

AGENDA

COUNCIL MEETING

Date: Wednesday, 10 October 2018

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Committee you are consenting to being recorded and to the possible use of those sound records for training purposes.

If you have any queries regarding this please contact Democratic Services.

Quorum = 16

Pages

1. Prayers
2. Emergency Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building

until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

3. Apologies for Absence

4. Minutes

To approve the Minutes of the Meeting held on 25 July 2018 (Minute Nos. 158 - 169) as a correct record.

5. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

6. Mayor's Announcements

7. Questions submitted by the Public

To consider any questions submitted by the public. (The deadline for

questions is 4.30 pm on the Wednesday before the day of the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

8. Questions submitted by Members

To consider any questions submitted by Members. (The deadline for questions is 4.30 pm on the Monday before the week of the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

9. Leader's Statement

Members may ask questions on the Leader's Statement. (To follow).

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|-----|--|---------|
| 10. | Audit Committee Annual report | 1 - 12 |
| 11. | Annual Treasury Management Report 2017/18 | 13 - 26 |
| 12. | Delegation of Functions under Criminal Justice and Police Act 2001 | 27 - 32 |
| 13. | Planning Committee Procedure Notes | 33 - 44 |
| 14. | Review of Polling District and Places | 45 - 62 |
| 15. | Recommendations for Approval | |

Council is asked to note the recommendations from the following meetings, which will be considered as separate reports on the agenda for this meeting:

- (a) Minute No. 218 of the Audit Committee held on 19 September 2018
- (b) General Purposes Committee held on 25 September 2018.

Issued on Monday, 1 October 2018

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of Council, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Council	
Meeting Date	10 October 2018
Report Title	Audit Committee Annual Report 2017/18
Cabinet Member	Cllr Duncan Dewar-Whalley - Cabinet Member for Finance & Performance
SMT Lead	Nick Vickers – Chief Financial Officer
Head of Service	Rich Clarke – Head of Audit Partnership
Lead Officer	Frankie Smith – Audit Manager
Key Decision	No
Classification	Open
Recommendations	1. That Council notes the Audit Committee Annual Report for 2017/18.

1 Purpose of Report and Executive Summary

- 1.1 The report outlines how the Audit Committee has effectively discharged its duties during 2017/18. The report provides assurance to the Council that important internal control, governance and risk management issues are being monitored and addressed by the Committee.

2 Background

- 2.1 The Audit Committee is required to monitor audit activity (internal and external), review and comment on the effectiveness of the Council's regulatory framework and review and approve the Council's annual statements of accounts and scrutinise associated strategy and policy. This reports sets out how this has been achieved during 2017/18.

3 Proposals

- 3.1 To note the Audit Committee Annual Report as attached in Appendix I.

4 Alternative Options

- 4.1 The production and presentation of an annual report is required by the Audit Committee's terms of reference. Therefore no other alternative could be recommended.

5 Consultation Undertaken or Proposed

- 5.1 We provided this report to the Chairman of the Audit Committee for consultation prior to submission to the Audit Committee.
- 5.2 The Audit Committee agreed the annual report at its meeting on 30 July 2018 and resolved that it should be presented to Council.

6 Implications

Issue	Implications
Corporate Plan	None identified at this stage.
Financial, Resource and Property	The role of the Audit Committee includes the review of the financial reports for the Council, including the approval of the Annual Statement of Accounts.
Legal and Statutory	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environmental Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage
Risk Management and Health and Safety	The role of the Audit Committee requires it to consider the effectiveness of the Council's risk management arrangements.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Annual Audit Committee Report 2017/18

8 Background Papers

- 8.1 None



Audit Committee

Annual Report

Municipal Year 2017/18



Introduction by Chair of Audit Committee

This report provides an overview of the Audit Committee's activity during the Municipal Year 2017/18. Councillor Nicholas Hampshire A.C.A, B.A (Hons) was the Chair of the Committee for that Municipal Year and I would like to record the Committee's thanks to him for his service to it as Chair.

As the new Chair it falls to me to report that the Audit Committee continues to make progress in terms of discharging its responsibilities to provide independent assurance on the adequacy of the Council's risk management framework and the associated control environment, and in providing robust scrutiny and challenge of the Authority's financial performance.

During 2017/18 the Committee met four times and was pleased to note, among the highlights, a further unqualified accounts and value for money opinion from our external auditors, consideration of the Council's risk management processes and a positive conclusion on the Council's control and governance from our internal auditors.

Once again during 2017/18 the Committee is grateful for the contributions of its members, as well as to those officers who support its work.



*Councillor Nigel Kay F.C.C.A., A.C.I.B., C.T.A..
Audit Committee Chair*

30 July 2018.

Introduction

Effective audit committees can bring many benefits to local authorities and these benefits are described in CIPFA's Audit Committees - Practical Guidance for Local Authorities as:

- Increased public confidence in the objectivity and fairness of Council financial and other reporting.
- Reinforcing the importance and independence of internal and external audit and similar review processes.
- Providing additional assurance through the process of independent review and challenge.
- Increasing emphasis and awareness of internal control, governance and risk management.

The purpose of an audit committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Swale Borough Council (the Council) has always supported and understood the value and benefits of having an independent Audit Committee.

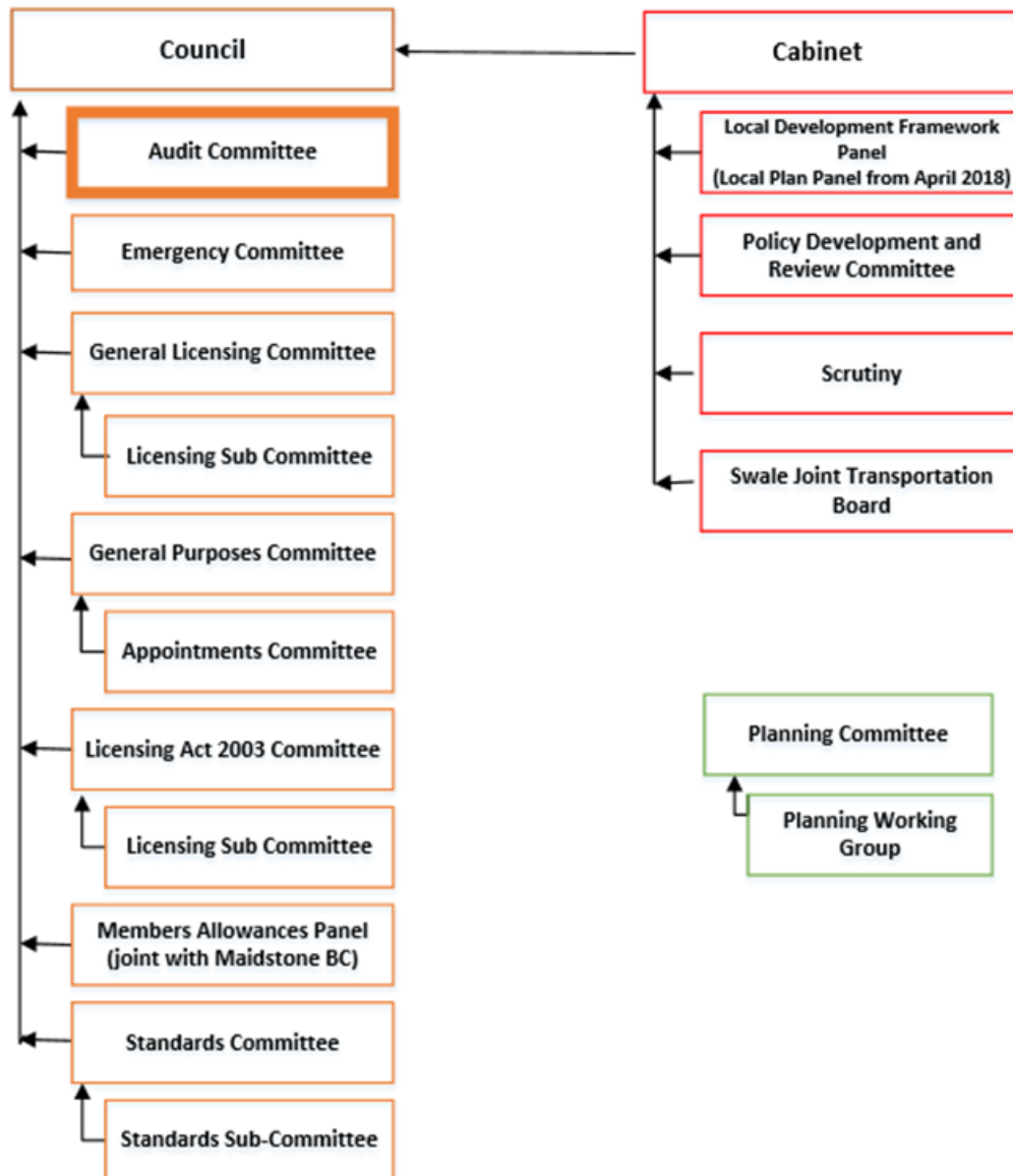
The Committee monitors internal and external audit activity, reviews and comments on the effectiveness of the Council's regulatory framework and reviews and approves the Council's annual statements of accounts.

The Committee is independent from the Council's Executive and Scrutiny functions and has clear reporting lines, including to Full Council and rights of access to discharge its responsibilities in line with its Terms of Reference (Appendix 2). This includes direct access to the Council's Appointed Auditor and Head of Audit Partnership without the presence of other officers where appropriate.

The Committee is not a substitute for the Executive function in the management of internal or external audit, risk management, governance, or any other review or assurance function. It is the Committee's role to examine these functions, and to offer views and recommendations on the way the management of these functions is conducted.

Swale Borough Council Committee Structure 2018

The Audit Committee is part of the Council's committee structure. The following organisational chart illustrates where the Audit Committee sits in the committee structure and its reporting line to Full Council.



