chair)  
Lesley Boycott (Vice-Chair)  
Gurjit Bains  
Karen Hurdle  
Sara Langdale  
Jordan Meade  
Leslie Pearton  
Michael Wenban

**Labour Group (7 seats)**

Cllrs: Valerie Ashenden  
Gurdip Bungar  
Brian Francis  
John Loughlin  
Lyn Milner  
Peter Scollard  
Steve Thompson

**Finance and Audit Committee****Conservative Group (5 seats)**

Cllrs: Derek Shelbrooke (Chair)  
Karen Hurdle (Vice-Chair)  
Lesley Boycott  
John Knight  
William Lambert

**Labour Group (5 seats)**

Cllrs: John Burden  
Colin Caller  
Peter Rayner  
Lenny Rolles  
Brian Sangha

**Overview Scrutiny Committee****Conservative Group (5 seats)**

Cllrs: David Hurley (Vice-Chair)  
William Lambert  
Sara Langdale  
Derek Shelbrooke  
Michael Wenban

**Labour Group (4 seats)**

Cllrs: John Burden (Chair)  
Lee Croxton  
Les Howes  
Makhan Singh

**Crime and Disorder Scrutiny Committee****Conservative Group (5 seats)**

Cllrs: John Knight (Chair)  
Sara Langdale (Vice-Chair)  
Karen Hurdle  
David Hurley  
Samir Jassal

**Labour Group (5 seats)**

Cllrs: Gurdip Bungar  
Robert Halpin  
Les Howes  
Lyn Milner  
Lauren Sullivan

**Appointments Board (no substitutes)****Conservative Group (6 seats)**

Cllrs: John Cubitt (Chair)  
David Turner (Vice-Chair)  
Julia Burgoyne  
Leslie Hills  
Sara Langdale  
Anthony Pritchard

**Labour Group (6 seats)**

Cllrs: John Burden  
Lee Croxton  
Jane Cribbon  
Susan Howes  
Makhan Singh  
Lauren Sullivan

**Standards Committee (no substitutes)****Conservative Group (5 seats)**

Cllrs: Michael Wenban (Chair)  
Lesley Boycott (Vice-Chair)  
John Cubitt  
Leslie Hills  
David Turner

**Labour Group (4 seats)**

Cllrs: Valerie Ashenden  
John Caller  
Makhan Singh  
Narinder Singh Thandi

2. That the wishes of the political groups in respect of appointments to bodies formed as part of Joint Arrangements with other Local Authorities be as set out below:-

**Joint Transportation Board (no substitutes)****Conservative Group (3 seats)**

Cllrs: Lesley Boycott (Vice-Chair)  
Sara Langdale  
Robin Theobald

**Labour Group (2 seats)**

Cllrs: John Burden  
Lee Croxton



**Gravesham Area Board (no substitutes)****Conservative Group (3 seats)**

Cllrs: John Cubitt (Chair)  
Samir Jassal  
Michael Wenban

**Labour Group (2 seats)**

Cllrs: John Burden  
Brian Sangha

**South Thames Gateway Building Control Joint Committee****Conservative Group (1 seat)**

Cllr: John Cubitt  
Substitute: Robin Theobald

**Labour Group (0 seats)****Dartford, Gravesham & Swanley Health & Wellbeing Board****Conservative Group (1 seat)**

Cllr: David Turner  
Substitute: John Cubitt

**Labour Group (0 seats)****18. Appointment of representatives to Outside Bodies**

It was moved by Cllr John Cubitt and seconded by Cllr David Turner that the following appointments be made to outside bodies –

**Action with Communities in Rural Kent**

John Burden, Julia Burgoyne

**Alpha Foundation**

John Burden, David Turner

**Alzheimer's & Dementia Support Services**

Bronwen McGarrity

**Charity of Knight's Almshouses (4 year Term)**

Ronald Bowman

**Citizens Advice Bureau (CAB)**

Lesley Boycott

**CCTV – Lay Panel of Visitors**

Lesley Boycott, John Knight, Lyn Milner.

Substitutes: Valerie Ashenden, David Hurley, Michael Wenban

**Cyclopark**

Sara Langdale

**Dartford and Gravesham Council for Voluntary Service Management Committee**

Alan Ridgers

**Dartford and Gravesham District Partnership Group**

John Burden

**DGSM Your Choice**

William Lambert

**Gravesend & District Mencap Society**

Lee Croxton, David Hurley

**Gravesend Regatta Committee**

John Caller, Jordan Meade, Mrs Helen Skellorn

**Gravesham Access Group**

Bronwen McGarrity

**Gravesham Arts Council and Executive Committee**

Robert Halpin, Sara Langdale, Jordan Meade

**Gravesham Community Leisure Limited**

Sara Langdale, Alan Ridgers

**Gravesham Rights of Way Committee**

Lee Croxton, Alan Ridgers, Robin Theobald

**Groundwork South**

Samir Jassal

**Kent County Playing Fields Association**

Alan Ridgers

**Kent Downs Area of Outstanding Natural Beauty**

Robin Theobald

**Local Government Association**

John Cubitt

**Local Government Information Unit**

John Cubitt

**Meopham Community Sports and Leisure Association Management Committee**

John Caller, Derek Shelbrooke

**North Kent Crime Prevention Panel**

John Knight

**North Kent Relate**

Karen Hurdle

**North Kent Women's Aid**

Gurjit Bains

**North West Kent Volunteer Centre**

Alan Ridgers

**South East Employers**

David Turner

Substitute: John Cubitt

**The Grand Community Interest Company**

John Burden, David Turner

**Town Twinning Association**

Julia Burgoyne, Lyn Milner

**19. Scheme of Delegation**

The scheme of delegation relating to the Council's functions other than Cabinet functions contained within Annexes 1.2, 1.3, 1.13, 1.14 and 1.15 of the Constitution were re-affirmed.

