



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, 25 June 2019 at 7.30 pm** when the business specified in the following agenda is proposed to be transacted.

S Walsh
Service Manager (Communities)

Agenda

Part A

Items likely to be considered in Public

1. Apologies for absence
2. To sign the minutes of the previous meeting (Pages 5 - 18)
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

Question from Mr Gardner:

Dear Councillors,

I write further to the Council meeting held on 9th October 2018 at which it was agreed that all Councillors and Senior Officers undertake a recognised mandatory training session on bullying awareness.

Please could Councillors confirm:-

*Whether the cost of these courses will be funded from the public purse?
If so what is the total cost of these courses? and do Councillors feel this is a good use of public funds given the squeeze on public funding and*

cuts to local services?

Is there no code of conduct specified under the Council's Constitution which could have resolved this issue?

Kind regards.

Yours faithfully

Colin Gardner

5. Minutes of Committees

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 the meeting of the Regulatory Board (Planning) held on Wednesday, 22 May 2019 (Pages 19 - 26)
- b) Minutes of the meeting of the Cabinet held on Monday, 3 June 2019 (Pages 27 - 30)
- c) Minutes of the meeting of the Finance & Audit Committee held on Tuesday, 11 June 2019
- d) Minutes of the meeting of the Regulatory Board (Planning) held on Wednesday, 12 June 2019
- e) Minutes of the meeting of the Overview Scrutiny Committee held on Thursday, 13 June 2019

6. Reserved Minutes

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. They will be dealt with in the following order:-

Cabinet
Finance & Audit Committee
Overview Scrutiny Committee
Regulatory Board

To consider reports from officers of the Council

None at the time of publication.

7. Notice of Motion

It will be moved by Cllr John Burden and seconded by Cllr Sarah Gow that:-

Gravesham Borough Council with this motion declares we have a climate emergency and we will begin to take action to prepare for the borough to become carbon neutral by 2030.

This may be a tiny step in the context of the long term global problem of

climate change, but we believe the council should take a lead; taking action to reduce carbon emissions will also help make Gravesham a cleaner and more pleasant place to live in the short term.

This motion calls on the full council to:

Declare a climate emergency;

Pledge to do what is within its powers and resources to make Gravesham Borough Council carbon neutral by 2030, taking into account both production and consumption emissions;

Call on Westminster to provide the powers and resources to make the 2030 target possible;

Continue to work with partners across the county and region to deliver this new goal through all relevant strategies;

Investigate all possible sources of external funding and match-funding to support this commitment;

Complete a Green audit of all council services to ensure that weight is given to the environmental and sustainability impact as well as cost;

The Council will encourage plastic-free initiatives and support events intended to promote plastic reduction in the Borough

Set up a working group to report back within six months with the actions the council will take to address this emergency

Notice of Motion

Celebrating 30 Years of Town Twinning between Gravesham Borough Council and Cambrai, France.

It will be moved by Cllr Shane Mochrie-Cox and seconded by Cllr John Burden that:-

This Council expresses its gratitude for the reciprocal and enduring links of friendship between the peoples of the BOROUGH OF GRAVESHAM and the TOWN OF CAMBRAI since official twinning was approved by our elected bodies in 1989.

This Council:

- Commends the benefits to our respective local communities that twinning has had in encouraging dialogue, tolerance, openness respect and the deepening of understanding of each other and of

the way of life of our two peoples;

- Recognises and celebrates the unique contribution that representatives of our citizens and members of our respective Town Twinning Associations have made to sustain and develop close and friendly relations;
- Pays tribute to the many long-lasting friendships that have been forged through the frequent exchanges that have taken place between our citizens; and
- Looks forward to a strengthening and growth of this partnership and mutual friendship and pledges to work together in co-operation in the years to come, to ensure the benefit of town twinning is secured for future generations.

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

9. To receive the Mayor's Announcements

Council**Thursday, 16 May 2019****7.00 pm****Present:**

The Worshipful the Mayor, Cllr David Hurley
 The Deputy Mayor, Cllr Lesley Boycott

Councillors:	Derek Ashenden	Jordan Meade
	Ejaz Aslam	Lyn Milner
	Gurjit Kaur Bains	Shane Mochrie-Cox
	Gurdip Ram Bungar	Emma Morley
	John Burden	Elizabeth Mulheran
	Colin Caller	Leslie Pearton
	John Caller	Anthony Pritchard
	Harold Craske	Tony Rana
	Lee Croxton	Tony Rice
	Dakota Dibben	Alan Ridgers
	Aaron Elliott	Christina Rolles
	Emma Elliott	Lenny Rolles
	Brian Francis	Brian Sangha
	Sarah Gow	Peter Scollard
	Gary Harding	Gurbax Singh
	Baljit Hayre	Lauren Sullivan
	Leslie Hills	Narinder Singh Thandi
	Leslie Hoskins	Steve Thompson
	Nirmal Khabra	Denise Tiran
	Bob Lane	Jenny Wallace
	Diane Marsh	Frank Wardle
	Ruth Martin	

David Hughes	Chief Executive
Stuart Bobby	Director (Corporate Services)
Nick Brown	Director (Environment & Operations)
Melanie Norris	Director (Communities)
Simon Walsh	Service Manager (Communities)
Jan Guylar	Head of Legal Services, Medway Council
Carlie Simmonds	Committee Services Manager
Chris Wakeford	Committee Services Officer
Lauren Wallis	Committee Services Officer
Ben Clarke	Committee & Scrutiny Assistant
Sarah Knight	Senior Media Officer

1. Prayer

Prior to the commencement of the meeting the Mayor, Cllr David Hurley asked the outgoing Chaplain, Father Innocent Abonyi to say a prayer for the meeting.