Business

During the year the Committee has reviewed the following:

Audit Activity
<ul style="list-style-type: none">Internal Audit Annual Report and Opinion
<ul style="list-style-type: none">Internal Audit Interim Report
<ul style="list-style-type: none">2018/19 Internal Audit Plan
<ul style="list-style-type: none">Corporate Level Risks & Risk Management Process
<ul style="list-style-type: none">Planning Enforcement Progress Report
External Audit (Grant Thornton)
<ul style="list-style-type: none">Fee Letter
<ul style="list-style-type: none">Audit Plan
<ul style="list-style-type: none">Annual Audit Report
<ul style="list-style-type: none">External Audit – Audit Committee Update
<ul style="list-style-type: none">Certification of Claims & Returns
Finance
<ul style="list-style-type: none">Annual Governance Statement
<ul style="list-style-type: none">Annual Treasury Management Report *
<ul style="list-style-type: none">Annual Financial Report 2016/17 and Audit Findings Report, including Letter of Representation
<ul style="list-style-type: none">Treasury Management Half Yearly Review
Other
<ul style="list-style-type: none">Audit Committee Annual Report 2016/17
<ul style="list-style-type: none">Audit Committee's Work Programme
<ul style="list-style-type: none">Audit Committee Terms of Reference
<ul style="list-style-type: none">MKS Fraud & Compliance Report

* The Audit Committee provides oversight of Treasury Management reports. All Treasury Management reports are approved by Full Council.

Appendix A provides a summary of membership and attendance during 2017/18.

Sources of Assurance

In drawing the conclusion, the Audit Committee gained assurance from the following sources:

The work of Internal Audit

Mid Kent Audit works as a shared service between Ashford, Maidstone, Swale and Tunbridge Wells Borough Councils.

The Head of Audit Partnership issued an unqualified Head of Audit Opinion in 2016/17 which concluded that the Council was operating an effective sound system of internal control, governance and risk management. Throughout the year the Committee has been regularly updated with delivery of the Internal Audit Plan, implementation of audit recommendations, and has been kept aware of any emerging risks. The Committee has also requested updates on *weak assurance audit reports*, including Planning Enforcement.

The Internal Audit plan for 17/18 included a breakdown of internal audit assurance work for the coming year, and the Committee were given the opportunity to comment on the work of internal audit prior to endorsing the plan for delivery.

There have been no significant issues raised for the Committee's attention during the year by the Internal Audit team. The Committee has continued to show its support to the Internal Audit team throughout the year, and has recognised the role, responsibility and authority of the service within the [Audit Charter](#) which was updated and agreed by the Committee in March 2016.

The work of External Audit (Grant Thornton)

The Council's external auditors are Grant Thornton, the fifth largest accountancy firm in the UK. Grant Thornton were appointed as the Council's auditors by *Public Sector Audit Appointments Limited (PSAA)*, a wholly owned subsidiary of the Local Government Association. The Council has opted into PSAA's procurement arrangements post-2018 and, under those arrangements, Grant Thornton will continue as the Council's external auditors.

The external auditors report back to the Audit Committee providing regular updates on their programme of work. During the year, the External Auditors presented an unqualified value for money conclusion and an unqualified opinion on the financial statements. Particularly, the External Auditors recognised high quality of the Council financial statements and supporting working papers. The Audit Committee has provided effective challenge to the External Auditors as appropriate and gained assurance from the reports and updates provided by Grant Thornton during the year.

Finance & Governance Reports

The Council's accounts are reported to the Audit Committee for approval, along with the Annual Governance Statement. The Committee has provided challenge and questioning to the Section 151 Officer on the finance and governance matters.

The Committee specifically gains assurance from the Annual Governance Statement which is a statutory document that explains the processes and procedures in place to enable the council to carry out its functions effectively.

The statement is produced following a review of the council's governance arrangements and includes actions to address any significant governance issues identified. The Committee reviewed and approved the 2016/17 Annual Governance Statement.

Terms of Reference

The Audit Committee also commenced a review of the Committee's Terms of Reference – Appendix 2.

Conclusion

The Audit Committee, in partnership with the Council's Internal and External Auditors, and with the support of Officers has provided robust and effective independent assurance to the Council on a wide range of risk, governance and internal control issues.

The Audit Committee can demonstrate that it has appropriately and effectively fulfilled its duties during 2017/18, as set out in the respective minutes.

Appendix 1:

Membership & Attendance

The following table summarises attendance at all of the Audit Committees held in 2017/18:

Name	Role	21/6/17	13/9/17	29/11/17	14/3/18
Committee Members					
Cllr Nicholas Hampshire	Chair	✓	✓	✓	✓
Cllr Nigel Kay	Vice-Chair	✓	✓	✓	✓
Cllr Andy Booth	Committee Member	✓	✓	x	x
Cllr Adrian Crowther	Committee Member	✓	✓	✓	✓
Cllr Angela Harrison	Committee Member	✓	✓	✓	x
Cllr Mick Galvin	Committee Member	x	✓	x	x
Cllr Peter Marchington	Committee Member	✓	x	x	✓
Cllr Roger Clark	Committee Member	x	x	x	✓
Cllr Samuel Koffie-Williams	Committee Member	✓	✓	x	✓
Cllr Cameron Beart	Substitute Member		✓		
Visiting Members					
Cllr Duncan Dewar-Whalley	Cabinet Member for Finance & Performance	✓		✓	✓
Cllr Alan Horton	Cabinet Member for Safer Families & Communities	✓	✓		✓
Swale BC Officers					
Jo Millard	Democratic Services	✓		✓	
Katherine Bescoby	Democratic Services		✓		
Kellie McKenzie	Democratic Services				
Nick Vickers	Chief Financial Officer	✓	✓	✓	✓
Phil Wilson	Chief Accountant		✓		
Philippa Davies	Democratic Services				
Zoe Kent	Revenues & Benefits Manager		✓		✓
Grant Thornton					
Iain Murray	Engagement Lead	✓	✓		✓
Trevor Greenlee	Audit Manager			✓	✓
Mid Kent Audit					
Rich Clarke	Head of Audit Partnership			✓	
Russell Heppleston	Deputy Head of Audit Partnership	✓	✓		
Frankie Smith	Audit Manager	✓	✓	✓	✓

All of the Audit Committee agenda papers and minutes are available on the Council's [website](#).

Appendix 2:

Audit Committee - Terms of Reference		
<p style="text-align: center;">Purpose</p> <p>The purpose of an audit committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.</p>		
Audit Activity	Regulatory Framework	Accounts & Report
To consider the Head of Audit Partnership's annual report and opinion, and a summary of audit activity (actual and proposed) and the level of assurance it can give over the council's governance arrangements, and any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.	To review any issue referred to it by the Chief Executive or a Director or any Council body.	To review and approve the annual statement of accounts. Specifically, to consider whether there are concerns arising from the financial statement or from the audit that need to be brought to the attention of the Cabinet or the Council.
	To monitor the effective development and operation of risk management and corporate governance in the Council.	
To consider reports dealing with the management and performance of Internal Audit Services, including consideration and endorsement of the 3 year Strategic Internal Audit Plan.	To monitor council policies on 'Whistleblowing' and the 'Antifraud and Corruption Strategy'.	To consider the external auditor's report to those charged with governance on issues from the audit of the accounts.
To consider the external auditor's annual letter, the report to those charged with governance, and any specific reports as agreed with the external auditor.	To consider and comment on the authority's Annual Governance Statement and agree its adoption as part of the approval of the annual accounts.	To be responsible for ensuring effective scrutiny of the treasury management strategy and policies (Note: Council is responsible for adopting the Treasury Management strategy and policy).
To liaise with the Audit Commission over the appointment of the Council's external auditor, comment on the scope and depth of external audit work and ensure that it gives value for money.	To consider the council's arrangements for governance and whether adequate safeguards are in place to secure compliance with its own and other published standards and controls and best practice.	To present an annual report to the Council providing assurance that the responsibilities of the Committee have been met.

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Council		Agenda Item:
Meeting Date	10 October 2018	
Report Title	Annual Treasury Management Report 2017/18	
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance	
SMT Lead	Nick Vickers, Chief Financial Officer	
Head of Service	Nick Vickers, Chief Financial Officer	
Lead Officer	Phil Wilson, Financial Services Manager	
Key Decision	No	
Classification	Open	

Recommendations	1. Approve the Treasury Management stewardship report for 2017/18.
	2. Approve the Prudential and Treasury Management Indicators within the report.

1. Purpose of Report and Executive Summary

- 1.1 The Council's Treasury Management activity is underpinned by the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Code of Practice on Treasury Management ("the Code"), which requires local authorities to produce annual Prudential Indicators and a Treasury Management Strategy Statement on the likely financing and investment activity. The Code also recommends that members are informed of Treasury Management activities at least twice a year.
- 1.2 CIPFA published revised editions of the Treasury Management and Prudential Codes in December 2017. The required changes from the 2011 Code will be incorporated into the 2019/20 Treasury Management Strategy and subsequent monitoring. The 2019/20 Budget Report to Cabinet will include a Capital Strategy to meet the requirements of the revised Codes.
- 1.3 In February 2018 the Ministry of Housing, Communities and Local Government (MHCLG) published revised Guidance on Local Government and Investments and Statutory Guidance on Minimum Revenue Provision (MRP) and this will be incorporated into the MRP Policy which forms part of the 2019/20 Budget Report to Cabinet.
- 1.4 Treasury Management is defined as "the management of the local council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks". No Treasury Management activity is without risk; the effective identification and management of risk are integral to the Council's Treasury Management objectives.

- 1.5 Towards the end of 2017/18 operational responsibility for the daily treasury management duties was passed to the Investments Section of the Kent County Council (KCC) Finance Department in order to cover a maternity leave. KCC Finance in undertaking this work have to comply with this Council's Treasury Management Strategy. Overall responsibility for Treasury Management remains with the Council.
- 1.6 This report:
- is prepared in accordance with the CIPFA Treasury Management Code and the Prudential Code;
 - details the implications of treasury decisions and transactions;
 - gives details of the outturn position on Treasury Management transactions in 2017/18; and
 - confirms compliance with Treasury limits and Prudential Indicators.
- 1.7 This report was submitted to the Audit Committee on 19 September 2018.