**20. Timetable of meetings**

It was moved by Cllr John Cubitt and seconded by Cllr David Turner that –

**The timetable of meetings for the 2016/17 municipal year be adopted.**

The motion was put to the meeting and declared to be carried.

**21. Questions**

No questions had been received.

**22. Admittance of Honorary Freemen**

At an Extraordinary meeting of the Council held on 8 December 2015, it was unanimously agreed that in recognition of their eminent service to the Borough of Gravesham, the persons shown in Minutes 45 (1) and (2) be admitted an Honorary Freemen of the Borough pursuant to Section 249 (5) of the Local Government Act 1972.

**23. William Graham Dyke**

The Worshipful the Mayor signed the Roll of Honorary Freemen admitting William Graham Dyke as an Honorary Freeman.

William Graham Dyke then made the following declaration:

“I, William Graham Dyke do solemnly and sincerely declare that I will, at all times, use my best endeavours to preserve the peace of Our Sovereign Lady Queen Elizabeth the Second and that I will continue to do all in my power to serve the best interests of the people of Gravesham.”

William Graham Dyke signed the Roll of Honorary Freemen witnessed by the Chief Executive.

The Worshipful the Mayor, on behalf of the Council, presented William Graham Dyke with a Scroll and a Freeman's Badge to mark the occasion.

The Honorary Freeman returned thanks to the Council for the honour accorded him.

**24. James John Loughlin**

The Worshipful the Mayor signed the Roll of Honorary Freemen admitting James John Loughlin as an Honorary Freeman.

James John Loughlin then made the following declaration:

"I, James John Loughlin do solemnly and sincerely declare that I will, at all times, use my best endeavours to preserve the peace of Our Sovereign Lady Queen Elizabeth the Second and that I will continue to do all in my power to serve the best interests of the people of Gravesham."

James John Loughlin signed the Roll of Honorary Freemen witnessed by the Chief Executive.

The Worshipful the Mayor, on behalf of the Council, presented James John Loughlin with a Scroll and a Freeman's Badge to mark the occasion.

The Honorary Freeman returned thanks to the Council for the honour accorded him

**Close of meeting**

The meeting ended at 8.30pm

## Regulatory Board

**Wednesday, 25 May 2016**

**7.00 pm**

### **Present:**

Cllr Robin Theobald (Chair)  
Cllr William Lambert (Vice-Chair)

Councillors:        John Burden  
                          John Cubitt  
                          Susan Howes  
                          Brian Sangha  
                          Lauren Sullivan  
                          David Turner  
                          Michael Wenban

Clive Gilbert	Service Manager (Development Management)
Martin Goodman	Corporate Lawyer
Peter Price	Principal Planner
Richard Hart	Senior Planner
Che Eade	Planning Officer
Sue Hill	Committee & Elections Manager

### **1. Apologies for absence**

Apologies for absence were received from Cllrs Jane Cribbon and Lee Croxton. Cllrs Brian Sangha and Sue Howes attended as their respective substitutes.

### **2. Minutes**

The minutes of the meeting held on 13 April 2015 were signed by the Chair

### **3. Declarations of Interest**

Cllr John Burden made a voluntary announcement of an interest not falling into the categories outlined in the Code of Conduct in respect of applications GR/2016/0221 and GR/2016/0228 (Queens Farm, Queens Farm Road, Shorne) in that he knew the contractor involved in the development of the property.

### **4. GR/2016/0221 & GR/2016/0228 - Queens Farm, Queens Farm Road, Shorne, Kent**

The Board considered applications 2016/0221 and 2016/0228 variation of condition 2 attached to planning permission reference number 20140965 for: Application for the variation of condition 2 attached to planning permission reference number 20110248 for conversion of former agricultural buildings to form two residential dwellings together with ancillary workspace, garaging, storage, car parking spaces, new access track and landscaping; to allow the erection of a single storey extension on the rear (west) elevation to form dining area, kitchen, shower room/wc and utility room, internal alterations in room layouts on both ground and first floors and a change in window arrangements, with the

insertion of three additional window openings on both the front (east) and rear (west) elevations, to allow the erection of lean-to car port structures on both the north and south elevations of barn; and

Variation of condition 2 attached to planning permission reference number 20141112 for the conversion of existing cart-shed, granary and livestock farm buildings into two, three bedroom dwellings with associated parking spaces and refuse storage area; to allow the erection of a lean-to car port structure on the north elevation of the livestock building.

**Resolved that Application Reference GR/2016/0221 and GR/2016/0228 in respect of variation of conditions to allow the erection of lean-to car port structures on both the north and south elevations of barn and erection of a lean-to car port structure on the north elevation of the livestock building at Queens Farm, Queens Farm Road, Shorne, Gravesend, Kent, be permitted subject to the conditions and grounds published online at <http://tinyurl.com/04ufwe7>.**

**5. GR/2016/0092 - The Cottage, Westcourt Lane, Gravesend, Kent DA12 2NA**

The Board considered application GR/2016/0092 for the demolition of existing dwelling and the erection of 3 four bedroom houses and 9 three bedroom houses with associated amenities and parking.

**Resolved that application GR/2016/0092 for demolition of existing dwelling and the erection of 3no. four bedroom houses and 9no. three bedroom houses, with associated amenities and parking, be permitted subject to the conditions and grounds set out in the supplementary report dated 13 April 2016 except that condition 5 will be replaced by condition 5 shown on the May 2016 meeting papers and as published online at <http://tinyurl.com/04ufwe7>.**

- Note 1. Matthew Barrett, a supporter of the application, addressed the board.  
 Note 2. Christoph Bull and James Turner, spoke against the application, when addressing the board.

