



**South Thames Gateway
Building Control Joint
Committee**

Members of the **South Thames Gateway Building Control Joint Committee** of **Gravesham Borough Council** are summoned to attend a meeting to be held at the **Council Chamber, Civic Centre, Windmill Street DA12 1AU** on **Monday, 17 July 2023 at 2.00 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. Election of Chairman
2. Election of Vice-Chairman
3. Apologies for absence
4. To sign the Minutes of the previous meeting
5. To declare any interest members may have in the items contained on this agenda. When declaring an interest a member must state what their interest is.
6. To consider whether any items in Part A of the agenda should be considered in private or any items in Part B in public

(Pages 3 - 4)

7. Administrative Arrangements Report 2023-24 (Pages 5 - 8)

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

9. Exclusion

To move, if required, 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 business to be transacted that if members of the public are present during those items, there would be disclosure to them of exempt information as defined in Part 1 of Schedule 12A of the Act.

10. Annual Report - 2022-23 (Pages 9 - 22)

11. Business Plan - 2023-26 (Pages 23 - 62)

Members

TBC (Chair)

TBC (Vice-Chair)

Councillors: John Burden (Gravesham)
 Pat Edwards (Canterbury)
 Naushabah Khan (Medway)
 Tim Gibson (Swale)

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

MINUTES of the Meeting held in the Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT on Thursday, 9 March 2023 from 10.00 am - 10.23 am.

PRESENT: Councillors Jane Chitty and Tim Gibson (Chair).

PRESENT (Virtually): Councillor John Burden.

OFFICERS PRESENT: Flo Churchill (Interim Head of Planning Services, Swale Borough Council), Jo Millard (Democratic Services Manager, Swale Borough Council), Kirsty Stoddart (Technical and Administration Manager, South Thames Gateway Building Control), Janine Weaver (Director of South Thames Gateway Building Control),

OFFICERS PRESENT (Virtually): Wendy Lane. (Assistant Director Planning, Gravesham Borough Council) and Mark Breathwick (Head of Strategic Housing, Medway Council).

APOLOGIES: Councillors Neil Baker and Ian Stockley.

1 **Emergency Evacuation Procedure**

The Chair drew attention to the Emergency Evacuation Procedure.

2 **Record of Meeting**

The Minutes of the Meeting held on 1 December 2022 (Minute Nos. 1 - 7) were taken as read, approved and signed by the Chair as a correct record.

3 **Declarations of Interest**

No interests were declared.

4 **Exclusion of the Press and Public**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 Schedule 12A of the Act:

(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

(5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

5 **Monitoring Report December 2022 - February 2023**

The Director of South Thames Gateway (STG) Building Control Partnership introduced the report which updated the committee on the current forecast for the 2022/23 financial year and gave details against the progress of the objectives of the Business Plan 2022/23.

She spoke on the effects that vacancies and training had on the service; of the cost-of-living crisis and weather impact on the construction industry; balancing the budget; regular staff engagement meetings; gave an update on the delivery plan; gave an overview of the use of resources and the performance of the partnership.

The Director of STG Building Control Partnership spoke about cross boundary working and the potential for a Kent authorities building control service to join the Partnership. Members discussed the opportunity and agreed not to pursue this at the present time.

Resolved:

(1) That the report be noted.

6 Expression of Thanks

As this was Councillor Chitty's last STG meeting, the Chair thanked her for her attendance and work during the twenty-two year partnership meetings. Councillor Burden praised the hard work she put in to keep the partnership structured. The Director of STG thanked Councillor Chitty for her support. In response, Councillor Chitty thanked everyone for their kind words, and she praised officers and wished them well.

Chair

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All minutes are draft until agreed at the next meeting of the Committee/Panel

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: South Thames Gateway Building Control Joint Committee

Date: Thursday, 22 June 2023

Reporting officer: Assistant Director (Planning)

Subject: Administrative Arrangements 2023/24

Purpose and summary of report:

This report sets out the proposed administrative arrangements for the 2023/24 municipal year.

Recommendations:

1. That the Joint Committee agree:
 - a) the timetable of meetings for the 2023/24 municipal year (as set out in paragraph 3.3 of the report) and
 - b) to select Gravesham Borough Council to provide a secretary to the joint committee for the 2023/24 municipal year.

Key Implications:

Item	Implications
Legal	<p>The Joint Committee was established pursuant to powers under: -</p> <ul style="list-style-type: none"> • Local Government Act 1972 – sections 101, 102, 111, 112 and 113 • Local Government Act 2000 – sections 2, 19 and 20 • Regulations made under these acts. <p>The arrangements for this joint committee have been designed to ensure compliance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, which set out the functions that should be carried out by Council (or one of its committee) and functions that can be carried out by the Executive. Building control is a function of the Executive or Cabinet and can be discharged by the Joint Committee and those functions have been delegated by the Partners Authorities' Executives. By law, two elements of the service cannot be executive functions, namely staffing matters and enforcement activity by Building Control, and these have been delegated to the Joint Committee by the Partner Authorities' respective Full Councils.</p>

Finance and Value for Money	There are no financial implications arising from this report.
Corporate Plan	N/A
Climate Change	N/A

1. Budget and Policy Framework

- 1.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the timetable shall be adopted at the Annual General Meeting.

2. Background

- 2.1 Canterbury, Gravesham, Medway and Swale Councils have all agreed to delegate their respective building control functions to the Joint Committee. This report presents the proposed dates for 2023/24
- 2.2 The following Members have been appointed to the Committee by the respective partner authorities:

Gravesham

- Councillor John Burden
- Councillor Lee Croxton (Substitute)

Canterbury

- Councillor Pat Edwards
- Councillor Dan Smith (Substitute)

Medway

- Councillor Naushabah Khan
- Councillor Stephen Hubbard (Substitute)

Swale

- Councillor Tim Gibson

3. Schedule of Meetings

- 3.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the schedule of meetings shall be agreed at the Annual General Meeting.
- 3.2 The Joint Committee is being asked to consider a programme of meetings for the 2023/24 municipal year in order to provide some certainty for Members, and the Partner Authorities, on the schedule of meetings during 2023/24.
- 3.3 The following dates are proposed, with meetings to be held at Gravesham Borough Council; all meetings will commence at 10am
 - Thursday 22 June 2023 (AGM)
 - Thursday 21 September 2023
 - Thursday 07 December 2023
 - Thursday 14 March 2024

4. Appendices

- 4.1 There are no appendices.

5. Background Documents

- 5.1 There are no background documents.

Lead Officer: Wendy Lane

Email: wendy.lane@gravesham.gov.uk

Secondary Implications	
Risk Assessment	There are no risk assessments implications arising from this report.
Data Protection Impact Assessment	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>
	<p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data? A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p>No</p>
	<p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p>
	<p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p> <p>N/A</p>
Equality Impact Assessment	<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.</p> <p>No</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.</p> <p>N/A</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>
Crime and Disorder	N/A
Digital and website implications	N/A
Safeguarding children and vulnerable adults	N/A

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