2. Background

Borrowing Requirement and Debt Management

- 2.1 The overall borrowing position is summarised below:

	Balance on 31/3/2017	Movement in Year	Balance on 31/3/2018
	£'000	£'000	£'000
Capital Financing Requirement	4,530	+7,981	12,511
Other Long Term Liabilities (cost of leases for equipment)	(384)	+244	(140)
Borrowing Capital Financing Requirement	4,146	+8,225	12,371

- 2.2 Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed.
- 2.3 The reason for the increase in the CFR in 2017/18 is due to the capital expenditure on the construction of the Princes Street Retail Park and other works undertaken as part of the Sittingbourne Town Centre regeneration project and which were financed from internal borrowing. The CFR will be reduced in the future by contributions from rental income.
- 2.4 The Council undertook no external borrowing in the year.

Investment Activity

- 2.5 The Council holds significant investment funds, representing income received in advance of expenditure plus balances and reserves held. During 2017/18, the Council held average daily cash balances of £36m, which is a decrease of £2m on the previous year despite the level of expenditure on Sittingbourne Town Centre.
- 2.6 The Council's budgeted investment income for 2017/18 was £110,480 and the actual income received was £261,270, of which £138,340 was from the Council's long-term investment in the Church, Charities and Local Authorities (CCLA) Property Fund, £76,220 was from the Council's short-term investments and £46,710 was from the Council's cash and cash equivalent investments. The CCLA Property Fund investment has been a highly successful one for the Council as UK Commercial Property has continued to perform well.
- 2.7 The table below summarises the Council's investment portfolio at 31 March 2018. All investments made were in line with the Council's approved credit rating criteria at the time of placing the investment, and still met those criteria at 31 March 2018.

Counterparty (MMF = Money Market Funds)	Long- Term Rating	Balance Invested at 31 March 2018 £'000
Lloyds Bank (fixed term for 1 year)	Aa3	3,000
HSBC Bank (90 day notice)	Aa3	3,000
Sub Total Short-Term Investments		6,000
Invesco MMF	Aaam	3,000
BNP Paribas MMF	Aaa-mf	3,000
Black Rock MMF	Aaa-mf	1,815
Amundi MMF	Aaam	3,000
Sub Total Cash & Cash Equivalents		10,815
CCLA Property Fund	unrated	3,000
Sub Total Long-Term Investments		3,000
Total		19,815

- 2.8 The ratings above are from Moody's credit rating agency. A description of the grading is provided below:

- Aaa-mf, Aaam: Funds have very strong ability to meet the dual objectives of providing liquidity and preserving capital.
- Aa3: Investments are judged to be of a high quality and are subject to very low credit risk.

2.9 The reduction in short-term investments in 2017/18 is due to the financing of the Council's capital programme.

2.10 The deposits for the year are summarised below:

Investments	Balance on 31/03/17 £'000	Investments Made £'000	Maturities £'000	Balance on 31/03/18 £'000	Average Rate %
Short Term Investments and Cash and Cash Equivalents	26,512	164,517	(174,214)	16,815	0.36
Long Term Investments	3,000	0	0	3,000	4.71
TOTAL INVESTMENTS	29,512	164,517	(174,214)	19,815	
Increase/ (Decrease) in Investments				(9,697)	

The £3m long-term investment shown in the table above is the Council's investment in the CCLA Property Fund.

2.11 The Council's investment strategy has two overriding principles:

- minimising the cost to the revenue budget - given the continued reductions in local government financing there is no scope within the revenue budget to meet debt charge costs. If the Council incurred debt charge costs then, unless the investment generated sufficient income to cover these costs, the Council may have to reduce services to fund the costs. In the case of the Sittingbourne Town Centre investment all the capital financing costs will be funded from rental income; and
- strategic impact - if the Council is going to invest in property it needs to support the Council's wider objectives around regeneration of the Council and creating new employment. This means there needs to be additionality in-terms of the wider economic benefits e.g. higher Business Rates.

2.12 In keeping with the MHCLG's Guidance on Investments, the Council maintained a sufficient level of liquidity through the use of Money Market Funds, overnight deposits and the use of call accounts.

2.13 The Council sought to optimise returns commensurate with its objectives of security and liquidity. Short-term money market rates remained at very low levels as did rates for short-term bank deposits.

2.15 The criteria applied by the Chief Financial Officer for the approval of a counter party for deposits are:

- Credit rating - a minimum long-term of A-;
- Credit default swaps;
- Share price;
- Reputational issues;
- Exposure to other parts of the same banking group; and
- Country exposure.

2.16 The investments permissible by the 2017/18 Treasury Strategy were:

Investment	Limit	Used in 2017/18?
Debt Management Office (Debt Management Account Deposit Facility) and Treasury Bills	Unlimited	Yes
Major UK banks / building societies. (Barclays, HSBC, Lloyds Banking Group, RBS Group, Santander UK, Nationwide, Standard Chartered) unsecured deposits	£3m	Barclays, HSBC, Nationwide, Lloyds Banking Group, Santander UK
Svenska Handelsbanken unsecured deposits	£3m	Yes
Leeds Building Society unsecured deposits	£1.5m	Yes
Close Brothers unsecured deposits	£1.5m	Yes
Major overseas banks unsecured deposits (to be determined based upon Arlingclose advice) Netherlands: Bank Nederlande Gemeeten, Rabobank Singapore: OCBC, UOB, DBS Sweden: Nordea Bank Denmark: Danske Bank USA: JP Morgan Chase Australia: Australian and New Zealand Banking Group, Commonwealth Bank of Australia, National Australian Bank Ltd, Westpac Banking Corp Canada: Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank of Canada, Toronto Dominion Bank	£1.5m limit per bank, £3m country limit	No
Short Term Money Market Funds	£3m each	Yes
Cash Plus Funds and Short Dated Bond Funds	£3m each	No
Multi Asset Income Funds	£3m each	No

Investment	Limit	Used in 2017/18?
CCLA Local Authority Property Fund	£3m	Yes
Supranational Bonds	£3m in aggregate	No
Corporate Bond Funds and Corporate Bonds	£3m in aggregate	No
Covered Bonds	£9m in aggregate with £3m limit per bank	No
Absolute return funds	£3m in aggregate	No
Equity income funds	£3m in aggregate	No

- 2.17 The maximum permitted duration for deposits is 13 months. The Chief Financial Officer in consultation with the Cabinet Member for Finance & Performance may consider longer duration. Bonds can be purchased with a maximum duration of five years. The fixed term deposit for a year with Lloyds was the longest duration of any of the Council's investments.

External Context

- 2.18 The Bank of England's Monetary Policy Committee (MPC) increased the Bank Rate by 0.25% in November 2017 to 0.5%. It was significant in that it was the first rate hike in ten years. The February Inflation Report indicated the MPC was keen to return inflation to the 2% target over a more conventional (18-24 month) horizon with 'gradual' and 'limited' policy tightening. On 2 August 2018, the Bank of England raised the base rate from 0.5% to 0.75%. These increases have not been reflected in higher returns on the Council's bank deposits. The consensus is that whilst Bank Rate will rise it will be slow and not to pre-2008 levels.
- 2.19 In March, following Arlingclose's advice, the Council removed RBS plc and National Westminster Bank from its counterparty list. This did not reflect any change to the creditworthiness of either bank, but a tightening in Arlingclose's recommended minimum credit rating criteria to A- from BBB+ for 2018/19. The current long-term ratings of RBS and National Westminster do not meet this minimum criterion, although if following ring-fencing National Westminster is upgraded, the bank would be reinstated on the Council's lending list.

- 2.20 The Council has seen a dramatic change over the last eight years in how it is funded. The Revenue Support Grant will disappear completely in 2020/21, and in its place the Council has become reliant on income sources that are related in full or in some part to issues over which it has control. This sets the pattern for how councils will be funded in the future and the Council will continue down the path of financial self-sufficiency.

Compliance with Prudential Indicators

- 2.21 The Council has complied with its Prudential Indicators for 2017/18 which were set as part of the Treasury Management Strategy agreed by Council in February 2017.
- 2.22 In Appendix I the outturn position for the year against each Prudential Indicator is set out.

Treasury Advisers

- 2.23 Arlingclose has been the Council's treasury advisers since May 2009. Following a tendering process, Arlingclose were reappointed in 2015. Officers of the Council meet with them regularly and high quality and timely information is received from them.

MIFID II

- 2.24 As a result of the second Markets in Financial Instruments Directive (MiFID II), from 3 January 2018 local authorities were automatically treated as retail clients but could "opt up" to professional client status, providing certain criteria was met which includes having an investment balance of at least £10 million and the person(s) authorised to make investment decisions on behalf of the authority have at least a year's relevant professional experience. In addition, the regulated financial services firms to whom this directive applies have had to assess that that person(s) have the expertise, experience and knowledge to make investment decisions and understand the risks involved. The Council has met the conditions to opt up to professional status and has done so in order to maintain its erstwhile MiFID II status prior to January 2018. The Council will continue to have access to products including money market funds, pooled funds, treasury bills, bonds, shares and to financial advice.

3. Proposal

- 3.1 Members are asked to approve the report.

4. Alternative Proposals

- 4.1 No alternative proposals have been considered and compliance with the CIPFA Code is mandatory.

5. Consultation Undertaken

- 5.1 Arlingclose have been consulted.