**6. GR/2016/0135 - 14 New Road, Meopham, Kent DA13 0LS**

The Board considered application GR/2016/0135 for the demolition of the existing bungalow and the erection of a two store 4 bedroom residential dwelling.

**It was resolved that application GR/2016/0135 for the demolition of existing bungalow and erection of two storey 4no. bedroom residential dwelling be permitted subject to the conditions and grounds shown in the decision notice and as published online at <http://tinyurl.com/04fwe7>.**

Note 1 David Mills, the owner of 14 New Road, addressed the board.

Note 2 Parish Councillor Rosalie Knott, spoke against the application when addressing the board.

## 7. Appointment of Appeals Sub-Committee

The Board considered the wishes of the political groups in relation to the appointment of members to an Appeals Sub-Committee.

**Resolved** that an Appeals Sub-Committee be appointed as shown below:-

Cllrs: David Turner (Chair)  
William Lambert (Vice-Chair)  
Colin Caller  
Lyn Milner

## 8. Appointment of Hackney Carriage Sub-Committee

The Board considered the wishes of the political groups in relation to the appointment of members to a Hackney Carriage Sub-Committee.

**Resolved that** a Hackney Carriage Sub-Committee be appointed as shown below:

Cllrs Michael Wenban (Chair)  
Sandra Garside (Vice-Chair)  
John Burden  
John Loughlin

## 9. Planning applications determined under delegated powers by the Director (Housing & Regeneration)

A schedule showing applications determined by the Director (Housing & Regeneration) under his delegated powers has been published on the website.

### Close of meeting

The meeting ended at. 8.30pm

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**Cabinet****Monday, 6 June 2016****7.30 pm****Present:**

Cllr John Cubitt (Chair)

Councillors: Gurjit Kaur Bains  
Julia Burgoyne  
Sandra Garside  
Samir Jassal  
Jordan Meade  
Alan Ridgers  
Anthony Pritchard

**Note:** Councillors: John Burden, John Caller, Susan Howes, David Hurley, Lenny Rolles, Brian Sangha, Makhan Singh, Narinder Singh Thandi and Steve Thompson were also in attendance

Stuart Bobby	Director (Corporate Services)
Melanie Norris	Director (Communities)
Sarah Parfitt	Assistant Director (Corporate Services)
Wale Adetoro	Assistant Director (Housing)
Jackie Baker	Assistant Manager, Revenues & Benefits
Glen Pritchard	Assistant Manager (Local Taxation)
Sue Hills	Committee & Elections Manager

**1. Apologies for absence**

Apologies for absence had been received from Councillors Leslie Hills, David Turner and officers David Hughes, Kevin Burbidge and Nick Brown.

**2. To sign the minutes of the previous meeting**

The minutes of the meeting held in March 2016 were signed by the Chair.

**3. Delegated Decisions - Cabinet Members**

No decisions other than those already circulated had been made.

**4. Scrutiny Topic Review Reports - Housing Repairs & Planning Applications**

Cabinet was presented with a report that detailed the outcome of the two reviews undertaken into the Housing Repairs and Planning Applications services.

The housing review had identified improvements that could be made to the repairs process, particularly with regard to fencing but also confirmed that the council is achieving best value for money.

The planning review had concentrated on three work streams involving regular performance information; examination of key headlines identified as part of the service review and understanding the Government's thrust for change and the impact this may have on the Council.

**Resolved that** the recommendations of the Overview Scrutiny Committee in respect of Housing Repairs and Planning Applications be agreed, and a report on progress be submitted to Cabinet within 12 months.

### **1. Housing Repairs**

- The council should change the way in which it undertakes fencing repairs (not necessarily using fence panels but considering wire fences too).
- A review of the new arrangements including any unintended consequences upon tenants or upon the council's overall expenditure be undertaken in 12 months and a report be submitted to Overview Scrutiny Committee.
- Adequate resources be made available to ensure that the proposed Tenancy audit project is fully supported and that any actions identified as a result of the visits are completed as required.

### **2. Planning Applications**

- The topic review sub-group continue to receive performance updates
- The format of planning reports be updated to provide a one-page summary which is then supported by more detailed information within the report
- The findings of Overview Scrutiny Committee that the provision of hard copy applications to the Parish Councils cease be supported but that parishes be given the option of purchasing copies if they choose to.
- The thoughts of Overview Scrutiny Committee in respect of the consultation where appropriate, be included in the final submission to government on the Implementation of Planning Changes consultation currently in progress.

### **5. Member Training & Development Plan**

All members had received a questionnaire seeking their views on various aspects of member training including timing and information about council services. The responses received showed that members wished to know more about the Council and wanted specific skills training to equip them to carry out their roles and develop their skills.

Cabinet noted that the draft training and development plan took account of all of these issues and allowed for additional briefings/training to take place if the need arose.

#### **Resolved that**

1. The member training and development plan set out at appendix 3 be approved
2. The absolute minimum attendance level for training be set at 8 (with the expectation that 10 members should be in attendance at each Training Session)

3. The Leaders of both political groups identify the members whom they feel require specific Media Relations Training and advise them of the opportunity for 1-2-1 training on Social media.

## **6. Corporate Performance Update – Quarter Four 2015-16**

Cabinet was advised of the achievements in respect of the performance measures and performance indicators set out within the council's Corporate Plan 2015-19 for the last quarter of 2015/16.

Members acknowledged the changes made to performance reporting and how all Cabinet Committees will be presented with individual performance reports tailored to their respective portfolios. These reports will not only contain statistical data but will also include performance measures and a series of targets for the year ahead.

## **7. Budget Monitoring Out-turn Report**

Cabinet was updated on the provisional budget out-turn of the Council for 2015/16.