2. Gravesham Community Awards

Before the start of formal proceedings, the Chief Executive stated that the Council had instituted an award scheme to recognise and honour individual and collective contributions to community life. Awards were presented by the Mayor to the under-mentioned persons/organisations:-

Lisa Whittaker
Milton Munchies
John Cross
Waterside Parents Centre
Makhan Singh Cheema
GYG Committee

3. Apologies for absence

An apology for absence was received from Cllr Conrad Broadley.

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 Burden and seconded by Councillor Lee Croxton that:-

Cllr Gurdip Ram Bungar be elected Mayor of the Borough for the municipal year 2019/2020.

Tribute was paid to Cllr Gurdip Ram Bungar for his service to the Council, to previous Mayors and the community. Cllr Bungar had previously served as Deputy Mayor in 2014/15.

It was **resolved** unanimously that Cllr Gurdip Ram Bungar be duly elected Mayor of the Borough for the municipal year 2019/20.

Cllr Gurdip Ram Bungar made the Declaration of Acceptance of Office required by Section 83 of the Local Government Act 1972.

The Mayor, in giving his acceptance speech, stated that his charities for 2019/20 would be Ellenor Hospice, House of Mercy and Sanctuary.

6. Vote of thanks to Outgoing Mayor

It was moved by Cllr Gurdip Ram Bungar that the best thanks of the Council be accorded to Cllr David Hurley for the manner in which he carried out the office of Mayor for the past municipal year.

Cllr Hurley 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 the Past Mayor's Badge

The Worshipful the Mayor presented Cllr David Hurley with a Past Mayor's Badge.

8. Mayoress

The Mayor stated that the Mayoress would be Mrs Nanjo Kaur Bungar and invested her with the Mayoress's Chain.

9. Appointment of the Civic Chaplain

The Worshipful the Mayor stated that the Civic Chaplain would be Reverend Jacqueline Littlewood and invested her with the Civic Cross.

10. Election of the Deputy Mayor for the ensuing municipal year

It was moved by Cllr John Burden and seconded by Cllr Lee Croxton that:-

Cllr John Caller be appointed Deputy Mayor of the Borough for the municipal year 2019/20.

Tribute was paid to Cllr John Caller for his service to the Council, to previous Mayors and the community. Cllr Caller had previously served as Deputy Mayor in 2013/14 and Mayor in 2014/15.

It was **resolved** unanimously that Cllr John Caller be duly elected Deputy Mayor of the Borough for the Municipal year 2019/20.

Cllr John Caller made the Declaration of Acceptance of Office required by Section 83 of the Local Government Act 1972.

11. Deputy Mayoress

The Deputy Mayor stated that the Deputy Mayoress will be Mrs Susan Caller and invested her with the Deputy Mayoress's Chain.

12. Presentation of Bouquets

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

13. Minutes of the meeting of Council held on Tuesday, 16 April 2019

The minutes of the meeting of Council held on 16 April 2019 were signed by the Mayor.

14. To elect a Leader

It was moved by Cllr Lee Croxton and seconded by Cllr Shane Mochrie-Cox that:-

Cllr John Burden be elected as Leader of the Executive for the term of four years in accordance with Section 44A of the Local Government & Public Involvement in Health Act 2007.

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

The Council noted the arrangements put in place for the Cabinet and the names of the Members that would comprise the Cabinet:-

Cllr John Burden (Leader)
 Cllr Lee Croxton (Deputy Leader)
 Cllr Shane Mochrie-Cox
 Cllr Brian Sangha
 Cllr Jenny Wallace
 Cllr Narinder Singh Thandi
 Cllr Lenny Rolles

The following items (Minute 15 to 19) were moved by Cllr John Burden, seconded by Cllr Lee Croxton and agreed en-bloc unanimously.

15. Representation on Political Groups on Committees

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:-

Regulatory Board		9 Members
Labour Group	4 seats	
Conservative Group	4 seats	
Gravesham Independent Group	1 seat	
Licensing Committee		15 Members
Labour Group	8 seats	
Conservative Group	6 seats	
Gravesham Independent Group	1 seat	
Finance and Audit Committee		9 Members
Labour Group	5 seats	
Conservative Group	4 seats	
Overview Scrutiny Committee		9 Members
Labour Group	5 seats	
Conservative Group	4 seats	
Crime and Disorder Scrutiny Committee		13 Members
Labour Group	7 seats	
Conservative Group	5 seats	
Gravesham Independent Group	1 seat	
Appointments Board		13 Members
Labour Group	7 seats	
Conservative Group	5 seats	
Gravesham Independent Group	1 seat	

Standards Committee		9 Members
Labour Group	5 seats	
Conservative Group	4 seats	
Appeals Sub-Committee		3 Members
Labour Group	2 seats	
Conservative Group	1 seat	
Appointments Panel		3 Members
Labour Group	2 seats	
Conservative Group	1 seat	
Hackney Carriage Sub-Committee		3 Members
Labour Group	2 seats	
Conservative Group	1 seat	
Licensing Panel		3 Members
Labour Group	2 seats	
Conservative Group	1 seat	

- 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.