6. Implications

Issue	Implications
Corporate Plan	Supports delivery of the Council's objectives.
Financial, Resource and Property	As detailed in the report
Legal, Statutory and Procurement	Need to comply with MHCLG guidance on treasury management.
Crime and Disorder	Not relevant to this report
Environment and Sustainability	Not relevant to this report
Health and Wellbeing	Not relevant to this report
Risk Management and Health and Safety	Not relevant to this report
Equality and Diversity	Not relevant to this report
Privacy and Data Protection	Not relevant to this report

7. Appendices

7.1 Appendix I: Treasury Management and Prudential Indicators

8. Background Papers

None

Treasury Management and Prudential Indicators for 2017/18

1. Introduction

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

This report compares the approved indicators with the outturn position for 2017/18. Actual figures have been taken from or prepared on a basis consistent with, the Council's Statement of Accounts

Capital Expenditure: The Council's capital expenditure and financing are summarised as follows.

Capital Expenditure and Financing	2017/18 Estimate	2017/18 Actual	Difference
	£'000	£'000	£'000
Total Capital Expenditure	12,086	11,491	(595)
Capital receipts	529	70	(459)
Grants and other contributions	3,885	2,904	(981)
Reserves	389	241	(148)
Internal borrowing	7,283	8,276	993
Total Financing	12,086	11,491	(595)

Treasury Management and Prudential Indicators for 2017/18

Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31/03/18 Estimate	31/03/18 Actual	Difference
	£'000	£'000	£'000
Total CFR	13,069	12,511	(558)
Less: Other long term liabilities	(200)	(140)	60
Borrowing CFR	12,869	12,371	(498)
Less: External borrowing	0	0	0
Cumulative Maximum External Borrowing Requirement	12,869	12,371	(498)

External borrowing: as at 31 March 2018 the Council did not have any external borrowing.

Operational Boundary for External Debt: The Operational Boundary is based on the Council's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary and Total Debt	31/03/18 Boundary	31/03/18 Actual Debt	Complied
	£'000	£'000	
Borrowing	55,000	0	✓
Other long-term liabilities	41	140	x
Total Operational Boundary	55,041	140	✓

Treasury Management and Prudential Indicators for 2017/18

Authorised Limit for External Debt: The Authorised Limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The Authorised Limit provides headroom over and above the Operational Boundary for unusual cash movements.

Authorised Limit and Total Debt	31/03/18 Boundary	31/03/18 Actual Debt	Complied
	£'000	£'000	
Borrowing	60,000	0	✓
Other long-term liabilities	2,000	140	✓
Total Authorised Limit	62,000	140	✓

The Chief Financial Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2017/18.

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	31/03/18 Estimate	31/03/18 Actual	Difference
	%	%	%
General Fund Total	2.88	0.04	(2.84)

Adoption of the CIPFA Treasury Management Code: The Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* in February 2012.

Treasury Management and Prudential Indicators for 2017/18

Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net interest payable was:

Interest Rate Exposures	31/03/18 Actual	2017/18 Limit	Complied
	%	%	
Interest on fixed rate investments	-21	-100	✓
Interest on variable rate investments	-79	-100	✓

As the Council has no borrowing, these calculations have resulted in a negative figure.

Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing were:

	31/03/18 Actual	Upper Limit	Lower Limit	Complied
	%	%	%	
Under 12 months	0	100	0	✓
12 months and within 24 months	0	100	0	✓
24 months and within 5 years	0	100	0	✓
5 years and within 10 years	0	100	0	✓
10 years and above	0	100	0	✓

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2017/18
	£'000
Actual principal invested beyond year end	3,000
Limit on principal invested beyond year end	10,000
Complied	✓

Treasury Management and Prudential Indicators for 2017/18

Investment Benchmarking

Average Actual Return on investments 2017/18	Original Estimate Return on Investments 2017/18	Average Bank Rate 2017/18	Average 7 day LIBID Rate 2017/18
0.72%	0.31%	0.35%	0.31%

(The London Interbank Bid Rate (LIBID) is a bid rate; the rate at which a bank is willing to borrow from other banks)

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Council	
Meeting Date	10 October 2018
Report Title	Delegation of functions under Criminal Justice and Police Act 2001
Cabinet Member	Cllr Mike Cosgrove, Cabinet Member for Regeneration and Licensing
SMT Lead	Mark Radford
Head of Service	Mark Radford
Lead Officer	Della Fackrell, Resilience & Licensing Manager
Key Decision	No
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. That authority be delegated to the Resilience and Licensing Manager to exercise all powers under sections 19 – 28 of the Criminal Justice and Police Act 2001, with all powers of prosecution and court litigation reserved to Head of Mid Kent Services Legal Partnership 2. That the Scheme of Delegations in the Constitution be amended accordingly

1 Purpose of Report and Executive Summary

- 1.1 The Criminal Justice and Police Act 2001 provides powers to the Police and licensing authorities to close premises where unauthorised sales of alcohol take place, due to either there being no Premises Licence in place, or where conditions attached to a Premises Licence are not being complied with. This report seeks delegated authority for the Resilience and Licensing Manager to authorise a notice under sections 19 – 28 of the 2001 Act in order for officers to use this process when enforcing against non-compliant premises.

2 Background

- 2.1 The Criminal Police Justice Act 2001 principally relates to provision for combating crime and disorder generally and includes matters such as penalty notices, powers of seizure for the police, terrorism, police training etc.
- 2.2 Included in the Act are powers relating to the closure of premises where there is an unauthorised sale of alcohol. The legislation makes these powers available to police officers and to duly authorised local authority officers.

- 2.3 The legislation was originally applied to the Licensing Act 1964 but was amended and re-applied to the Licensing Act 2003 when the Act came into force.
- 2.4. In this context, unauthorised sale means either the sale or supply of alcohol without a Premises Licence or Club Premises Certificate under the Licensing Act 2003, or where there is a licence or certificate in force where the conditions of the licence/certificate are not being complied with. These provisions only relate to alcohol sales or supplies and do not apply to entertainment or provision of hot food, which are also licensable activities under the Licensing Act 2003.
- 2.5 Swale's current scheme of delegation does not include the authorisation of officers to issue closure notices and so we have to rely on our police colleagues. The Resilience and Licensing Manager would like to have the ability for her officers to be able to serve these notices where appropriate, rather than as now relying on the police.
- 2.6 The police and the Council work in close co-operation with each other on licensing issues. Under the terms of the legislation both may be authorised to exercise Section 19 powers.
- 2.7 It is desirable for the Council to have the ability to use these powers where, for example, the Council can deploy resources more quickly or effectively than the police, or where the Council is already the lead agency in dealing with a particular set of premises. This would be particularly so when pro-active licensing inspections carried out by the licensing team reveal continued breaches of licensing conditions.
- 2.8 To date there has been no need to actually serve a Section 19 notice although a small number of licensees have been advised of the effect on their business that the notice would have and this has in all cases resulted in them taking immediate remedial action as required to avoid such action.

3 Proposals – Closure Process

- 3.1 The closure process comprises two stages, with the service of a Closure Notice first and then an application, if necessary, to a Magistrates' Court for a Closure Order. The Closure Notice does not close the premises. It is, in effect, a notice giving warning of the possibility that the local authority may make an application to the courts for a Closure Order. Once a Closure Notice has been served, a Closure Notice does not necessarily have to be applied for, particularly if the recipient of the Notice complies with it. However, the Magistrates' Closure Order, if granted, does then result in the closure of the premises.
- 3.2 The 2001 Act stipulates that where a constable or a local authority are satisfied that any premises has, within the last 24 hours, been used for the unauthorised sale of alcohol, the Closure Notice may be served on the person having control or responsibility for the unauthorised sales.

- 3.3 The Closure Notice may be served on a variety of other people, as well as the person responsible for sales, including any other person having control of the activities, any other person occupying the same premises whose right of access may be affected by the closure of the premises, and any other person having an interest in the property, such as a freeholder.
- 3.4 The Closure Notice must specify what steps may be taken to ensure that the use of the premises is regularised e.g. either stopping the sale of alcohol or what needs to be done to comply with a licence condition. The Closure Notice does not physically close the premises; this only comes later with the issue of a Closure Order by the court.
- 3.5 The Closure Notice has immediate effect but, once the irregularity is put right, it can be cancelled or it can be left in place. After six months, though, no further action in respect of that notice can be taken.
- 3.6 At any time between seven days and six months after the Closure Notice has been served, provided it has not been cancelled, an application to the Magistrates' Court can be made for a Closure Order. This process includes the Court serving a summons on the persons responsible, requiring them to attend Court.
- 3.7 Where the Court is satisfied that the unauthorised activity is still going on at the time of the hearing, or that there is a reasonable likelihood that the premises will be so used in the future, the Court can issue a Closure Order. The effect of the Order is specified and may be to either close the premises completely or to stop the licensable activities. The Court may also order the person against whom the Closure Order has been made, to pay into Court a sum of money that the Court determines, which is not returned until the requirements of the Order are met.
- 3.8 Once the Closure Order has been issued, it is then posted on the premises and the police or the local authority has powers to enter the premises to enforce the Order and this may include securing the premises. Anyone obstructing an officer of the police or local authority is guilty of an offence for which they may be prosecuted. Failure to comply with the Order or opening the premises contrary to the Order, are also offences with a maximum penalty of, in the latter case, a fine of £20,000 and/or a prison sentence of up to 3 months.
- 3.9 Following a Magistrates' Court hearing, there is a right of appeal by anyone issued with a Closure Order, or by the police or local authority if the Closure Order is refused, to the Crown Court, within 21 days.
- 3.10 As stated above, this process is intended to control premises selling alcohol without a Premises Licence or Club Premises Certificate, or those failing to comply with a condition of their licence or certificate which relates to the sale of alcohol.

- 3.11 In both these situations, the offender – i.e. a person illegally selling alcohol – if they can be identified, or a licence holder breaching their licence conditions, can also be prosecuted for those activities that are, in themselves, offences. However, prosecution tends to be a longer process and may not, in practice, ensure that the problem is resolved, even where a conviction is secured. Nevertheless, where a Closure Notice has been served, or an Order applied for, the option of prosecution remains.
- 3.12 The Closure Order is only lifted once the police or authorised officer of the Council are satisfied that all matters are rectified in accordance with their requirements and the court is duly informed.