The report summarised the outcomes in relation to the General Fund Revenue Out-Turn; movements in the General Fund working balances reserves; General Fund Capital Outturn; Housing Revenue Account Revenue Out-turn; movements in the Housing Revenue Account working balances and earmarked reserves and the Housing Revenue Account Capital Out-turn.

Areas highlighted included

- Vacancy savings
- The increase in costs of NNDR
- Favourable variances in costs of repairs and maintenance of leisure centres
- A reduction in external audit fees
- Favourable variance in car parks income
- Adverse variances for development control in consultant and legal fees
- Improved interest received on investments
- Increased income from business rates and an £8k favourable variance in New Homes Bonus

## **8. Council Tax Reduction Scheme Review**

Cabinet was updated on the progress made with the review of the Council Tax Reduction scheme and the next steps it was proposed be taken to move it forward.

Although the overall number of applicants to benefit from the scheme since its introduction in 2013 had reduced, the council was still facing an increased costs burden.

The full series of options considered by the Kent-wide local authority group working on the scheme demonstrated why the group had concluded that it would be best to align the scheme with that already in place for Housing Benefit.

Since the council had already assumed increases to the maximum level any suggestion of an increase in Council Tax to improve the position would lead to additional costs because of the requirement to hold a referendum.

**Resolved that**

1. The work completed on the review of the scheme be noted
2. The broad scheme framework, including the recommendations at paragraph 6 of the report be agreed in readiness for the public consultation and that the Director (Corporate Services) be given delegated authority to finalise the consultation material in liaison with the Leader and Cabinet member for Planning and Administration Committee
3. The draft consultation documents be agreed.

**9. Clock Tower Restoration**

Cabinet was advised that a successful bid for Heritage Lottery Funding had resulted in a grant of £172,300 being received. When combined with £38,100 from the Council's property maintenance budget (already allocated) and £4,000 from Councillor Cribbon's Members' Community Grant, the total funding available amounted to £215,400.

The scheme which includes both physical and restoration work will also involve community engagement activities once works had been completed an interpretation board will be installed providing information about the history of the clock tower.

**Recommended to Council** that the Gravesend Clock Tower Restoration Scheme with costs of £215,400 be included in the 2016/2017 Capital Programme.

**10. Proposed development of a fully shared Legal Service with Medway Council**

Cabinet was advised that following the already successful introduction of a fully shared service for the Audit function between Gravesham and Medway, the opportunity had been taken to look for other possible shared services between the two authorities.

Initial investigatory work had provided information about the working practices at the two authorities and the make-up of the two teams.

**Resolved that** a full evaluation of a shared Legal Service Team with Medway Council be undertaken and a further report be submitted to Cabinet once this work had been completed.

**11. External works to the Civic Centre/Woodville**

Cabinet was advised that the tender in respect of the external works to the Civic Centre/Woodville had been opened on 31 May 2016. The successful contractor was expected to start on site on 27 June 2016 and complete the work by mid-October 2016. Amongst other areas the spalled areas of concrete cladding will be replaced; replacement of all the mastic seals between the concrete panels will be replaced; corrosion inhibitors will be

applied to all exposed surfaces of the panels and the external surfaces of all timber windows and doors.

The tender accepted was for £243,734.80.

## **12. Exclusion**

It was agreed that pursuant to Section 100A (4) of the local Government Act 1972, that the public be excluded from any items included in Part B of the agenda because it is likely in view of the nature of the business to be transacted that if members of the public are present during those items, there will be disclosure to them of exempt information as defined in Part 1 of Schedule 12A of the Act.

## **13. National Non Domestic Rates - Write Offs**

Cabinet was advised of the number and amount of Business Rate debts over £15,000 officers had not been able to collect despite following all possible avenues for collection.

**Resolved that** officers be authorised to write-off the debts listed in Appendix 2 to the report.

## **14. Housing Benefit Overpayment - Write Offs**

Cabinet was reminded that any debt will only be written-off as a last resort if all avenues of collection have been followed.

**Resolved that** authority be given to write-off the debt shown in Appendix 2 of the report.

### **Close of meeting**

The meeting ended at 8.35 pm

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**Overview Scrutiny Committee****Thursday, 9 June 2016****7.30 pm****Present:**

Cllr John Burden (Chair)  
Cllr David Hurley (Vice-Chair)

Cllrs:                   Les Howes  
                              William Lambert  
                              Sara Langdale  
                              Brian Sangha  
                              Derek Shelbrooke  
                              Makhan Singh  
                              Michael Wenban

**Note:** Cllrs John Cubitt (Leader of the Executive) and Cllr Leslie Hills (Cabinet Member for Performance and Administration) were also in attendance.

Stuart Bobby	Director (Corporate Services)
Mike Bytheway	Service Manager Revenues & Benefits
Jackie Baker	Assistant Manager Revenues & Benefits
Chris Wakeford	Committee Services Officer (Scrutiny)

**38. Apologies**

An apology for absence was received from Cllr Lee Croxton. Cllr Brian Sangha appeared as his substitute.

**39. Minutes**

The Minutes of the meeting held on 7 April 2016 were signed by the Chair.

**40. Declarations of interest**

No declarations of interest were made.

**41. Scrutiny Reviews: Housing Repairs & Planning Applications - Oral Update following consideration at Cabinet**

The Leader of the Executive advised the Committee that the recommendations in respect of the Housing Repairs and Planning Applications reviews, as shown below, were agreed at Cabinet on 6 June 2016, with one minor tweak to the third Planning Applications recommendation to allow Parish Councils to have the option of purchasing copies of planning applications/documents.

### Housing Repairs

- The council should change the way in which it undertakes fencing repairs (not necessarily using fence panels but considering wire fences too).
- A review of the new arrangements including any unintended consequences upon tenants or upon the council's overall expenditure be undertaken in 12 months and a report be submitted to Overview Scrutiny Committee.
- Adequate resources be made available to ensure that the proposed Tenancy audit project is fully supported and that any actions identified as a result of the visits are completed as required.