16. Appointment of Members to Committee and Boards

- 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 Service Manager (Communities) and that the Chairs and Vice-Chairs be as shown.

Regulatory Board – 9 Seats

Labour Group (4 seats)

Lauren Sullivan (Chair)
John Burden
Brian Sangha
Brian Francis

Conservative Group (4 seats)

Bob Lane
Conrad Broadley
Jordan Meade
Gary Harding

Gravesham Independent Group (1 seat)

Harold Craske (Vice Chair)

Licensing Committee – 15 Seats

Labour Group (8 seats)

Steve Thompson (Chair)
Jenny Wallace (Vice Chair)
John Caller
Nirmal Khabra
Brian Francis
Tony Rana
Lyn Milner
Emma Morley

Conservative Group (6 seats)

Derek Ashenden
Frank Wardle
Diane Marsh
Emma Elliott
Denise Tiran
Leslie Hoskins

Gravesham Independent Group (1 seat)

Leslie Pearton

Finance and Audit Committee – 9 Seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (0 seats)</u>
Gurbax Singh (Chair) Colin Caller (Vice Chair) Nirmal Khabra Sarah Gow Ruth Martin	Dakota Dibben Tony Rice Ejaz Aslam Derek Ashenden	

Overview Scrutiny Committee – 9 Seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (0 seats)</u>
Steve Thompson (Vice Chair) Ruth Martin Christina Rolles Elizabeth Mulheran Peter Scollard	Jordan Meade (Chair) Conrad Broadley Alan Ridgers Leslie Hills	

Crime and Disorder Committee – 13 Seats

<u>Labour Group (7 seats)</u>	<u>Conservative Group (5 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Steve Thompson (Chair) Baljit Hayre (Vice Chair) Brian Francis John Caller Lauren Sullivan Emma Morley Nirmal Khabra	Gary Harding Aaron Elliott Frank Wardle Ejaz Aslam Gurjit Bains	Leslie Pearton

Appointments Board – 13 Seats

<u>Labour Group (7 seats)</u>	<u>Conservative Group (5 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
John Burden (Chair) Lee Croxton (Vice Chair) Jenny Wallace John Caller Lauren Sullivan Lyn Milner Lenny Rolles	Jordan Meade Ejaz Aslam Tony Rice Diane Marsh Tony Pritchard	Harold Craske

Standards Committee (no substitutes) – 9 Seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (0 seats)</u>
John Caller (Chair)	Emma Elliott	
Lyn Milner (Vice Chair)	Leslie Hills	
Narinderjit Thandi	Gary Harding	
Ruth Martin	Diane Marsh	
Gurbax Singh		

Appeals Sub-Committee – 3 seats

<u>Labour Group (2 seats)</u>	<u>Conservative Group (1 seat)</u>	<u>Gravesham Independent Group (0 seat)</u>
Colin Caller (Chair)	Gary Harding	
Lyn Milner (Vice Chair)		

Appointments Panel – 3 seats

<u>Labour Group (2 seats)</u>	<u>Conservative Group (1 seat)</u>	<u>Gravesham Independent Group (0 seat)</u>
John Burden (Chair)	Jordan Meade	
Lee Croxton (Vice Chair)		

Hackney Carriage Sub-Committee – 3 seats

<u>Labour Group (2 seats)</u>	<u>Conservative Group (1 seat)</u>	<u>Gravesham Independent Group (0 seat)</u>
John Burden (Chair)	Jordan Meade	
Lauren Sullivan (Vice Chair)		

Licensing Panel – 3 seats

The panel's membership is drawn from available Licensing Committee members and will consist of one member from each political group.

Joint Arrangements with other Local Authorities**Joint Transportation Board (no substitutes) – 5 seats**

<u>Labour Group (3 seats)</u>	<u>Conservative Group (2 seats)</u>	<u>Gravesham Independent Group (0 seat)</u>
Colin Caller (Chair)	Bob Lane	
Peter Scollard	Leslie Hills	
Brian Francis		

Cabinet Committees**Community & Leisure Cabinet Committee – 10 seats**

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Shane Mochrie-Cox (Chair)	Gurjit Bains	Harold Craske
Tony Rana (Vice Chair)	Jordan Meade	
Christina Rolles	Ejaz Aslam	
Peter Scollard	Aaron Elliott	
Baljit Hayre		

Operational Services Cabinet Committee – 10 seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Lee Croxton (Chair)	Alan Ridgers	Leslie Pearton
Gurbax Singh (Vice Chair)	Conrad Broadley	
John Caller	Frank Wardle	
Steve Thompson	Emma Elliott	
Ruth Martin		

Housing Services Cabinet Committee – 10 seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Jenny Wallace (Chair)	Leslie Hoskins	Leslie Pearton
Christina Rolles (Vice Chair)	Diane Marsh	
Lyn Milner	Dakota Dibben	
Colin Caller	Frank Wardle	
Peter Scollard		

Performance and Administration Cabinet Committee – 10 seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Narinderjit Thandi (Chair)	Leslie Hills	Harold Craske
Brian Francis (Vice Chair)	Gary Harding	
Gurbax Singh	Gurjit Bains	
Peter Scollard	Dakota Dibben	
Sarah Gow		