4 Delegations

- 4.1 The recommended delegation will enable the authorisation of suitably trained and competent officers to exercise all or any of the powers contained under sections 19-28 of the Criminal Justice and Police Act 2001 including:
- serving and cancelling Closure Notices
 - making applications for Closure Orders
 - issuing certificates of termination of Closure Orders
 - defending applications for the discharge of Closure Orders
 - appealing against the refusal to make Closure Orders
 - enforcing Closure Orders

5 Alternative Options

- 5.1 The Council can continue to rely solely on the police to issue Section 19 Notices.

6 Consultation Undertaken or Proposed

- 6.1 None, as it is not necessary.

7 Implications

Issue	Implications
Corporate Plan	Being able to issue S.19 Closure Notices satisfies the corporate objectives of: Keeping Swale safe Ensuring a strong customer focus and delivering quality frontline services
Financial,	The additional powers under the Criminal Justice and Police Act

Resource and Property	2001 are unlikely to result in additional costs unless a Closure Order is obtained from the Magistrates' Court which would require court costs to be paid. Experience from other local authorities indicates this is an unlikely scenario
Legal and Statutory	The legal requirements of this delegation are explained within the main body of the report
Crime and Disorder	<p>An essential component of the Licensing Act 2003 is the promotion of the 4 licensing objectives i.e.</p> <ul style="list-style-type: none"> • Prevention of crime and disorder • Protection of public safety • Prevention of public nuisance • Protection of children from harm <p>The Licensing Act 2003 expands the powers given to local authorities under Sections 19-28 of the Criminal Justice and Police Act 2001. The powers will place licences holders and premises supervisors, who will usually have day to day management control of the premises, under pressure to maintain order and deter disorder and nuisance behaviour. The powers have significant deterrent value in curbing disorder and public nuisance through noise as well as enabling disorder and noise nuisance to be brought to an end when they occur.</p>
Environmental Sustainability	None
Health and Wellbeing	None
Risk Management and Health and Safety	<p>This process provides an additional enforcement option in the continuum between advice and formal action. Each case will be dealt with on its own merits and in accordance with Swale's Enforcement Policy</p> <p>The process of using Closure Notices and Orders is seen as a fast, straightforward and cost effective route than prosecution to securing compliance with the law where contraventions exist. It is anticipated that the vast majority of those persons served with a Closure Notice will then comply, without an application having to be made for a Closure Order.</p> <p>The use of Closure procedures under the Criminal Justice and Police Act 2001 does not preclude subsequent prosecution and/or licence review under the Licensing Act 2003 where deemed appropriate</p>
Equality and Diversity	Closure powers will affect all licensees equally

Privacy and Data Protection	Closure Notices will be served on named persons on Premises Licences
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8 **Background Papers**

None

Council Meeting		Agenda Item
Meeting Date	10/10/18	
Report Title	Planning Committee Procedure Notes	
Cabinet Member	Cllr Gerry Lewin, Cabinet Member for Planning	
SMT Lead	Emma Wiggins	
Head of Service	James Freeman	
Lead Officer	Andy Jeffers	
Key Decision	No	
Classification	Open	
Recommendations	<ol style="list-style-type: none"> 1. To agree the revised wording for Part 4.12 of the Constitution as presented in Appendix I 2. To change the wording throughout the Constitution to reflect the new revised procedure note. 	

1 Purpose of Report and Executive Summary

- 1.1 Reviewing the Planning Committee procedures regularly ensures it is fit for purpose and maintains good governance and decision making arrangements. The review of the procedures is an ongoing task and it is timely to look at the items presented in this report. In particular to make clearer the procedures for how members, officers and the general public should conduct themselves when participating at the Council's Planning Committee meetings.
- 1.2 The purpose of this report is to agree the attached revised Planning Committee Procedure Note Part 4.12

2 Background

- 2.1 Over recent months it has been noticeable on several occasions that decisions have been made by the Planning Committee which have not been clear to those observing how the Committee had made that decision . It has also been noted that occasionally visitors in whatever capacity attending the Committee have struggled to easily follow the proceedings of the meetings.
- 2.2 Member discussions and officer inputs have often been "ad hoc" in nature and there appears to be some merit in separating the questions Members ask seeking clarity to understand the planning applications reported to the Planning Committee and to then enable Members of the Planning Committee to debate the merits of a planning application without necessarily needing any further input from officers.

3 Proposals

3.1 The purpose of the proposed changes to the Planning Committee procedure Note are the following:

- To make the proceedings of a Planning Committee more understandable to all visiting members and the general public attending such meetings.
- That there is a clear demarcation between members discussing and asking questions seeking clarity on the planning application submitted and then moving to the debate on the merits of an application with full knowledge of the proposals involved before making a decision.
- To re- emphasise the need to be clear in the decision making process on planning applications that all decisions are based on material planning considerations.

4 Alternative Options

- 4.1 There is discretion on the proposals set out in the attached paper, matters where there is no discretion in relation to law and statutory guidance do not form part of this report.
- 4.2 One option is to continue with the existing procedures. Whilst on most occasions this has not caused any major issues in making planning decisions, on occasions it has given rise to confusion both amongst officers, members and the general public.
- 4.3 Another option would be to be even more prescriptive in terms of procedures as to when officers can provide advice to the Committee, however such a restrictive approach could undermine the ability of the Planning Committee to gain all the relevant information from officers that they may require in order to make a well balanced and sound planning decision.

5 Consultation Undertaken or Proposed

5.1 Preliminary consultations have been carried out with the Chairman of the Planning Committee and the Cabinet Member who raise issues in principle as in 2.1 above. The Cabinet Member has recently in an email also added the following comment:

“ In addition to the benefits to applicants, visitors etc I do believe the changes provide benefits to Members of the Committee as well.”

5.2 This item was reported to the General Purposes Committee on 25 September meeting and the comments and suggestions of that Committee have been included in the attached proposed amendments at appendix 1 to this report.

6 Implications

Issue	Implications
Corporate Plan	Having an up to date Procedure Note for the Planning Committee is important for good governance and decision making and is part of the Council to be proud objective.
Financial, Resource and Property	None identified at this stage
Legal, Statutory and Procurement	The Council's Codes of Conduct sets out the minimum standards by which the Council and its staff work .Planning Officers are also required to follow the code of conduct that their professional body the Royal Town Planning Institute sets out. Whereas Legal officers are required to follow a professional code of conduct set out by the Law Society.
Crime and Disorder	None identified at this stage.
Environment and Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix 1: Revised wording for Part 4.12 of the Constitution – Planning Committee Procedure Notes .
- Appendix 2: Current Part 4.12 Planning Committee Procedure Notes

8 Background Papers

None

Proposed amendments to PART 4.12 PLANNING COMMITTEE PROCEDURE NOTES

Opening the meeting

1. The Chairman will introduce himself and explain that this is a Planning Committee meeting to be conducted in accordance with the Council's Constitution (including the Procedure Rules) which is available on the Council's Website.
2. The Chairman will remind those present that the meeting has a quasi-judicial role and determines the rights and obligations of the applicant. He will remind Members that they should not vote according to party lines but must consider each application and everything that is said in the meeting concerning the application, and then make their decision based solely on their planning judgment of the information available to them.
3. The Chairman will also explain that following a decision by Members, delegated authority is given to the planning officer to issue the decision notice. Planning permission is not granted until the issue of the decision notice. All the application documents are published on the internet and the decision notice will be available there in due course.
4. The Chairman will explain the role of, and introduce, any visiting Members. Any Member who is not a Member of the Planning Committee may attend as a visiting Member and may speak, provided s/he gives prior notification to the Chairman. Such visiting Members may include ward Members. The Chairman will explain that these visiting Members can speak on an application but cannot vote.
5. The Chairman will welcome any members of the public who are registered to speak on any item. He will inform the meeting that in the event that an item is deferred to a site meeting of the Planning Working Group, members of the public may speak both at this meeting and at the site meeting, but there will be no further opportunity to speak on the matter when it comes back to the Planning Committee for final determination.
6. Any substitute Members will be introduced by name and it will be explained that when acting as a substitute on the Planning Committee the substitute Member must also have undertaken appropriate training.
7. The Chairman will invite any declarations of disclosable pecuniary or disclosable non-pecuniary interests. The Chairman will remind the meeting that where it is possible that a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that a Member might be predetermined or biased on any agenda item, the Member should declare this possibility and then leave the room while that item is considered. The Chairman will invite any such declarations.

8. The Chairman will remind the meeting that, Members must remain in the meeting for the whole time that each item is being debated and should not vote on that item unless they have done so.
9. The Chairman will explain that the meeting will follow the order set out in the agenda, except where there is good reason to do otherwise. In particular, the Chairman will explain that the Committee will take any items where a member of the public has registered to speak first, before moving on to the remainder of the agenda, and where this is relevant he will verbally re-order the agenda as appropriate.

Introducing and debating each agenda item

10. The Chairman will introduce each item, setting out the agenda item number, the planning application number and the location.
11. The Chairman will remind any Members who have disclosed a pecuniary interest or declared the possibility of predetermination or bias on the item at hand that they must leave the room while that item is considered and must not speak or vote on that item. Members who have disclosed a non-pecuniary interest in an item may remain in the room and may speak and vote.
12. The Chairman will then invite the Planning Officer to summarise the item. If the Chairman has not stated the agenda item number, the planning application number and the location then the Planning Officer will do so. The Planning Officer will provide a verbal summary of the application, outlining its main proposals. Where relevant the Planning Officer will also provide any necessary verbal updates to the committee report. Following this, Officers will only be invited to speak again on the item in the event that further clarification on the material planning issues raised is required (see 14 below).
13. The Chairman will then invite any members of the public who have registered to speak to do so in accordance with the public participation rules.
14. Following the public speaking, the Chairman will invite clarification questions from members of the Committee for the case officer to respond.
15. The Chairman will then move the officer recommendation, a seconder will be found and the debate will open. The Chairman will remind the meeting that any Member wishing to speak on the item may do so only once.
16. The Chairman will first invite the Ward Member(s), if present, to speak, reminding them that they will have a maximum of three minutes to make their representation.
17. The Chairman will then open the debate to the Planning Committee members.