### Planning Applications

- The topic review sub-group continue to receive performance updates
- The format of planning reports be updated to provide a one-page summary which is then supported by more detailed information within the report
- The findings of Overview Scrutiny Committee that the provision of hard copy applications to the Parish Councils cease be supported but that parishes be given the option of purchasing copies if they choose to.
- The thoughts of Overview Scrutiny Committee in respect of the consultation and that, where appropriate, these be included in the final submission to government on the Implementation of Planning Changes consultation currently in progress.

The Leader of the Executive advised the Committee that Cabinet fully support the direction and essence of the recommendations and believe they will act as a catalyst for departments to look at what else needs addressing.

**Resolved** that the Committee note the approval of the recommendations, with one minor amendment, by Cabinet and look forward to a report back in 12 months.

**Note:** Cllr John Cubitt (Leader of the Executive) spoke with the leave of the Chair on this item

### **42. Item called in from the Cabinet meeting of 9 June 2016: Item 10. Council Tax Reduction Scheme Review.**

The Chair explained that he had called in this item to examine the nature of the Council Tax Reduction Scheme Consultation and the reason for the changes to the discounts.

The Service Manager Revenues & Benefits updated the Committee on the progress made with the review of the Council Tax Reduction scheme and the next steps it was proposed be taken to move it forward.

Although the overall number of applicants to benefit from the scheme since its introduction in 2013 had reduced and the average collection rates stood at 80%, the council was still facing a greater share of the costs burden.

The Kent-wide local authority group working on the scheme had concluded that it would be best to align the scheme with that already in place for Housing Benefit with an increase in the minimum contribution rate from the current 18.5% to a level somewhere between 20% to 25%. Other potential modifications to the scheme included amongst other suggestions the



introduction of a band cap at a band D; removing the second adult rebate and reducing the capital limit to £6,000.

The Service Manager Revenues & Benefits explained that the Kent-wide local authority group have agreed a common consultation format which is designed to look at the cost and efficiency of scheme.

The consultation will be presented online but paper copies will be available on request. Social Media will be used to publicise the consultation, all those in receipt of support from the current scheme will be invited to respond and a random sample of 5,000 Council Tax payers will also be invited to complete the consultation questionnaire. Key stakeholders will also be notified.

The Leader of the Executive advised the Committee that £125,000 assistance from Kent County Council may not be forthcoming if the council doesn't proceed with the consultation.

Following questions from the Committee, the Director (Corporate Services) and Service Manager Revenues & Benefits highlighted the following:

- This consultation will last for 12 weeks, this is best practice.
- The 14 options may seem large but this was agreed to be the best approach by the Kent-wide local authority group and a task group was used to provide the format of the questions.
- The results of the consultation will be carefully analysed and a full equality impact assessment undertaken before a final decision is made.

The Service Manager Revenues & Benefits advised the Committee that he would look into and report back on the following question:

Under option 13 'To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two' would this include Foster children?

The Leader of the Executive explained that the consultation will go to Cabinet in November 2016 and Full Council in February 2017.

The Leader of the Executive advised Members that he would be happy for the Overview Scrutiny Committee to be involved in the Council Tax Reduction Scheme Consultation.

The Chair thanked the Leader of the Executive and officers for attending the Committee

**Resolved** that the Committee note and support the Council Tax Reduction Scheme Consultation and request that the Overview Scrutiny Committee are involved in the consultation process.

**Note:** Cllr John Cubitt (Leader of the Executive) spoke with the leave of the Chair on this item

#### **43. Review of Gravesham Gateway - Oral Update**

The Vice-Chair updated the Committee on the progress with the first two meetings of the sub-group for the review of the Gravesham Gateway:

18 April 2016

The sub group consisting of Cllr Hurley (Chair), Cllr Croxton and Cllr Craske convened a meeting with Anita Tysoe (Service Manager Customer & Theatre Services), Daniel Laws (Gateway Manager) and Ben Clarke (Committee & Scrutiny Assistant). Cllr John Burden gave his apologies.

Cllr Hurley outlined the objectives of the Gateway review to the group:

- What are the aims of the Gateway?
- How is the Gateway performing?
- What ties does it currently have with KCC?
- Are we looking at other Partners?
- How much does it cost to run?
- What savings need to be made?

Anita Tysoe gave a brief overview of the Gateway to the group:

- The Gateway was formed in 2010 with KCC as the main partner and is the eighth to be opened in Kent
- The Gateway provides services that involve both KCC and Gravesham; these include services that members of the public may not be able to easily access e.g. finance advice, housing, HMRC etc
- KCC picked up the capital cost of creating the Gateway
- There is a KCC officer based in the Civic Centre; KCC pay a rental fee which covers caretaking, space and heating etc
- GBC would lose a significant sum a year if KCC pull out
- There are currently sixteen organizations in the Gateway that hire out multiple desks

Daniel Laws explained how the Gateway could make up the money, if KCC pulled their funding:

- At the moment 50% of the rent income is kept by GBC and the other 50% is kept by KCC, so if they pull out GBC will retain 100% of the rent profit made.
- Some of the space within the Gateway is unused; there are twenty two spaces which can be hired every day, currently only seventy eight and half are used a week (out of a potential 110)
- If the twenty two desks were hired all week, annually it would bring in a good income
- More desks and approximately three POD's could be fitted into the upstairs part of the lobby if equipment was moved around
- Local companies can pay the Gateway to advertise their business on monitors in the Gateway as well as leaflets

Daniel Laws and Anita Tysoe also advised that:

- KCC would need to give the Gateway a full financial years notice before they could pull their funding completely
- Anita Tysoe still liaises with the customer service group which consists of customer service manager and the various Gateways around Kent
- The Town Hall would be an unsuitable place to have the Gateway and the Gr@nd is too large to become a part of the Gateway
- KCC paid for the brand but GBC will be able to keep it should KCC pull out; this could be rebranded to the 'Gravesham Gateway'

Daniel Laws and Anita Tysoe agreed to provide the following information:

- The full list of Gateway partners
- The footfall figures for each partner
- The cost of renting a desk for a full day
- The above information will be circulated to the sub-group Members

#### 24 May 2016

The sub group consisting of Cllr Hurley (Chair), Cllr John Burden and Cllr Craske convened a meeting with Anita Tysoe (Service Manager Customer & Theatre Services), Daniel Laws (Gateway Manager) and Ben Clarke (Committee & Scrutiny Assistant). Cllr Les Howes and Cllr Lee Croxton gave their apologies.