Strategic Environment Cabinet Committee – 10 seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Brian Sangha (Chair)	Bob Lane	Harold Craske
Lauren Sullivan (Vice Chair)	Conrad Broadley	
Brian Francis	Gary Harding	
Baljit Hayre	Derek Ashenden	
Emma Morley		

Commercial Cabinet Committee – 10 seats

<u>Labour Group (5 seats)</u>	<u>Conservative Group (4 seats)</u>	<u>Gravesham Independent Group (1 seat)</u>
Lenny Rolles (Chair)	Tony Rice	Leslie Pearton
Sarah Gow (Vice Chair)	Denise Tiran	
Gurbax Singh	Conrad Broadley	
Tony Rana	Tony Pritchard	
John Caller		

17. Appointment of representatives to Outside Bodies

That appointments to outside bodies be made in accordance with the following list:-

Action with Communities in Rural Kent

Cllrs John Burden and Bob Lane

Alzheimer's & Dementia Support Services

Cllr Lyn Milner

Charity of Knight's Almshouses (4 year term)

Cllrs Colin Caller and Jenny Wallace

Choices (formerly North Kent Women's Aid)

Cllr Sarah Gow

Citizens Advice Bureau (CAB)

Cllr Lauren Sullivan

CCTV – Lay Panel of Visitors

Cllrs Lyn Milner, John Knight and Frank Wardle

Substitutes: Cllrs Jenny Wallace, Michael Wenban and Ejaz Aslam

Cyclopark

Cllr John Caller

Dartford and Gravesham Community Safety Partnership

Cllr Shane Mochrie-Cox

Substitute: Cllr John Burden

Dartford and Gravesham District Partnership Group

Cllr John Burden

Dartford and Gravesham NHS Trust Stakeholder Council

Cllrs Lyn Milner and Leslie Hills

DGSM Your Choice

Cllr Lenny Rolles

Ebbsfleet UDC Board

Cllr John Burden

Ebbsfleet UDC Board Planning Committee (3 year term)

Cllr Lauren Sullivan

Substitute: Cllr Harold Craske

Elizabeth Huggins Cottages Charity (4 year term)

Cllr John Burden

Gravesend & District Mencap Society

Cllrs Lee Croxton and Gurjit Bains

Gravesend Regatta Committee

Cllrs Lenny Rolles, Shane Mochrie-Cox and Harold Craske

Gravesham Access Group

Cllr Shane Mochrie-Cox

Gravesham Arts Council and Executive Committee

Cllrs Rob Halpin, Jenny Wallace and Gary Harding

Gravesham Community Leisure Limited

Cllrs Shane Mochrie-Cox and Peter Scollard

Gravesham Rights of Way Committee

Cllrs Colin Caller, Lee Croxton and Tony Rice

Henry Pinnocks Charity (4 year term)

Cllrs Colin Caller and Tony Pritchard

Kent County Playing Fields Association

Cllr Brian Sangha

Kent Downs Area of Outstanding Natural Beauty

Cllr Lee Croxton

Kent and Medway Police and Crime Panel

Cllr Shane Mochrie-Cox

Local Government Association

Cllr John Burden

Local Government Information Unit

Cllr John Burden

Meopham Community Sports and Leisure Association Management Committee

Cllrs John Caller and Ejaz Aslam

North Kent Crime Prevention Panel

Cllr Tony Rana

North Kent Marshes Internal Drainage Board

Cllrs Jenny Wallace, Harold Craske and Lee Croxton

North Kent Relate

Cllr Christina Rolles

North West Kent Volunteer Centre

Cllr Peter Scollard

Strategic Access Management and Monitoring Strategy (SAMMS)

Cllr Lauren Sullivan

Substitute: Cllr Harold Craske

South East Employers

Cllr John Burden

Substitute: Cllr Lee Croxton

The Grand Community Interest Company

Cllrs John Burden and Shane Mochrie-Cox

Town Twinning Association

Cllrs Lyn Milner and Alan Ridgers

18. 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.

19. Timetable of meetings for the forthcoming municipal year

That the timetable of meetings for the 2019/20 municipal year be adopted.

20. Questions

No questions had been received.

21. Admittance of Honorary Freemen

At an Extraordinary meeting of the Council held on 26 February 2019, it was unanimously agreed that in recognition of their eminent service to the Borough of Gravesham, the persons shown in Minutes 40 (1), (2), (3) and (4) be admitted an Honorary Freemen of the Borough pursuant to Section 249 (5) of the Local Government Act 1972.

22. John Burden

The Worshipful the Mayor and the Chief Executive signed the Roll of Honorary Freemen admitting John Burden as an Honorary Freeman.

John Burden made the following declaration:-

“I, John Burden 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.”

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

23. Colin William Caller

The Worshipful the Mayor and the Chief Executive signed the Roll of Honorary Freemen admitting Colin William Caller as an Honorary Freeman.

Colin William Caller made the following declaration:-

“I, Colin William Caller 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.”

The Worshipful the Mayor, on behalf of the Council, presented Colin William Caller with a Scroll and a Freeman’s Badge to mark the occasion.

24. Robin Neville Theobald

The Worshipful the Mayor and the Chief Executive signed the Roll of Honorary Freemen admitting Robin Neville Theobald as an Honorary Freeman.

