

# **DARTFORD**

## **BOROUGH COUNCIL**



# **Summons and Agenda**

Wednesday 7 May 2014



# **DARTFORD**

## **BOROUGH COUNCIL**

Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR

To: All Members of the Dartford Borough Council

A meeting of the Council will be held on:

Date: Wednesday 7 May 2014  
Time: 7.00 pm  
Venue: Civic Centre, Dartford

The Agenda is set out below:

### **A G E N D A**

- 1. ELECTION OF THE WORSHIPFUL THE MAYOR OF DARTFORD FOR THE ENSUING YEAR AND ANNOUNCEMENT OF THE MAYORESS AND MAYOR'S CHAPLAIN**
  
- 2. PRAYERS - MAYOR'S CHAPLAIN**
  
- 3. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR AND ANNOUNCEMENT OF THE DEPUTY MAYORESS**
  
- 4. VOTE OF THANKS TO THE RETIRING MAYOR IN RESPECT OF SERVICES RENDERED DURING THE PAST YEAR**
  
- 5. PRESENTATION OF THE PAST MAYOR'S BADGE**
  
- 6. TO RECEIVE ANY DECLARATIONS OF INTEREST MEMBERS MAY WISH TO MAKE**

To receive declarations of interest from Members including the term(s) of the Grant of Dispensation (if any) by the Audit Board or Managing Director.

- 7. TO RECEIVE APOLOGIES FOR ABSENCE**

## **8. CONFIRMATION OF MINUTES**

(Pages 1 - 30)

To confirm the minutes of the meetings of the General Assembly of the Council held on 16 December 2013 and 24 February 2014 as accurate records of proceedings.

## **9. RE-DESIGNATION OF POLLING PLACES FOR FLEET ESTATE (BB) AND FLEET DOWNS (BC) POLLING DISTRICTS**

(Pages 31 - 34)

To agree to the designation of the Fleetdown Library as the polling place for Fleet Estate and Fleet Downs polling districts with immediate effect.

## **10. TO NOTE THE ON-GOING APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL**

To note the ongoing appointment of Councillor J A Kite MBE as Leader of the Council until the May 2015 (Annual Meeting) and the appointment of Councillor A R Martin as Deputy Leader of the Council until the end of the term of office of the Leader of the Council.

## **11. TO NOTE THE ANNOUNCEMENT OF THE SHADOW LEADER OF THE COUNCIL, GROUP LEADERS AND THEIR DEPUTIES**

To note the announcement of the Shadow Leader of the Council and the Shadow Deputy Leader of the Council from the Labour Group, and the Leader and Deputy Leader of the Swanscombe and Greenhithe Residents Association.

## **12. TO RECEIVE AND NOTE THE SIZE OF THE CABINET AND TO ALLOCATE ALL EXECUTIVE FUNCTIONS TO THE CABINET AND DETERMINE THE TERMS OF REFERENCE OF THE CABINET AND TO ALLOCATE ALL EXECUTIVE FUNCTIONS TO THE CABINET AND DETERMINE THE TERMS OF REFERENCE OF THE CABINET (APPENDIX A)**

(Pages 35 - 42)

## **13. TO RECEIVE AND NOTE THE APPOINTMENT OF MEMBERS TO THE CABINET (APPENDIX B)**

(Pages 43 - 44)

## **14. TO RECEIVE AND NOTE THE ESTABLISHMENT OF THE DEED, TRUST AND OBLIGATIONS COMMITTEE UNDER THE LOCAL GOVERNMENT ACT 2000, ITS MEMBERSHIP, FUNCTIONS AND TERMS OF REFERENCE (APPENDIX C)**

(Pages 45 - 48)

**15. TO NOTE THE APPOINTMENT OF THE HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER AND THE MONITORING OFFICER**

To note the appointment of Mr Graham John Harris as the Head of Paid Service (pursuant to Section 4 of the Local Government and Housing Act 1989), Mrs Sarah Jane Martin as the Chief Finance Officer (pursuant to Section 151 of the Local Government Act 1972) and Mrs Sheralyn Ann Green as the Monitoring Officer (pursuant to Section 5 of the Local Government and Housing Act 1989).