Anita Tysoe and Daniel Laws updated the group on the progress made:

- Two extra TV screens have been gifted to GBC which can be used in the Gateway
- KCC have contacted GBC to discuss a possible rental of the Gateway after the contract ends, if they are able to retain their services there
- Extended opening hours have been looked into for after 5pm weekdays and weekends – a document can be distributed to the group showcasing the predicted results of opening during those hours
- The pods at the back of the Gateway are permanently hired so regardless of if they are being used or not the max possible rental cost is achieved
- There are already strong organizations that deal with apprenticeships and career advice like CAS Training Solutions and Pinnacle People who have strong ties with JobCentre Plus
- Two previous partners, Porchlight (Homelessness Charity) and MCCH, (Learning Difficulties Charity) wish to come back to the Gateway
- Relate (Relationship Counselling) have also expressed a desire to hire the desks out in the week nights which links in with looking at having the Gateway open for extended hours

Cllr John Burden suggested the idea of moving Towncentric into the Gateway and highlighted the following:

- By moving Towncentric to the Gateway it can be downsized
- The Gateway is an ideal spot for people to find and use Towncentric
- It would deliver GBC a significant saving.

Anita Tysoe also gave the group an indication of the staff that would be needed to open on weeknights:

- One Management post
- Two Customer Service Officers
- One Security Guard

Anita Tysoe advised she would review staffing costs for the next meeting but clarified that whilst initial returns appeared attractive, Saturday and evening opening was unlikely to be an option due to diminishing returns once staffing costs and minimal demand for the space at those times had been applied.

Cllr Hurley outlined the action points of the meeting:

- Anita Tysoe and Daniel Laws to go to Melanie Norris to talk about how Towncentric could be downsized and placed in the Gateway and report back to the group

- Pinnacle People and CAS Training Solutions need to be highlighted more clearly to the public so they know what services are available regarding career advice/apprenticeships
- The TV's located in the Gateway can be used to advertise the services that are available or any other organization that pay to have their ads displayed
- Cllr Craske to find out who is a Member of the Relate Charity Committee and find out more about their views on hiring desks out in the evening at the Gateway

The Committee discussed the review and requested that the following areas are considered:

- The value of the Gateway to the people of Gravesham
- Improving signage to the Gateway and in relation to Gravesham Tourism opportunities.
- Ensure the Gateway has proper facilities for privacy and security.

The Vice-Chair noted the suggested areas and advised that he will pass on the Committee's views.

The Gateway Review sub-group will meet again on Monday 4 July 2016.

**Resolved** that the Committee note the progress with the review.

#### **44. Scrutiny Topic Reviews - Future Work Programme**

Members of the Committee were invited to consider what topics they would like to put forward to be reviewed.

The Committee considered the following topics that had been put forward by officers:

- Public Conveniences
- Council Tax exemptions and discounts
- Kingdom Enforcement Contract
- Housing Repairs (Part 2)
- Business Rates
- Land Asset Use
- GBC Assets

**Resolved** that the Committee agreed to undertake the following reviews:

1. Housing Repairs (Part 2)
2. Kingdom Enforcement Contract

The Chair and Vice-Chair will provide the names of the Members who will sit on each review sub-group (2 Members from each party) to the Committee Services Officer (Scrutiny) in due course.

**Close of meeting**

The meeting ended at 9.22 pm

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**Regulatory Board****Tuesday, 14 June 2016****7.00 pm****Present:**

Cllr William Lambert (Vice-Chair)

Councillors:        John Burden  
                          Harold Craske  
                          John Cubitt  
                          Les Howes  
                          Susan Howes  
                          Lauren Sullivan  
                          David Turner

**Note:** Councillors Gurdip Bungar, Leslie Hills, Anthony Pritchard and Makhan Singh were also in attendance

Clive Gilbert	Service Manager (Development Management)
Martin Goodman	Corporate Lawyer
Richard Hart	Principal Planner
Che Eade-Gevaert	Planning Officer
Carlie Simmonds	Committee Services Officer

**10. Councillor Jane Cribbon**

The meeting observed a minutes silence as a mark of respect for Cllr Jane Cribbon who passed away on Friday 10 June 2016.

**11. Apologies for absence**

Apologies for absence were received from Cllrs Robin Theobald and Lee Croxton. Cllrs Harold Craske and Les Howes attended as their respective substitutes.

**12. Minutes**

The Minutes of the meeting held on 13 April 2016 were signed by the Chair.

**13. Declarations of Interest**

Cllr John Cubitt made a voluntary announcement of interest not falling into the categories outlined in the Code of Conduct in application GR/2016/0254 - 96 Lynton Road South, Gravesend, Kent DA11 7NE as he had been acquainted with one of the registered speakers.

**14. GR/2016/0092 - The Cottage, Westcourt Lane, Gravesend, Kent DA12  
2NA**

Further to minute 5 (25.05.2016), the Board considered application GR/2016/0092 for the demolition of existing dwelling and the erection of 3no. four bedroom houses and 7no. three bedroom houses, with associated amenities and parking.