Robin Neville Theobald made the following declaration:-

“I, Robin Neville Theobald 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.”

The Worshipful the Mayor, on behalf of the Council, presented Robin Neville Theobald with a Scroll and a Freeman’s Badge to mark the occasion.

25. Michael Wenban J.P.

The Worshipful the Mayor and the Chief Executive signed the Roll of Honorary Freemen admitting Michael Wenban as an Honorary Freeman.

Michael Wenban made the following declaration:-

“I, Michael Wenban 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.”

The Worshipful the Mayor, on behalf of the Council, presented Michael Wenban with a Scroll and a Freeman’s Badge to mark the occasion.

Close of meeting

The meeting ended at 8.24 pm

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Regulatory Board (Planning)**Wednesday, 22 May 2019****7.00 pm****Present:**

Cllr Lauren Sullivan (Chair)

Cllr Harold Craske (Vice-Chair)

Councillors: John Burden
 Aaron Elliott
 Brian Francis
 Gary Harding
 Bob Lane
 Jordan Meade
 Brian Sangha

Note: Councillors: Sarah Gow, Baljit Hayre, Nirmal Khabra, Diane Marsh, Lyn Milner, Steve Thompson were also in attendance.

Vicky Nutley	Lawyer (Place) – Medway Council
Wendy Lane	Assistant Director (Planning)
Christopher Butler	Planning Manager (Development Planning)
Mark Lees	Regulatory Services Manager
Richard Hart	Principal Planner (Major Sites)
Ethan Bonthron	Career Grade Planner
Lauren Wallis	Committee Services Officer (minutes)

51. Apologies for absence

An apology for absence was received from Cllr Conrad Broadley and Cllr Aaron Elliott attended as his substitute.

52. To sign the Minutes of the previous meeting

The minutes of the meeting held on 6 March 2019 were signed by the Chair.

53. Declarations of Interest

Cllr Meade declared an other interest in relation to applications 20190126, 20190160 and 20190161 in that he was a resident of the Windmill Hill Conservation Area but advised that he did not live in the roads that were the subject of these applications.

Cllr Craske declared an other interest in relation to application 20190155 as he had previously was the former Cabinet member for Housing and had been consulted on this subject two or three times.

Cllr Craske declared an additional other interest in relation to application 20190155 and the Strategic Access and Mitigation Measures Strategy (SAMMS) contributions.

Cllr Burden declared an other interest in relation to application 20190155 as he was the Leader of the Council and that the Borough Council was the applicant. Cllr Burden advised that he would not speak or vote on this item.

54. To consider whether any items in Part A of the Agenda should be considered in private or the items in Part B (if any) in Public

None.

55. Planning applications for determination by the Board

55.1 20190126 - 44 South Hill Road, Gravesend - Retention of UPVC casement windows on the front elevation and composite front door - report herewith

The Board considered an application reference 20190126 which sought to retain the UPVC windows and composite front door installed, which were considered unacceptable due to their unsympathetic design and adverse impact on the setting of the Windmill Hill Conservation Area. The scheme was contrary to both local and national policy as it failed to preserve or enhance the Conservation Area, but rather caused harm to it. The application was before the Committee at the request of Ward Councillor Steve Thompson.

The following points were made during discussion on this application:

- Concern was expressed on the lack of definitive planning advice on what alterations to properties and their locale could and could not be undertaken in Conservation Areas within the Borough.
- The Board was informed of the Article 4 Directions, introduced to prevent further loss, which only applied to alterations made in properties within Conservation areas after the date of adoption of the Article 4 Direction by the Council.
- The lack of clarity on what was appropriate and what was inappropriate in a Conservation Area.
- The Board was reminded that the personal circumstances of applicants were not a material planning consideration.
- Following a question on enforcement, the Board was advised that enforcement was carried out in a piecemeal way as and when infringements were either noticed by planning officers when undertaking site visits in the

area or when reported by members of the public. It was also highlighted that enforcement in regard of building operations could only generally be carried out within 4 years of the alteration being completed.

- Members were informed that advice on this application had come from the Council's Conservation Architect and this advice stated that this retrospective application caused harm to, and does not preserve or enhance the character of, the Windhill Hill Conservation Area.
- The Planning Manager (Development Management) advised there have been advances in window and door design technology in recent years and these the advice the Council has on its web pages does not currently address these advances. For example, original wooden sash windows used to have to be replaced by single glazed, wooden sash windows. Now it was possible, in certain circumstances, to permitted double glazed UPVC sash design windows, that have a slim-line design. However, the general rule remained that any new installation must look very similar to the original feature it replaced and that such replacements must be considered on a case by case basis, as a modern uPVC window and door design in one location may not be appropriate in an different location. The Planning Manager (Development Management) urged caution when considering alternative window/door design and construction options within conservations areas where an Article 4 Directions had been applied in regard to replacement windows and doors.
- Members noted that the number of properties in the road that still had original features was very low. However, there was quite a high number that had replaced the original windows with sash lookalikes.
- There was a general opinion that since the road contained a diverse set of houses with difference features, little harm had been caused by the alterations to the windows and doors undertaken on the property, as proposed to be regularised by the applicant in the submission of this application.
- A concern was raised that to approve this application might set a precedent for future decisions in relation to Conservation Areas.

