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## Community Committee

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**MINUTES** of the Meeting held in the Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT on Wednesday, 6 September 2023 from 7.00 pm - 8.15 pm.

**PRESENT:** Councillors Shelley Cheesman, Elliott Jayes (Vice-Chair), Mark Last, Tara Noe, Tom Nundy, Chris Palmer (Substitute for Councillor Lloyd Chapman), Richard Palmer (Chair), Hannah Perkin, Ashley Shiel, Mark Tucker and Tony Winckless.

**OFFICERS PRESENT:** Martyn Cassell, Steph Curtis, Janet Dart, Kellie MacKenzie and Sarah-Jane Radley.

**OFFICERS PRESENT (VIRTUALLY):** Jay Jenkins and Emma Wiggins.

**ALSO IN ATTENDANCE (VIRTUALLY):** Councillors Simon Clark, Carole Jackson and Dolley Wooster.

**APOLOGIES:** Councillors Lloyd Chapman, Lee-Anne Moore, Pete Neal and Terry Thompson.

### 262 **Emergency Evacuation Procedure**

The Chair outlined the emergency evacuation procedure.

### 263 **Minutes**

The Minutes of the Meeting held on 27 June 2023 (Minute Nos. 146 – 152) were taken as read, approved and signed by the Chair as a correct record.

The Chair noted that a response from the Minister in respect of Closed Churchyard Maintenance Cost had been received and emailed to Members of the Committee for information.

### 264 **Declarations of Interest**

Councillors Hannah Perkin and Elliott Jayes declared a disclosable non-pecuniary interest in respect of agenda item 8, Community Development Contract Award, as they were trustees of the Citizens Advice Bureau.

## **Part B Minutes for Information**

### 265 **Parking Services Annual Report**

The Head of Environment and Leisure introduced the Parking Services Annual Report as set-out in the agenda papers.

The Chair invited Members to ask questions and points raised included:

- Welcomed the report which made it clear that Civil Enforcement Officers (CEO) could only enforce areas that were subject to a Traffic Regulation Order (TRO), not parking on pavements which was a Police matter;
- what did the Council do when the CEOs reported a yellow or red incident?;

- considered the Council's website in respect of parking services needed to be tidied-up, particularly the section about how many steps there were from each car park to the town centre;
- thanked the officer for a comprehensive report;
- the report clarified some of the grey areas for Ward Members in particular pavement parking;
- it would be useful for the Committee to see the report on an annual basis;
- would like to see more information on car park enforcement time differences and the logic behind them;
- would like to see more information on the types of enforcement and what they were and a breakdown of Penalty Charge Notices (PCNs);
- there needed to be better enforcement in respect of disabled parking bays;
- the report helped to highlight how different parts of the Council had worked and merged to produce a favourable outcome for residents such as the Electric Vehicle (EV) charge points across the borough and the Community Committee should consider linking the work of both the Community Committee and Environment Committee for the benefit of residents and in particular air pollution levels;
- it was very important for the Committee to consider how beneficial the positive work of the coalition was in respect of EV Charging points in car parks which would improve air pollution levels;
- would like to see more deployment of CEOs in rural areas as parking on double yellow lines in Church Lane, Newington was an issue;
- interesting to note that the areas of high PCNs in Queenborough and Halfway were within areas with high take-away premises; and
- what had been the cause of loss of income from pay and display in the previous year?.

In response the Head of Environment and Leisure confirmed that the Council reported every red and yellow incident to the Police and had regular follow-up meetings with the contractor to support the staff. With regard to pavement parking, the Government had advised there would be national consultation, but a timeframe had not yet been released. He hoped that the report would provide a blue-print for Members when responding to local residents concerns in respect of parking enforcement. The Head of Environment and Leisure explained the different time zones for each Resident Parking Scheme and the roads were subject to their own TRO which considered the impact of the night-time economy and commuters. Amendments to TROs were considered at the Swale Joint Transportation Board, and any changes to them was a lengthy process due to the consultations that needed to be undertaken. The Head of Environment and Leisure referred to Appendix 2 (Heat maps) of the report, which showed that the CEOs spent roughly 70% of their time patrolling the streets and 30% patrolling the car parks, however 70% of the PCNs issued were in car parks and 30% on-street. He said most disabled bays were subject to a TRO, however some were advisory, so could not be enforced. The Council had bought 15,000 hours of on-street or off-street activity from the enforcement contractor and Swale Borough Council (SBC) controlled which times they should operate. If a particular issue was identified in an area, whether it be late at night or early in the morning, the CEOs would be asked to target those areas.