**Resolved that application GR/2016/0092 be PERMITTED subject to:-**

- any representations received as a result of re-consultation are fully considered;
- planning conditions and informatives listed in section 4 of the supplementary report dated 13 April 2016 with an additional condition for level three archaeological recording survey, and with delegated authority to the Service Manager (Development Management) to make minor changes to the wording; and
- completion of a s.106 Agreement, with Heads of Terms as set out in section 3 of the 13 April 2016 supplementary report, within 6 months of the date of the Regulatory Board resolution.

The conditions, reasons and informatives will be detailed in the decision notice issued by the Planning Department and available on the following link: - <http://tinyurl.com/04ufwe7>.

Note: (1) Objectors Christoph Bull and James Turner addressed the Board.  
 (2) Supporter Matthew Barrett (agent for the applicant) addressed the Board.  
 (3) Cllr Leslie Hills spoke with leave of the Chair on this item.

**15. GR/2016/0037 - 24 Stone Street, Gravesend, Kent DA11 0NP**

The Board considered application GR/2016/0037 for the demolition of outbuildings, excavation of soil to form a lower ground floor Retail unit, unloading bay and refuse areas with construction of upper ground floor and floors 1 to 5 providing a total of 4no. one bedroom self-contained flats and 15no. two bedroom self-contained flats and associated external works.

**Resolved that application GR/2016/0037 be DEFERRED for one cycle for negotiations regarding the scale and detailed design of the scheme.**

The Board also agreed for the architect to present the scheme to Members in an evening presentation prior to the next meeting of the Board.

Note: (1) Supporter Andrew Scott (agent for the application) addressed the Board.  
 (2) Cllr Makhan Singh spoke with leave of the Chair on this item

**16. GR/2016/0046 - Clifton Slipways (including West Street Pier and land to the north and south of West Street), West Street, Gravesend, Kent**

The Board considered application GR/2016/0046 for the erection of two buildings to provide a total of 133no. dwellings with associated vehicle parking, highway works and landscaping, comprising erection of a thirteen storey building on the north side of West Street to provide 54no. dwellings and one ground floor retail unit and a second building ranging in height from four storeys to nine storeys on the south side of West Street to provide 79no. dwellings; and the restoration and adaptation of the existing two-level pier structure to provide public and private amenity space to include erection of a glazed pavilion.



Resolved that application GR/2016/0046 be PERMITTED subject to:-

- resolution of the flood wall design as per Environment Agency requirements;
- consideration of views of KCC regarding the details of National Cycle Route 1 in West Street; and of any other representations or consultee responses;
- preparation of draft planning conditions and informatives;
- agreement of heads of terms for a s106 agreement to include:-
  - the repair and ongoing maintenance of the pier;
  - public access to the riverside and pier;
  - a contribution of £29,736.14 towards bird protection on the North Kent Marshes;
  - provision of and/or financial contribution towards highway improvements; and
  - development contributions, for the following, with priority to provision of affordable housing contribution: - affordable housing (including deferred contributions for off-site provision), social and community infrastructure and leisure facilities.

These matters to be delegated to the Service Manager (Development Management) for decision, following consultation with the Chair and Shadow Chair of Regulatory Board.

The conditions, reasons and informatives will be detailed in the decision notice issued by the Planning Department and available on the following link: - <http://tinyurl.com/04ufwe7>.

- Note: (1) Supporters John Bushell (KPF Architects), Colin Whyte (TPP Transport Consultants) and Mike Osman (Planning and Regeneration Ltd) addressed the Board.
- (2) Cllr Makhan Singh spoke with leave of the Chair on this item

#### **17. GR/2016/0254 - 96 Lynton Road South, Gravesend, Kent DA11 7NE**

The Board considered application GR/2016/0254 for a Lawful Development Certificate for the proposed use of the dwelling as Class C3(b) for use by three children (under 18 years old) and one resident carer living as a single household with further care provided by additional non-resident carers.

**Resolved that application GR/2016/0254 be REFUSED as the Board agreed that the applicant had failed to demonstrate with evidence, on the balance of probability, that the proposed use falls within the definition of Class C3(b) of the Town & Country Planning Use Classes Order 1987 (as amended).**

- Note: (1) Objector Julie Lovesey addressed the Board.
- (2) Supporter David Lewis (applicant for the application) addressed the Board.
- (3) Cllr Anthony Pritchard spoke with leave of the Chair on this item.

**18. GR/2016/0265 - 1 The Lapwings, Gravesend, Kent DA12 5QH**

The Board considered application GR/2016/0265 for the erection of a two storey side extension, single storey rear extension and open porch.

**Resolved that application GR/2016/0265 be PERMITTED subject to conditions, reasons and informatives that were set out in the report and will be detailed in the decision notice issued by the Planning Department and available on the following link:- <http://tinyurl.com/04ufwe7>.**

Note: (1) Objector Nigel Powell addressed the Board.  
(2) Supporter Anita Glover (applicant for the application) addressed the Board.  
(3) Cllr Gurdip Bungar spoke with leave of the Chair on this item.

**19. Planning applications determined under delegated powers by the Director (Housing & Regeneration)**

A schedule showing applications determined by the Director (Housing & Regeneration) under his delegated powers has been published on the website.

**Close of meeting**

The meeting ended at 9.48pm

**Martin Goodman**

The Leader of the Executive stated that this was the last meeting of the Regulatory Board attended by Martin Goodman, the Council's Corporate Lawyer.

The Leader, on behalf of the Regulatory Board, thanked Martin Goodman for his service to the Board and wished him well for the future.