Resolved that retrospective application 20190126 be PERMITTED subject to the condition regarding listing drawing numbers, reasons and informatives that will be described in the decision notice issued by the Planning Department and available on the following link:
www.gravesham.gov.uk/planning-search.

- Note: (a) Mr E Shovlar (Applicant)(a supporter) addressed the Board.
(b) Cllr Steve Thompson spoke with the leave of the Chair.

55.2 20190155 - Land at 270-340 Valley Drive, Gravesend - Demolition of four, two-storey existing flat blocks consisting of 36 bedsits, as well as associated outbuildings, enclosures and garage structure; redevelopment of the site to provide two, two and three storey blocks with ancillary structures, associated car parking, landscaping and new access from Valley Drive. The blocks will contain a total of 48 affordable units including 32 x 1 bedroom rented flats for over 55's, as well as 16 general needs flats - report herewith

The Board considered an application reference 20190155 which sought to demolish four 2-storey existing blocks of flats consisting of 36 bedsits, as well as associated outbuildings, enclosures and garage structure, redevelopment of the site to provide two, two and three storey blocks with ancillary structures, associated car parking, landscaping and new access from Valley Drive. The blocks would contain a total of 48 affordable units including 32 x 1 bedroom rented flats for over 55's, as well as 16 general needs flats.

The Principal Planner (Major Sites) advised that the site was on the west side of Valley Drive and had been constructed in the 1960's. The proposed scheme makes efficient use of the land and provides an acceptable layout which the current scheme fails to achieve. Three mature trees would be lost in order to make the most effective use of the site. However, additional planting was proposed to mitigate the loss and would be conditioned. The proposed development has no adverse impact on neighbouring properties and no objections to this application had been received. It was noted that Kent County Council had not provided financial development contributions and the officer recommended a time limit for payment be imposed after which the County Council should be omitted from the legal agreement.

The application was before the Committee because it was a major development proposal and the Local Planning Authority was the applicant.

The following points were made during discussion on this application:

- Following a question on the ratio of the number of parking spaces (42) to the number of flats (48) the officer replied that the site was constrained and had been designed to achieve the most efficient layout and parking had been balanced against the need for amenity space. 32 of the flats would be for the over 55's and previous experience had proved that this older age group were less likely to own a car. There was also a bus stop nearby. There were also bicycle and scooter stores and other storage.
- It was noted that the bedsits on the current site were very cramped and not suitable for the needs of modern living. The new development meets space standards and supplied storage. The ground floor flats had been designed for wheelchair access and the flats above could therefore include a study which could be used as an additional bedroom.
- The lift in the proposed development would be of a good size to accommodate wheelchair users.

- The Board noted that there would be two distinct sites which would be separated by 1.8 metre fencing which would be conditioned.
- Following a question about the maintenance of the soft landscaping, Members were advised that there would be a planning condition for a management plan for the maintenance of the building and the landscaping etc. It was also intended that raised planting beds be included in the scheme to encourage resident involvement.
- The Principal Planner (Major Sites) agreed to consult the Chair and Vice-Chair with regard to the soft landscaping and the type of semi-mature trees.

Resolved that application 20190155 be DELEGATED to the Assistant Direct (Planning) and/or the Planning Manager (Development Planning) to GRANT planning permission subject to:

- 1. Securing the appropriate financial contributions in regard to requests from Kent County Council (KCC), Dartford & Swanley Clinical Commissioning Group and Strategic Access and Mitigation Measures Strategy (SAMMS) tariff prior to the commencement of the development. With regard to KCC contributions this is subject KCC providing up to date financial contribution figures on primary education, secondary education and libraries by 5th June 2019. If no figures are provided the Unilateral Undertaking will proceed without KCC contributions.**
- 2. The imposition of appropriate planning conditions as set out in the supplementary report with an additional pre-occupation condition requiring details of the management plan for the management of communal areas.**

Note: (a) Mrs Sharon Donald (Agent)(a supporter) addressed the Board.
 (b) Mr Neill Campbell (Architect)(a supporter) addressed the Board.
 (c) Cllr Steve Thompson spoke with the leave of the Chair.

55.3 20190160 and 20190161 - 4 Constitution Crescent, Gravesend - Creation of a vehicular access and associated hardstanding area in the front garden incorporating new garden steps and pathway and associated Listed Building consent - report herewith

The Board considered an application reference 20190160 and 20190161(planning and listed building application) for the creation of a vehicular access and associated hardstanding area in the front garden incorporating new garden steps and pathway.

The Planning Manager (Development Management) advised that this was a Grade 2 listed property that was located in the Windmill Hill Conservation Area. The Council's Management Plan recognised this building as one of the grandest in Gravesham. The Board was asked to consider if the proposal was the proposed development appropriate in relation to the building, wider surrounding streetscene and whether it would be acceptable in terms of highways pedestrian safety issues. The application was before the Committee at the request of Ward Councillor Steve Thompson.

The following points were made during discussion on this application:

- .
- Whilst the Officer's recommendation for refusal was considered to be solid, the applicant's offer to be advised by the Council's officers and Conservation Architect was also taken into account.
- Members were mindful of the need for green spaces within the Conservation Area and the amenity they provided.
- Should the application be deferred, to enable discussions with the applicant to taken place to see if an appropriate alternative development could be possible, it was confirmed the application would be resubmitted to the Regulatory Board (Planning) for decision.