Voting on each agenda item

18. When a vote is taken the Democratic Services Officer will make a note of the number of votes for and against and the number of abstentions. If this is unclear the meeting will wait until the Democratic Services Officer is satisfied that the vote is clear.

Where the vote is in accordance with the officer recommendation

19. If the vote follows the officer recommendation to approve the application for the reasons given in the report then planning permission will be granted subject to the issue of the decision notice.
20. If the vote follows the officer recommendation to refuse the application for the reasons given in the report then planning permission will be refused subject to the issue of the decision notice.

Where the vote does not follow the officer recommendation to approve:

21. If the vote does not follow the officer recommendation to approve then:
- a. the Chairman will invite the Head of Planning to consider if the application should be deferred in accordance with Part 3 of the Constitution. If the application is deferred to a future meeting, the Head of Planning will advise Members of the prospects of such a decision being challenged on appeal and on the implications of a cost application being made against the Council.
 - b. If the decision is not deferred to a next future meeting, a further motion must be made to refuse the application. Before voting on this new motion:
 - i. The Chairman will give the planning officer the opportunity to explain the implications of any decision contrary to his/her recommendation.
 - ii. The Chairman will remind the meeting that the courts have expressed the view that the Committee's reasons for refusal should be clear and convincing, capable of articulation and open to public scrutiny and be material planning reasons. The precise wording of the reasons for refusal must be clearly defined before the Committee votes on the motion. The Chairman will propose a short adjournment of the meeting to allow officers to draft the framework wording rather than leaving the reasons to the officers to draft following the meeting, and to provide delegated authority to the Head of Planning to make any necessary detailed wording changes. A detailed minute of the Planning Committee's reasons (which should be full, clear and relate to material planning considerations) should be made by the Democratic Services Officer and a copy placed on the application file.

If the vote is passed then planning permission will be refused subject to the issue of the decision notice.

Where the vote does not follow the officer recommendation to refuse:

22. If the vote does not follow the officer recommendation to refuse for the reasons given in the report, the Chairman will invite the Head of Planning to consider if the application should be deferred in accordance with Part 3 of the Constitution and reported back to a future meeting.
- a. A further motion must be made to approve the application with delegated authority given to the Head of Planning to impose suitable conditions
 - b. If the vote is passed then planning permission will be **approved** subject to the issue of the decision notice.

Clarity on the outcome of the voting

23. The outcome of the voting will be announced by the Chairman before moving on to the next item. If the Chairman fails to do this then the Head of Planning will step in and announce the outcome.

Debating motions to undertake a site visit or defer the item

24. If during the debate on an item a motion is moved to undertake a site visit or to defer the item to a future meeting then a seconder for this motion will be sought and any further debate will be to this new proposal rather than the substantive motion. The new motion will be voted upon following the debate. If this motion is defeated, a further vote will be taken on the substantive motion.

PART 4.12 PLANNING COMMITTEE PROCEDURE NOTES

1. The Chairman will introduce himself and explain that this is a Planning Committee meeting to be conducted in accordance with the Council's Constitution (including the Procedure Rules) which is available on the Council's Website.

The Chairman will explain the role of, and introduce, any visiting Members. Any Member who is not a Member of the Planning Committee may attend as a Visiting Member and may speak, provided s/he gives prior notification to the Chairman. Such visiting Members may include Ward Members. The Chairman will explain that these visiting Members can speak on an application but cannot vote.
2. The Chairman will also explain that following a decision by Members, delegated authority is given to the planning officer to issue the decision notice. Planning permission is not granted until the issue of the decision notice. All the application documents are published on the internet and the decision notice will be available there in due course.
3. The meeting will follow the order set out in the Agenda unless otherwise stated
4. Any Substitute Members will be introduced by name and it will be explained that when acting as a substitute on the Planning Committee the substitute Member must also have undertaken appropriate training.
6. The Chairman will explain that the Committee will deal with any matters where a member of the public has registered to speak before moving on to the remainder of the agenda.
7. The Chairman will introduce each item giving the agenda item number, the planning application number and the location then hand over to the planning officer.
8. If the Chairman has not given the agenda item number, the planning application number and the location then the Planning Officer will do so. The application will be summarised by the Planning Officer and any update on the application will be given.
9. Those members of the public who have registered to speak will have the opportunity to speak in accordance with the public participation rules. If the matter is deferred to a site meeting of the Planning Working Group, the Chairman will clarify that they can speak now and that there will also be a further opportunity to speak at the site meeting. He will make it clear that there will be no opportunity to speak on the matter when it comes back to the Planning Committee for final determination.

If a Member wishes to speak on an item, s/he may only speak once on an item.

10. The Chairman will then move the officer recommendation, a seconder will be found and the debate will open.
11. The meeting has a quasi-judicial role and determines the rights and obligations of the applicant. Members are reminded that they should not vote according to party lines but must consider the application and everything that is said in the meeting concerning the application. They should then make a decision based solely on the information available to them and to exercise their planning judgement accordingly.
 - 11.1 Members who have disclosed a pecuniary interest in an item must leave the room while that item is considered.
 - 11.2 Members who have disclosed a non-pecuniary interest in an item may remain in the room and may speak and vote.
 - 11.3 Unless they have a disclosable pecuniary interest in the item being discussed, Members should remain in the meeting for the whole time that an item is being debated and should not vote on the matter unless they have done so.
 - 11.4 Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the member should declare their predetermination or bias and then leave the room while that item is considered.
12. When a vote is taken the Democratic Services Officer will make a note of the number of votes for and against and the number of abstentions. If this is unclear the meeting will wait until the Democratic Services Officer is satisfied that the vote is clear.
13.
 - 13.1 If the vote follows the officer recommendation to **approve** for the reasons given in the report then planning permission will be granted subject to the issue of the decision notice.
 - 13.2 If the vote follows the officer recommendation to **refuse** for the reasons given in the report then planning permission will be refused subject to the issue of the decision notice.
 - 13.3 If the vote does not follow the officer recommendation to **approve** then:
 - (a) the Chairman will invite the Head of Planning to consider if the application should be deferred in accordance with Part 3 of the Constitution. If the application is deferred to that next meeting, the Head of Planning will advise Members of the prospects of such a decision being challenged on appeal and on the implications of a cost application being made against the Council.
 - (b) If the decision is not deferred to the next meeting, a further motion must be made to refuse the application. A detailed minute of the Planning Committee's reasons (which should be full, clear and convincing) should be made by the Democratic Services Officer and a copy placed on the application file. The courts have expressed the view that such reasons should be clear and convincing. The Chairman should also give the planning officer the opportunity to explain the implications of any decision contrary to his/her recommendation.
 - (c) The wording of the reasons for refusal should be clearly understood before the Planning Committee votes on a motion to refuse an

application. It is preferable for the Chairman to propose a short adjournment of the application to allow officers to draft the framework wording rather than leaving the reasons to the officers to draft following the meeting and to provide delegated authority to the Head of Planning to make any necessary detailed wording changes.

If the vote is passed then planning permission will be **refused** subject to the issue of the decision notice.

4. If the vote does not follow the officer recommendation to **refuse** for the reasons given in the report then:
 - (a) the Chairman will invite the Head of Planning to consider if the application should be deferred in accordance with Part 3 of the Constitution and if not deferred,
 - (b) a further motion must be made to approve the application with delegated authority given to the Head of Planning to impose suitable conditions
 - (c) If the vote is passed then planning permission will be **approved** subject to the issue of the decision notice.

14. The outcome of the voting will be announced by the Chairman before moving on to the next item. If the Chairman fails to do this then the Head of Planning will step in and announce the outcome.

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Council	Agenda Item:
Meeting Date	10 October 2018
Report Title	Review of Polling Districts and Places
Portfolio Holder	Leader
SMT Lead	Mark Radford
Head of Service	Mark Radford
Lead Officer	Katherine Bescoby
Key Decision	No
Classification	Open
Forward Plan	N/A
Recommendations	<p>(1) That the Council notes that the General Purposes Committee considered Appendix I to the report and agrees changes to the current polling districts and places so that there are 84 polling districts, with voters in the New Zealand estate continuing to vote at Grove Park School.</p> <p>(2) That the arrangements for voting as set out in Appendix II of the report be noted which will continue for the May 2019 and subsequent elections.</p>

1. Purpose of Report and Executive Summary

- 1.1 In preparation for the elections in May 2019, a review of polling district and places has been undertaken. This report sets out details of the consultation, and the changes proposed. Some changes are as a result of feedback received, whilst others are as a result of increases in electorate.
- 1.2 Appendix I sets out the wards where feedback has been received and changes are proposed. Appendix II sets out those wards where no changes are proposed, and incorporates feedback where received.
- 1.3 The General Purposes Committee considered the arrangements for polling districts and places at its meeting on 25 September 2018, and Appendix I has been updated to reflect the recommendations of the Committee.

2. Background

- 2.1 The Electoral Administration Act 2006 introduced a requirement for Councils to undertake a review of polling districts and places in 2007 and every four years thereafter. In practice, however, we do monitor this more regularly and have, when necessary, made arrangements for alternative polling places/stations with the agreement of the Council/(Acting) Returning Officer.
- 2.2 It may be useful to clarify that the Council is responsible for setting the polling district (a geographical area of a ward) and polling places (a geographical

area within a polling district that the polling station must be located within). The Returning Officer is responsible for locating the polling station, which must be within the polling place.

- 2.3 There are currently 24 wards and 81 polling districts. The General Purposes Committee did consider the proposals to set up new polling districts as set out in Appendix I to the report. The General Purposes Committee did not agree with the suggestion to set up a new polling district for the New Zealand estate. It did agree with other proposals for another three polling districts, making 84 polling districts in total.
- 2.4 The electoral register will need to be updated to reflect any revisions to polling districts, in time for publication of the revised electoral register, by 1 December 2018. The Council is therefore asked to agree arrangements at the October Council meeting to ensure that there is sufficient time for this work to be completed.