**Classification:** Public

**Key Decision:** No

### **Gravesham Borough Council**

**Report to:** Council

**Date:** 28 June 2016

**Reporting officer:** Service Manager Regeneration & Policy

**Subject:** Clock Tower, Gravesend restoration scheme

#### **Purpose and summary of report:**

To advise Members of the scheme to restore Gravesend's Clock Tower and to seek agreement to this project being added to the list of Capital Schemes for 2016/17

#### **Recommendations:**

1. That the Gravesend Clock Tower restoration scheme be added to the list of Capital Schemes for 2016/17

#### **1. Introduction**

- 1.1 At its meeting on 6 June 2016, Cabinet recommended to Council that the Gravesend Clock Tower Restoration Scheme with costs of £215,400 be included in the 2016/2017 Capital Programme.
- 1.2 The Grade II listed Gravesend Clock Tower was built in 1887 from public donations to commemorate Queen Victoria's Golden Jubilee. It is in the ownership of the council and is reputed by some to be the finest Clock Tower in Kent.
- 1.3 The tower is built of white Portland stone with bands of red sandstone at the base and the top and stands approximately 51 feet tall. Chimes were added to the clock in 1891 and a medallion of Edward VII was added in 1912. The tower is an excellent example of Victoriana with its ornate architecture reflecting the town's previous history as both a thriving port, being the last stop before the Port Of London Authority jurisdiction and the popularity of Gravesend as a seaside destination during the Victorian era.
- 1.4 The clock tower was last subject to restoration in the 1960's at a cost of £3,000. Some of the repair works from that time were carried out in an unsympathetic manner, such as concreting over the steps and, apart from causing some damage to the historic fabric, would not be permitted today.
- 1.5 The Clock Tower is now in a serious state of disrepair and is urgently in need of cleaning and restoration work. The stonework has become grime, guano and

lichen covered over the years and elements of the stonework are in need of refurbishment and replacement. The spire is cracked and needs rebuilding. The clock faces require refurbishment to address problems with broken and mismatched glass. In addition, the clock tower is poorly lit and as a result has minimal presence in the street scene in the hours of darkness.

## **2. Financial**

- 2.1 A bid to Heritage Lottery Fund (HLF) for funding towards the Clock Tower's restoration was announced as having been successful in March 2016 with an award of £172,300.
- 2.2 This is matched by the sum of £38,100 from the council's Property Maintenance budget which has been allocated towards repair works to the Clock Tower, plus the sum of £5,000 from Councillor Cribbon's KCC Members Community Grant budget, bringing the total budget available to £215,400.

## **3. The works**

- 3.1 The project includes both physical restoration work and a programme of community engagement which will utilise the Clock Tower as the main theme. The entire project is programmed to take place over a period of 26 weeks.
- 3.2 The budget will fund the total restoration of the Clock Tower. The tower's pinnacle has a crack due to the failure of the fixings and will be rebuilt, the stonework will be cleaned to remove lichen, guano and atmospheric soiling accumulated over the years and the stonework and missing detailing will be restored sympathetically using original materials.
- 3.3 The clock faces, which are a patchwork of repairs, will be restored along with the clock hands, chaptering and the weathervane atop the spire. The clock does not currently keep good time so a new pendulum regulator will be installed which will automatically adjust the clock for daylight time saving twice a year and keep the clock accurate.
- 3.4 New colour changing lighting will be installed which will enhance the architectural merits of the tower and the clock faces, once lit by gaslight, will be internally lit.
- 3.5 The community engagement activities associated with the project include a diverse range of activities intended to reach a wide audience of possible participants. Engagement activities will include working with volunteers in delivery of the various events/activities and will provide learning opportunities for those willing to get involved. Activities include the compilation of a photographic record of the clock tower with a subsequent exhibition, talks and demonstrations of the stonemason's art, history tours, art projects with schools, youth groups and the local CRI project, a reminiscence project with local sheltered housing residents, a street party and activities associated with Gravesham in Bloom. Once the project is complete an interpretation board will be installed providing information about the history of the clock tower.

**4. Capital Programme**

- 4.1 This project is not currently included in the Capital Programme for 2016/17 as HLF funding was not secured in time for its inclusion.
- 4.2 It is recommended that Members agree to its inclusion in the Capital Programme for the current financial year.

**5. BACKGROUND PAPERS**

- 5.1 Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
<b>Legal</b>	Beyond the matters set out in the main body of the report and in the financial comments below, there are no substantial legal comments. It is noted that listed Building Consent has been granted for the installaiton of architectural lighting around the base and at the spire of the Clock Tower.
<b>Finance and Value for Money</b>	<p>As the main body of the report sets out, the Capital Programme for 2016/17 does not include the Clock Tower restoration project as funding was not in place at the time of developing and approving the programme for the year; this report seeks approval for the addition of the scheme.</p> <p>The scheme is fully funded through a successful grant award from the Heritage Lottery Fund, KCC Members Community Grant and existing revenue provision for repair works to the Clock Tower.</p> <p>Ongoing annual revenue provisions for the maintenance of the Clock Tower will be reviewed following the works to ensure that this is reflective of the requirements of upkeep; it is expected that this will be reduced from the current level, resulting in an ongoing revenue saving to the Council.</p>
<b>Risk Assessment</b>	<b>The risk of the cost of works exceeding the budget available has been minimised through preparation of a detailed specification for the works based on a full conditions survey carried out by an historic buildings expert surveyor. During works, costs will be managed through appropriate project management and regular communication with HLF.</b>
<b>Equality Impact Assessment</b>	<p><b>Screening for Equality Impacts</b></p> <p><b>Question</b></p> <p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. <b>No</b></p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. <b>No</b></p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
<b>Corporate Plan</b>	Objective 4
<b>Crime and</b>	<b>None</b>

<b>Disorder</b>	
<b>Digital and website implications</b>	None
<b>Safeguarding children and vulnerable adults</b>	None

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