RESOLVED that a decision on application 20190160 and 20190161 be deferred to a future meeting of the Regulatory Board (Planning) to enable negotiations with the applicant and the Council's Conservation Architect with a view to addressing the concerns raised within the Regulatory Board (Planning) report.

Note: (a) Mr Robert Allen (a supporter) addressed the Board.
 (b) Cllr Steve Thompson spoke with the leave of the Chair.

55.4 20190270 - 22 Berkley Road, Gravesend - Retention of white UPVC windows and black wood grain composite front door - report herewith

The Board considered an application reference 20190270 for the retention of white UPVC windows and black wood grain composite front door.

The Planning Manager (Development Management) advised that the property was located on a corner so had two frontages. It was considered that the installation of the white UPVC windows and black wood grain composite front door did not protect or enhance the character and appearance of the King Street Conservation area. The officer advised that of the 27 properties in the road, 8 had their original windows and other alterations to properties had been made pre 2009 – Article 4. The application was before the Committee on the request of Ward Councillors Lyn Milner and Lenny Rolles.

The following points were made during discussion on this application:

- It was noted that many of the original windows in Berkley Road were falling apart to the detriment of the Conservation Area and most properties in the road had UPVC replacement windows.
- Members noted that the applicant stated that he had been advised by an officer of the Planning Enforcement Team that the submission of a retrospective application for the windows and doors would be unlikely to obtain planning permission and would not recommend making such a submission. The applicant also stated that they had been advised by the Planning Enforcement Officer that the windows and doors as installed should

be remove and replaced with something more in keeping with the conservation area. The Ward Councillor considered this advice sounded like pre-determination.

- The lack of clarity and consistency of advice with regard to Conservations area was noted.
- It was considered that the best effort had been made to preserve the original appearance of the property. The officer pointed out differences in the design of the current windows to those which were still original within the streetscene, however, Members did not consider these changes significant enough to cause harm to the character or appearance of the Conservation Area.
- Concern was raised that to approve this application might set a precedent for future decisions in relation to Conservation Areas.
- The Planning Manager (Development Management) advised that a decision to permit may damage the Council's case in appeals against the refusal of similar developments in Conservation Areas where those applications had been refused, although it was noted that the Council had a good record with appeals.

Resolved that retrospective application 220190870 be PERMITTED subject to the condition regarding listing drawing numbers, reasons and informatives that will be described in the decision notice issued by the Planning Department and available on the following link:

www.gravesham.gov.uk/planning-search.

- (a) Mr Matthew Wood (a supporter) addressed the Board.
- (b) Cllr Lyn Milner spoke with the leave of the Chair.

56. Appointment of Appeals Sub-Committee

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

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

Labour:

**Cllr Colin Caller (Chair)
Cllr Lyn Milner (Vice-Chair)**

Conservative:

Cllr Gary Harding

57. Appointment of Hackney Carriage Sub-Committee

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

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

Labour:

**Cllr John Burden(Chair)
Cllr Lauren Sullivan (Vice-
Chair)**

Conservative:

Cllr Jordan Meade

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

A schedule showing applications determined by the Director (Housing & Regeneration) under delegated powers had been published on the Council's website.

59. Exclusion

Resolved pursuant to Section 100A(4) of the Local Government Act 1972 that the public be excluded from any items because it is likely in view of the nature of business to be transacted that if members of the public are present during this item, there would be disclosure to them of exempt information as defined in Part 1 of Schedule 12A of the Act.

60. Any other business which by reason of special circumstances the Chair is of the opinion should be considered as a matter of urgency.

The Regulatory Services Manager provided Members with the information required to enable them to determine what, if any, enforcement action should be taken against a Hackney Carriage driver.

RESOLVED that the Hackney Carriage Drivers licence be revoked with immediate effect.

Close of meeting

The meeting ended at 9.25 pm

Cabinet**Monday, 3 June 2019****7.30 pm****Present:**

Cllr John Burden (Chair)

Councillors: Shane Mochrie-Cox
Lenny Rolles
Brian Sangha
Narinder Singh Thandi
Jenny Wallace

Note: Councillors Derek Ashenden, Ejaz Aslam, Conrad Broadley, Leslie Hills, Jordan Meade, Steve Thompson, Denise Tiran were also in attendance.

David Hughes	Chief Executive
Stuart Bobby	Director (Corporate Services)
Nick Brown	Director (Environment & Operations)
Kevin Burbidge	Director (Housing & Regeneration)
Sarah Parfitt	Assistant Director (Corporate Services)
Carlie Simmonds	Committee Services Manager

The Cabinet welcomed the Extinction Rebellion Gravesham Group which was in attendance seeking the support of Councillors for the following:-

“We demand that a climate emergency is declared now and that Councillors act as though the truth is real by committing to net 0% emissions by 2025.”

The Leader informed the Group that the above was unable to be discussed as it was not listed on the agenda however the Labour Group would be submitting a motion to the next Full Council meeting on Tuesday 25 June 2019 in support of the above. The Leader invited the Group to the Full Council meeting in order to listen to the debate.

1. Apologies

An apology for absence was received from Cllr Lee Croxton.

2. Minutes

The minutes of the meeting held on 16 May 2019 were signed by the Chair.