**16. MAYOR'S ANNOUNCEMENTS**

**17. TO CONFIRM THE SIZE AND MEMBERSHIP OF THE POLITICAL GROUPS ON THE COUNCIL (APPENDIX D)** (Pages 49 - 50)

**18. TO ADOPT THE RULES FOR SUBSTITUTION FOR COMMITTEES, SUB-COMMITTEES, BOARDS AND PANELS (APPENDIX E)** (Pages 51 - 52)

**19. TO ANNOUNCE THE STRUCTURE OF THE LABOUR GROUP AND THE ALLOCATIONS/DISTRIBUTION OF RESPONSIBILITIES (APPENDIX F)** (Pages 53 - 54)

**20. TO CONSIDER AND AGREE THE TERMS OF REFERENCE FOR THE GENERAL ASSEMBLY OF THE COUNCIL (APPENDIX G)** (Pages 55 - 62)

**21. TO CONSIDER AND ESTABLISH COMMITTEES, SUB-COMMITTEES, BOARDS, PANELS AND OTHER BODIES, APPOINT REPRESENTATIVES TO OTHER BODIES AND DETERMINE THE TERMS OF REFERENCE OF AND DELEGATIONS TO SUCH COMMITTEES, BOARDS, PANELS AND OTHER BODIES (APPENDICES H(I) TO V(II))** (Pages 63 - 116)

- (a) To note the review of the representation of the political groups on Standing Committees, Boards and Panels (as it affects the Council) and other "bodies" within the meaning of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as set out in Appendix H(i) in accordance with the principles detailed in Appendix H(ii).
- (b) To adopt the Licensing Committee and its Sub-committee respectively under Section 102(1)(a) of the Local Government Act 1972 and the Licensing Act 2003, to adopt other Committees, Sub-committees, Boards and Panels under Section 102(1)(a) of the Local Government Act 1972 and, as applicable, the Local Government Act 2000, and to note the appointments to

membership made in accordance with the wishes of the political groups on the Council and the appointments of Chairmen and Vice-Chairmen, as set out in Appendices I to U.

- (c) To adopt the Cabinet Advisory Panels and note the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in Appendix V(i).
- (d) To adopt the Joint Transportation Board as a non-statutory forum and note the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in Appendix V(ii).
- (e) To agree the Terms of Reference and Delegations for Committees, Sub-committees, Boards and Panels as set out in Appendices I to V(ii).

**22.TO AGREE THE CALENDAR OF COUNCIL AND COMMITTEE MEETINGS FOR 2014/15 AND TO NOTE THE PROVISIONAL CALENDAR FOR 2015/16 (APPENDIX W)**

(Pages 117 - 120)

**23.TO NOTE THE APPOINTMENTS OF COUNCILLOR REPRESENTATIVES BY EXTERNAL BODIES, AND TO OUTSIDE BODIES WHERE THE TERM OF OFFICE EXCEEDS ONE YEAR (APPENDIX X)**

(Pages 121 - 122)

**24.TO APPOINT COUNCILLORS TO OUTSIDE BODIES AND TO LIAISON GROUPS (APPENDICES Y AND Z)**

(Pages 123 - 128)

Graham Harris  
Managing Director

## DARTFORD BOROUGH COUNCIL

**GENERAL ASSEMBLY OF THE COUNCIL**

**MINUTES** of the proceedings of the meeting of the General Assembly of the Council held on Monday 16 December 2013.

**PRESENT:**

The Mayor

Councillor Mrs P A Thurlow

The Deputy Mayor

Councillor A S Sandhu, MBE

Councillor Mrs A D Allen

Councillor A R Lloyd

Councillor D J Baker

Councillor T A Maddison

Councillor A Bardoe

Councillor A R Martin

Councillor S H Brown

Councillor D J Mote

Councillor R Bryant

Councillor Mrs A Muckle

Councillor J Burrell

Councillor J I Muckle

Councillor P J Cannon

Councillor J M Ozog

Councillor P F Coleman

Councillor M I Peters

Councillor P Cutler

Councillor G T Prout

Councillor M J Davis

Councillor B E Read

Councillor S J Doran

Councillor Mrs J A Rickwood

Councillor D A Hammock

Councillor Mrs R L Shanks

Councillor J S Hawkes

Councillor C J Shippam

Councillor J A Hayes

Councillor M J Street

Councillor D E Hunnisett

Councillor D Swinerd

Councillor K M Kelly

Councillor R J Wells

Councillor P Kelly

Councillor Mrs N C Wightman

Councillor J A Kite, MBE

**ABSENT:**

Councillor J P Adams

Councillor I D Armitt JP

Councillor M J Bryant

Councillor Mrs S P Butterfill

Councillor E J Lampkin

Councillor R S L Perfitt

Councillor A Wells

**61. PRAYERS: FATHER NICK WILLIAMS**

Father Williams led the Council in prayer.

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**62. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted for Councillors Adams, Armitt, Mrs Butterfill, Matthew Bryant, Lampkin, Perfitt and Anthony Wells.