3. Proposal

- 3.1 That the Council notes that the General Purposes Committee considered Appendix I to the report and agrees changes to the current polling districts and places so that there are 84 polling districts, with voters in the New Zealand estate continuing to vote at Grove Park School
- 3.2 That the arrangements for voting as set out in Appendix II of the report be noted which will continue for the May 2019 and subsequent elections.

4. Alternative Options

- 4.1 The General Purposes Committee did not make any additional suggestions for alternative venues. If additional venues are required, consideration does need to be given to practical aspects in terms of venues available within the ward, particularly given the complexities of areas where there are parish councils in parts of wards. Consideration must also be given to the costs and logistics of using mobile venues which also require a generator.

5. Consultation Undertaken or Proposed

- 5.3 A Notice was published to launch the review and a webpage set up inviting people to make comments on the proposals, which has been promoted by the Communications team. The consultation started on 18 May and closed on 27 August 2018, and the review was drawn to the attention of Members. The Appendices set out details of feedback received and the Returning Officer's response. All Ward Members have been made aware of the consultation and have been invited to give feedback. Polling Station Inspectors who visit the stations at each election have also been asked to give feedback for the review. The (Acting) Returning Officer for Faversham and Mid Kent has also been made aware of the review.

6. Implications

Issue	Implications
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Corporate Plan	Running elections effectively meets the Council's priority "A Council to be proud of".
Financial, Resource and Property	We are seeking to increase the current number of polling stations (which must be located within the polling place) to reflect the increase in electorate and the Electoral Commission requirement that there should be no more than 2500 electors per polling stations. It should be noted that there will be costs as a result of hiring additional venues and employing additional polling station staff. Furthermore, costs will increase if we are required to use portacabins, particularly if generators and equipment are also required, and the logistics and additional work involved in such temporary stations should also be taken into consideration.
Legal and Statutory	The Council has undertaken the review in accordance with the principles in the Electoral Administration Act 2006. The review has been undertaken earlier than required, but is considered necessary to ensure that suitable voter arrangements are in place for the May 2019 elections.
Crime and Disorder	None identified at this time.
Sustainability	None identified at this stage.
Health & Wellbeing	None identified at this stage.
Risk Management and Health and Safety	The purpose of the review is to ensure that all voters have reasonable facilities for voting. It is important that venues meet health and safety requirements so as not to put voters at risk. Polling Station staff are encouraged to give feedback on venues and each station is visited by a Polling Station Inspector on election day.
Equality and Diversity	The purpose of the review is to ensure that all electors in the Borough have reasonable facilities for voting, and that as far as is reasonable and practicable, facilities for voting are accessible for disabled people.

7. Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Polling Districts and Places: feedback and proposals for consideration
- Appendix II: Polling Districts and Places: feedback where no changes are proposed.
- Maps

8. Background Papers

8.1 Details of the documents that were available for public consultation are available to view on our website

<http://www.swale.gov.uk/polling-district-review/>

Previous reports and minutes are also available to view www.swale.gov.uk

Appendix I – Wards where changes are proposed to polling districts and places.

Ward	Polling District Letters	Polling District	Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
Bobbing, Iwade and Lower Halstow	BB	Bobbing	Polling district	Bobbing Village Hall, Sheppey Way, Bobbing, Sittingbourne, Kent, ME9 8PL	No
	BI	Iwade	Polling district	Iwade Village Hall, Ferry Road, Iwade, Sittingbourne, Kent, ME9 8RG	Yes – splitting this polling district into two
	New name TBC	Iwade	Polling District	Iwade Sports Pavilion	Yes – new polling district and new venue
	BLH	Lower Halstow	Polling district	Memorial Hall, School Lane, Lower Halstow, Sittingbourne, Kent, ME9 7ES	No

Feedback/Update:

Due to the growing electorate in Iwade, and the Electoral Commission threshold of no more than 2500 electors for a polling station, it is suggested that the Iwade polling district is divided into two polling districts. The Ward Members have been consulted and one of the Ward Members has suggested the Pavilion is also used as a polling station. This venue has been visited and is considered to be suitable for this purpose. Revised Map is attached which sets out the proposed polling districts (see maps A and B)

The (Acting) Returning Officer is supportive of the proposal for an additional polling station as outlined above.

The General Purposes Committee agreed with this proposal.

Appendix I – Wards where changes are proposed to polling districts and places.

Borden and Grove Park	BGB	Borden	Polling district	Borden Parish Hall, School Lane, Borden Sittingbourne, Kent, ME9 8JS	NO
	BGG	Grove Park	Polling district	Grove Park C.P School, Hilton Drive, Sittingbourne, Kent, ME10 1PT	NO
	BGBP	Grove Park – Bobbing Parish	Ward	Grove Park C.P School, Hilton Drive, Sittingbourne, Kent, ME10 1PT	NO

Feedback/Update:

We have received feedback from three members of the public on this area, and a member of the public has suggested that The Forge should be used instead of Borden Parish Hall. Ward Members have been consulted and consider that Borden Parish Hall is a better venue in particular for parking. The (Acting) Returning Officer is happy to continue to use the Parish Hall.

Ward Members have highlighted an issue in respect of voting arrangements for electors in the New Zealand estate, which is due to the way in which the new boundaries were drawn. Voters currently vote at Grove Park School, and have done for several years now; however, two suggestions have been received regarding this.

- 1) Voters could vote either at Borden Parish Hall (which would need to be carefully managed given that if Borden Parish Council has a contested election, voters in the Borden polling district will also be entitled to a parish ballot paper) or at Minterne Avenue Primary School (which is no longer used as a polling station, and would be in a different ward).
- 2) Voters could use a temporary building on the New Zealand estate specifically for those voters, however, there are cost and logistical implications to consider as a result of this. The New Zealand estate comprises of 194 houses and 347 electors (approximately 50 of these will be postal voters).

The General Purposes Committee considered this and did not consider that a new polling district should be created, and that existing arrangements should continue.

The (Acting) Returning Officer considers that the existing arrangements should continue, given the recommendation from

the General Purposes Committee and that voters have voted at Grove Park since 2015, when there were a few complaints about the way the new ward boundary had been drawn.

A member of the public has suggested that voters in the Grove Park polling district south of the A2 should be allowed to vote at Borden Parish Hall, but this is not supported by the Ward Members.

The (Acting) Returning Officer is happy to continue with the current arrangements.

A map to show the ward and current polling districts is attached (Map C)

Milton Regis	MRN	Milton Regis North	Ward	Milton Court Children's Centre, Brewery Road, Milton Regis, Sittingbourne, Kent, ME10 2EE	YES – new venue
	MRS	Milton Regis South	Polling District	Milton Court Children's Centre, Brewery Road, Milton Regis, Sittingbourne, Kent, ME10 2EE	YES – new venue

Feedback/Update:

In response to a suggestion made by one of the Ward Members, it is proposed that the Milton Court Children's Centre is used instead of Milton Court Primary Academy. Both Ward Members are supportive of this request. There are no proposed changes to the polling district.

The (Acting) Returning Officer is happy that the alternative venue is suitable to be used as a polling station.

Murston	MUN	Murston North	Polling district	Sunny Bank Primary School, Sunny Bank, Murston, Sittingbourne, Kent, ME10 3QN	YES – splitting polling district into two
	New name TBC	New name TBC	Polling District	Lakeview Village Hall, Great Easthall	YES – new polling district and venue

Appendix I – Wards where changes are proposed to polling districts and places.

	MUS	Murston South	Polling district	Lansdowne Primary School, Gladstone Drive, Sittingbourne, Kent, ME10 3BH	NO
Feedback/Update: It is proposed to split the polling district in the current Murston North area, to reflect the growth in electorate and to establish a new polling station at Great Easthall. Care needs to be taken as to how the area is split to reflect the logistics of voters travelling to the Great Easthall venue. Ward Members have been consulted. A map of the proposed polling districts is attached (Map D)					
Roman	RE	Roman East	Polling district	Sittingbourne Community College, Swanstree Avenue, Sittingbourne, Kent, ME10 4NL	No change
	RW	Roman West	Polling district and new polling district	Net Church, 95 East Street, Sittingbourne, Kent, ME10 4BL	YES splitting into 2
	New name TBC	New name TBC	Polling district and RW	Net Church, 95 East Street, Sittingbourne, Kent, ME10 4BL	YES new polling district
Feedback/Update: Due to the size of the electorate in Roman West, we will need to divide the current polling district into two and to have two polling stations in one venue. The (Acting) Returning is happy with this proposal.					

A revised map setting out the revised polling district is attached (Map E)					
Sheerness	SEC	Sheerness East Central	Polling district	Freedom Centre, St. George's Avenue, Sheerness, ME12 1QT	NO
	SEE	Sheerness East East	Polling district	Richmond Primary School, Nursery Close, St. Helen's Road, Sheerness, ME12 2ET	NO
	SWS	Sheerness West South	Polling district	West Minster Primary School, St. Georges Avenue, Sheerness, ME12 1ET	YES – move to Weenie Westminster Room
	SWN	Sheerness West North	Polling district	Seashells Children and Families Centre, Rose Street, Sheerness, Kent, ME12 1AW	NO
	SEW	Sheerness East West	Polling district	Sheerness County Youth Club, Broadway, Sheerness, Kent, ME12 1TP	NO
<p>Feedback/Update: The Head of West Minster Primary School has asked if we can use an alternative room at the school. Ward Members have been consulted and two ward members have confirmed they are happy with this alternative. No changes are proposed to the polling district.</p> <p>The (Acting) Returning Officer considers that the alternative venue is suitable for voters.</p>					

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Appendix II – Polling Districts and Places where no changes are proposed.