3. Declarations of Interest

Cllr Shane Mochrie-Cox declared an ‘other interest’ in item 8 (Minutes of the meeting of the Crime & Disorder Scrutiny Committee held on Tuesday, 2 April 2019) in that he works for Kent County Council.

4. Delegated Decisions - Cabinet Members

No decisions other than those already circulated had been made.

5. Provisional Outturn Report 2018/19

Members were presented with the following:-

- the 2018/19 provisional General Fund Revenue Outturn and movements in the General Fund working balances and earmarked reserves;
- the 2018/19 provisional General Fund Capital Outturn;
- the 2018/19 provisional Housing Revenue Account Revenue Outturn and movements in the Housing Revenue Account working balances and earmarked reserves; and
- the 2018/19 provisional Housing Revenue Account Capital Outturn.

The Assistant Director (Corporate Services) highlighted the key areas of financial performance as detailed in the report including those areas that may have an impact on the Council's Medium Term Financial Strategy, Medium Term Financial Plan, HRA Business Plan or Financial Statements.

The Leader drew Members' attention to the success of the Kent & Medway Business Rates Retention Scheme and advised that Kent & Medway had been unsuccessful in retaining pilot status for 2019/20 and would be reverting back to the original Kent Pool arrangement.

The Director (Corporate Services) advised that, to date, Kent & Medway had not received feedback from Central Government outlining the reasons for the 2019/20 bid being unsuccessful.

The Cabinet expressed concern with the lack of clarity from Central Government regarding the future of local government funding particularly as there was less than nine months until the Council had to set its budget for the 2020/21 financial year.

The Leader advised that the reserve for the Lower Thames Crossing would remain in the budget and will provide for any costs incurred by the Council in relation to assessing/seeking mitigation of any potential environmental or other impacts on the borough and its residents.

With regard to the Housing Revenue Account, the Cabinet thanked officers for the work that had been undertaken to improve the Repairs and Maintenance service which continued to deliver efficiencies and savings whilst providing an equitable service that meets the Council's objectives and the tenants' expectations.

The fact that the budget was being well managed was acknowledged and appreciated by the Cabinet. The Leader stated that the Council will need to continue to maintain robust budgetary control actions to ensure good financial governance and to respond to the pressures on the Council's finances particularly as the Council will continue to face more challenges and uncertainty moving into 2019/20 onwards.

The Assistant Director (Corporate Services) advised that the report will be presented to the Finance and Audit Committee on 23 July 2019.

6. Draft Homelessness and Rough Sleeping Prevention Strategy

The Cabinet was presented with the Council's draft homelessness and rough sleeping prevention strategy which had been circulated widely for consultation with stakeholders.

The Council's current homelessness strategy had expired and the production of a new strategy was delayed to allow for the Homeless Reduction Act to receive Royal Assent during 2017 and for subsequent guidance to be issued by the Department for Communities and Local Government in the form of a revised Code of Guidance which would contain key information around Government expectations for Homelessness Strategies and their production. The revised Code of Guidance was issued in November 2017 and the Government consulted on this early in 2018.

Therefore, a new strategy had now been produced setting out the Council's approach for tackling homelessness in the district and how, over the lifetime of the strategy, the Council will achieve this working with key partners. Preventing homelessness and rough sleeping continues to be a priority for the Council and the Council will remain committed to preventing homelessness, helping people find housing that meets their needs and providing the support needed to prevent them from going back into homelessness.

In response to the consultation exercise, the Cabinet was informed that two comments had been received from the YMCA Thames Gateway and a Kent-based Housing Association and were detailed at paragraph 1.4 and 1.5 of the report.

Members were informed that those areas highlighted in yellow in the strategy and associated appendices would be updated prior to publication.

The Director (Housing and Regeneration) sought the Cabinet's approval for:-

1. the Homelessness and Rough Sleeping Prevention Strategy to be adopted and published;
2. the Action Plan to be endorsed and implemented; and
3. the evidence base to be published alongside the Strategy.

The Leader stated that the foreword would be from Councillor Jenny Wallace as the Portfolio Holder for Housing.

With regard to the action plan, it was suggested that the information and advice that will be placed on the website, be supplemented by plain English guides.

The Cabinet thanked officers for the support that had been provided to assist with the setting up of the new facility at Longferry, Gravesend. The facility will be managed by Gravesham Sanctuary offering help to the homeless.

Resolved that:-

1. the Homelessness and Rough Sleeping Prevention Strategy be adopted and published;
2. the Action Plan be endorsed and implemented; and
3. the evidence base be published alongside the Strategy.

7. Minutes of the meeting of the Crime & Disorder Scrutiny Committee held on Tuesday, 2 April 2019

With reference to minute 58 (MHCLG Supporting Families Against Youth Crime) of the Crime and Disorder Scrutiny Committee held on Tuesday 2 April 2019, the Cabinet requested that clarification be sought regarding the decision to reduce the scale of the bid and the amount requested from £2.1m to £1.3m.

Members also acknowledged that the Crime and Disorder Scrutiny Committee had, on numerous occasions, invited the Kent Police and Crime Commissioner to its scheduled meetings and that, to date, he had been unable to attend to date. It was requested that contact be made with the Kent Police and Crime Commissioner to request his availability so that a meeting of the Crime and Disorder Scrutiny Committee can be convened on a date that is convenient for him.

Close of meeting

The meeting ended at 8.32 pm