The Head of Environment and Leisure said the Council was proud of the work to include EV chargers within its car parks and had over 30 EV charging bays across the Borough. He explained that the Council had lost a huge amount of income from car parks during

the Covid-19 Pandemic and that was the reason for the lower income in 2021-22, plus in 2022/23 there was the first tariff increase which accounted for the remainder of the additional income.

**Resolved:**

- (1) That the Parking Services Annual Report be published on the Council's website.**

266 **Parking Policy Review**

The Policy & Engagement Officer introduced the Parking Policy Scoping Report as set-out in the agenda papers.

In response to a question from a Member, in respect of the TROs for each zone, the Head of Environment and Leisure reported that they were a key topic for debate and encouraged Members to raise issues with problem roads in their wards. He said that it could take nine to 18 months to make any amendments to a TRO.

**Resolved:**

- (1) That the scope for the preparation of the Parking Policy be agreed.**  
**(2) That the Terms of Reference for the Parking Policy Working Group be agreed.**

267 **Setting up a Good Causes Lottery**

The Community Services Manager introduced the report as set-out in the agenda papers.

The Chair invited Members to ask questions and points raised included:

- Supported this as it would be beneficial to the community and provide support for those who needed it;
- the project should not be funded in-house and would be happy to support via the Member grant scheme;
- was an excellent report and agreed that an External Lottery Manager (ELM) should be secured;
- had some concerns in respect of gambling addiction but considered the securing of an ELM would mitigate any such risks;
- would not be able to support via the Member grant scheme as had already received lots of requests for funding from local groups;
- Faversham Town Council (FTC) had set-up a good causes lottery and it had been well received, had officers discussed this proposal with FTC?;
- was there a way of restricting the amount of tickets each individual bought?;
- aware that each person would be restricted to 20 tickets;
- could the Council state which charity the money was allocated to?;
- the project should be funded from reserves with a caveat that it be returned to reserves; and
- suggested that the Policy & Resources Committee be asked to consider how the project should be funded.

In response, the Community Services Manager said there were mechanisms and safeguards to ensure it would not impact on the FTC good causes lottery and the Council could offset any concerns with FTC. The ELM would have checks to safeguard against gambling addiction. The Community Services Manager confirmed that the Council would be able to allocate monies to the charities they stipulated.

**Resolved:**

- (1) That a Local Authority Good Causes Lottery be set-up.**
- (2) That the Head of Housing and Communities in consultation with the Chair of the Community Committee established a partnership with an existing deliverer of lotteries in the marketplace (an External Lottery Manager – ELM) for the lottery to be run and managed.**
- (3) That the Head of Housing and Communities in consultation with the Chair of the Community Committee carried out the licence application process.**
- (4) That the Committee recommended funding for this project to the Policy and Resources Committee.**

**268 Community Development Contract Award**

The Community and Partnerships Manager introduced the report as set-out in the agenda papers.

The Chair invited Members to ask questions and points raised include:

- Pleased that quality had been considered over price;
- the Council should be congratulated for supporting the voluntary sector; and
- was there a contingency if this went well, to be funded from other funding streams in the future?

In response the Community & Partnerships Manager explained that Company B's bid was really strong on working to ensure it had a sustainable future.

**Resolved:**

- (1) That the appointment of Company B as Contractor, Community Development – building a sustainable voluntary and community sector in Swale from 1 October 2023 for an initial period of six months at a value of £50,000, with option to extend by 12 months from 1 April 2024 at a value of £75,000 be approved.**

**269 Forward Decisions Plan (FDP)**

The Chair suggested that a working group for the Leisure Centre Initial Options item be set-up, and each group leader be asked to nominate a representative from their group to sit on the group alongside members of the Community Committee.

A Member asked if the Committee could consider any Kent County Council consultations? If that was not possible, they should be forwarded to the attention of the Committee Members to respond. The Director of Regeneration and Neighbourhoods said that if timings allowed, they could be considered by the Committee.

The Chair moved the following motion: That a Working Group be set-up to consider the Leisure Centre Initial Options with representatives from the Community Committee and also that group leaders nominated a member from their group. This was seconded by Councillor Tony Winckless.

Councillor Elliott Jayes moved the following amendment: That the Working Group be made up of representatives from the Community Committee only. This was seconded by Councillor Hannah Perkin. On being put to the vote the amendment was lost.

On being put to the vote the substantive motion was agreed.

**Resolved:**

- (1) That the Forward Decisions Plan be noted.**
- (2) That a Working Group be set-up to consider the Leisure Centre Initial Options with representatives from the Community Committee and also that group leaders nominate a member from their group.**

Chair

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