Ward	Polling District Letters	Polling District	Polling Place	Polling Station (decided by the Returning Officer)
Abbey	FAE	Abbey East	Ward	St Mary of Charity Primary School, Orchard Place, Faversham, Kent, ME13 8AP
	FAW	Abbey West	Polling district	St Mary of Charity Primary School, Orchard Place, Faversham, Kent, ME13 8AP
Boughton and Courtenay	BBO	Boughton	Polling district	Boughton Village Hall, Boughton, Faversham, Kent, ME13 9AH
	BDU	Dunkirk	Polling district	Dunkirk Village Hall, London Road, Dunkirk, Faversham, Kent, ME13 9LF
	BFW	Faversham Without	Ward	Graveney Village Hall, Sandbanks Lane, Graveney, Faversham, Kent, ME13 9DQ
	BGO	Goodnestone	Ward	Graveney Village Hall, Sandbanks Lane, Graveney, Faversham, Kent, ME13 9DQ
	BGR	Graveney	Polling district	Graveney Village Hall, Sandbanks Lane, Graveney, Faversham, Kent, ME13 9DQ
	BHE	Hernhill	Polling district	Village Hall, Hernhill, Faversham, Kent, ME13 9JG
	BSE	Selling	Polling district	Selling Village Hall, The Street, Selling, Faversham, Kent, ME13 9RQ
	BSH	Sheldwich	Polling district	Village Hall, Sheldwich, Faversham, Kent, ME13 0NG
Chalkwell	C	Chalkwell	Polling district	New House Sports & Youth Centre, Chalkwell Road, Sittingbourne, Kent, ME10 2LP
Consultation Response: The Ward Member is happy with arrangements for voting but has commented on arrangements for tellers elsewhere.				

Appendix II – Polling Districts and Places where no changes are proposed.

<u>East Downs</u>	EBA	Badlesmere	Polling district	<u>Village Hall, Sheldwich, Faversham, Kent, ME13 0NG</u>
	EDO	Doddington	Polling district	<u>Village Hall, Doddington, Sittingbourne, Kent, ME9 0BH</u>
	EE	Eastling	Polling district	<u>Eastling Village Hall, Eastling, Faversham, Kent, ME13 0BA</u>
	ELE	Leaveland	Polling district	<u>Village Hall, Sheldwich, Faversham, Kent ME13 0NG</u>
	ENE	Newnham	Polling district	<u>Newnham Village Hall, The Street, Newnham, Sittingbourne, Kent, ME9 0LW</u>
	EOS	Ospringle	Polling district	<u>The Alma Public House, Eastling Road, Painters Forstal, Faversham, Kent, ME13 0DU</u>
	EST	Stalisfield	Polling district	<u>Memorial Hall, Stalisfield, Faversham, Kent, ME13 0HY</u>
	ETH	Throwley	Polling district	<u>Portacabin On The Green, Throwley Forstal, Faversham, Kent</u>
<u>Hartlip, Newington and Upchurch</u>	HH	Hartlip	Polling district	<u>Hartlip Village Hall, Hartlip, Sittingbourne, Kent, ME9 7TH</u>
	HN	Newington	Polling district	<u>Newington Village Hall, High Street, Newington, Sittingbourne, Kent, ME9 7JJ</u>
	HU	Upchurch	Polling district	<u>Upchurch Village Hall, Upchurch, Sittingbourne, Kent, ME9 7EU</u>

Appendix II – Polling Districts and Places where no changes are proposed.

Homewood	HW	Homewood West	Polling district	Ashdown House (Westlands Primary School), Johnson Road, Sittingbourne, Kent, ME10 1JS
	HC	Homewood Central	Ward	UK Paper Leisure Club, Avenue of Remembrance, Sittingbourne, Kent ME10 4DE
	HE	Homewood East	Polling district	UK Paper Leisure Club, Avenue of Remembrance, Sittingbourne, Kent ME10 4DE
Kemsley	KC	Kemsley Central	Polling district	Kemsley Village Hall, The Square, Ridham Avenue, Kemsley, Sittingbourne, Kent, ME10 2SL
	KN	Kemsley North	Ward	Kemsley Village Hall, The Square, Ridham Avenue, Kemsley, Sittingbourne, Kent, ME10 2SL
	KS	Kemsley South	Polling district	Clock Tower Hall, Adisham Green, Kemsley, Sittingbourne, Kent, ME10 2RQ
Minster Cliffs	MCC	Minster Cliffs Central	Polling district	Minster CP School, Brecon Chase, Minster, Sheerness, Kent, ME12 2HX
	MCE	Minster Cliffs East	Polling district	St. Georges Primary School, Chequers Road, Minster, Sheerness, Kent, ME12 3QU
	MCW	Minster Cliffs West	Ward	Communal Lounge, Invicta Lodge, Kent Avenue, Minster, Sheerness, Kent, ME12 2DZ
Priory	FP	Priory	Polling district	Davington CP School, Priory Row, Faversham, Kent, ME13 7EQ
Consultation response: The Ward Member is happy with current arrangements.				
Queenborough	QHE	Halfway East	Polling districts of	St. Peter's Church Hall, Queenborough Road,

Appendix II – Polling Districts and Places where no changes are proposed.

and Halfway			QHE and QHW	Minster-on-Sea, ME12 3DD
	QHW	Halfway West	Polling districts of QHE and QHW	St. Peter's Church Hall, Queenborough Road, Minster-on-Sea, ME12 3DD
	QQ	Queenborough	Polling district	Castle Connections, Railway Terrace, Well Road, Queenborough, Sheerness, Kent, ME11 5AY
	QR	Rushenden	Polling district	Communal Lounge, Manor Close, Rushenden, Sheerness, Kent, ME11 5NB
Consultation response: One of the Ward Members has repeated a previous objection to the arrangements for Halfway, but acknowledges that there is a lack of suitable venues.				
Sheppey Central	SHCM	Sheppey Central Mid	Polling district	Minster CP School, Minster Road, Minster, Sheerness, Kent, ME12 2HX
	SHCS	Sheppey Central South	Polling district	Thistle Hill Community Centre, 4 Laurel Road, Minster, Sheerness, Kent, ME12 3FG
	SHCW	Sheppey Central West	Polling district	County Library, Minster Road, Minster, Sheerness, Kent, ME12 3NP
Sheppey East	SHEE	Eastchurch	Polling district	Eastchurch Village Hall, Warden Road, Eastchurch, Sheppey, Kent, ME12 4EJ
	SHEL	Leysdown	Polling district	Leysdown Village Hall, Wing Road, Leysdown, Sheerness, Kent, ME12 4QR
	SHEMEP	Minster East Parish	Ward	Eastchurch Village Hall, Warden Road, Eastchurch,

Appendix II – Polling Districts and Places where no changes are proposed.

				Sheppey, Kent, ME12 4EJ
	SHEW	Warden	Polling district	Warden Village Hall, Warden Bay Road, Warden Bay, Sheppey, Kent, ME12 4NB
St Ann's	FSE	St Ann's East	Polling district	St. Jude Welcome Centre, 34 Tanners Street, Faversham, Kent, ME13 7JW
	FSW	St Ann's West	Polling district	West Faversham Community Centre, Bysing Wood Road, Faversham, Kent, ME13 7RH
Teynham and Lynsted	TLL	Luddenham	Polling district	Oare Village Hall, Church Road, Oare, Faversham., Kent, ME13 0QA
	TLO	Oare	Polling district	Oare Village Hall, Church Road, Oare, Faversham., Kent, ME13 0QA
	TLT	Tonge	Polling district	Bapchild Village Hall, School Lane, Bapchild, Sittingbourne, Kent, ME9 9NL
	TLY	Lynsted with Kingsdown	Polling district	Lynsted & Norton School, Lynsted Lane, Lynsted, Sittingbourne, Kent, ME9 0RL
	TNB	Norton, Buckland and Stone	Polling district	Norton Village Hall, Norton, Faversham, Kent, ME13 0SW
	TTN	Teynham North	Polling district for TTN and TTS	Teynham Village Hall, Belle Friday Close, Teynham, Kent, ME9 9TU
	TTS	Teynham South	Polling district for TTN and TTS	Teynham Village Hall, Belle Friday Close, Teynham, Kent, ME9 9TU
The Meads	TM	The Meads	Ward	The Meads Community Centre, Emerald Crescent, Sittingbourne, Kent, ME10 5JL

Appendix II – Polling Districts and Places where no changes are proposed.

	TMBP	The Meads Bobbing Parish	Ward	The Meads Community Centre, Emerald Crescent, Sittingbourne, Kent, ME10 5JL
Watling	FWE	Watling East	Polling district	Preston Schoolroom, Preston Lane, Faversham, Kent, ME13 8LG
	FWW	Watling West	Polling district	Ethelbert Rd Primary School, Ethelbert Road, Faversham, Kent, ME13 8SQ
West Downs	WBA	Bapchild	Polling district	Bapchild Village Hall, School Lane, Bapchild, Sittingbourne, Kent, ME9 9NL
	WBR	Bredgar	Polling district	Bredgar Village Hall, Bexon Lane, Bredgar, Sittingbourne, Kent, ME9 8HB
	WDM	Milstead	Polling district	Milstead Village Hall, Milstead, Sittingbourne, Kent, ME9 OSD
	WDR	Rodmersham	Polling district	Village Hall, Rodmersham Green, Sittingbourne, Kent, ME9 0PL
	WDT	Tunstall Rural Parish	Polling district	Tunstall Village Memorial Hall, Tunstall Road, Tunstall, Sittingbourne, Kent, ME10 1YZ
Woodstock	WOW	Woodstock West	Polling district	Sports Pavilion (UKP), Gore Court Road, Sittingbourne, Kent, ME10 1QN
	WOE	Woodstock East	Polling district	Sports Pavilion (UKP), Gore Court Road, Sittingbourne, Kent, ME10 1QN

Appendix II – Polling Districts and Places where no changes are proposed.

	WOTUP	Tunstall Urban Parish	Polling district of WDT	<u>Tunstall Village Memorial Hall, Tunstall Road, Tunstall, Sittingbourne, Kent, ME10 1YZ</u>
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