**63. DECLARATIONS OF INTEREST**

The Mayor informed Members that the Managing Director had exercised his delegated authority, in consultation with the Monitoring Officer, to grant a dispensation to all Parish/Town Councillors to speak and vote on Agenda item 13 (Financial Contributions to Parish and Town Councils) because otherwise so many members of the Council would have a prejudicial interest in the matter that it would impede the transaction of business.

**64. MINUTES - 7 OCTOBER 2013**

RESOLVED:

That the minutes of the meeting of the General Assembly of the Council held on 7 October 2013 be confirmed as an accurate record.

**65. MAYOR'S ANNOUNCEMENTS**

- **Support for the Mayor**

The Mayor thanked Members for their good wishes and support during her recent ill health. She also thanked the Deputy Mayor for attending many events during this period on her behalf and also Councillors Mrs Allen and Lampkin who had also represented her on occasion, and Councillor Coleman for his personal support.

- **Councillor Steve Doran**

The Mayor welcomed Councillor Doran to the Council following her success in the by-election for Swanscombe ward.

- **Councillor John Muckle**

The Mayor congratulated Councillor John Muckle on being made an Honorary Alderman by Kent County Council the previous week in recognition of his 21 years of service on the County Council. Members joined in congratulating Councillor Muckle on his achievement.

- **Niall Lester**

The Mayor paid tribute to the Council's Animal Welfare Officer, Niall Lester, for the work he carried out in his spare time in support of the New Hope Animal Rescue Charity. This involved rescuing dogs from emergency situations and taking care of them until new homes could be found for them. Niall ran the charity and also raised funds for this important work. This work had recently been recognised by the International Fund for Animal Welfare at



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an awards ceremony at the House of Lords where Niall received the IFAW Dog Rescue award from Bill Oddie.

The Leader of the Council congratulated Niall on his award and expanded on Niall's reputation in the local community where his work was highly regarded. He felt that this deserved recognition of the contribution that Niall has made to the people of Dartford and took pleasure in presenting the Council's Dartfordian award to Niall for his animal rescue and welfare work.

**66. LEADER'S ANNOUNCEMENTS**

- **Councillor John Muckle**

The Leader of the Council added his congratulations to Councillor John Muckle for being made an Honorary Alderman by Kent County Council.

- **Councillor Steve Doran**

The Leader of the Council extended a warm welcome to Councillor Steve Doran and hoped that she would find her time as a Member an enriching experience.

- **Christmas Pantomime**

The Leader commented on the success of the Christmas pantomime, Cinderella, at the Orchard Theatre. This had built upon successes over many years and the pantomime was a great advertisement and draw for Dartford.

- **Carol Concert in the Park**

The Leader also highlighted the popularity of the 4<sup>th</sup> annual Carol Concert in the Park which had been attended by 550 people. He thanked the Salvation Army, Wilmington Grammar School for Girls, and DAOD's for their participation.

- **Carol Concert at the Arrow Riding School**

The Leader advised Members that he had attended the recent carol concert at the Arrow Riding School and encouraged Members to attend if the opportunity arose in future as it was a very moving and enriching experience.

- **Kent County Council (KCC) Consultation on Children's Centres**

The Leader drew attention to the outcome of the consultation exercise on the future of Children's Centres in Kent. This had been a well conducted exercise which had involved genuine consultation and the feedback had informed KCC's decision making and produced an excellent outcome for Dartford. He commended the work carried out by Councillor Jenny Whittle, the KCC Cabinet member for Specialist Children's Services.

- **River Crossing**

The Leader welcomed the Government's announcement that option B for the proposed new river crossing would not be pursued. Although this meant that a decision was still awaited on the other two options it did mean that there was a greater degree of certainty over the future of the Swanscombe Peninsula. This would assist in progressing the Paramount Park project where funding discussions were being impacted by uncertainty as to whether the river crossing would go through Swanscombe. The delay in deciding upon whether to progress options A and C, whilst frustrating, did seem to indicate that the Government was giving further consideration to environmental mitigation measures and option C. He assured the GAC that the Council was taking every opportunity to dissuade the Government from selecting a crossing which would put further pressure on the M25 and surrounding support roads and believed that the message was getting across.

- **Small Business Saturday**

The Leader highlighted the success of Small Business Saturday and thanked Councillor Keith Kelly for his organisational work to promote the event.

- **Visit by Brandon Lewis MP**

The Leader reported that Brandon Lewis MP, Minister for Communities and Local Government had paid a visit to Dartford at short notice. The Minister had spoken to retailers, young entrepreneurs, market traders and stakeholders and had been very impressed with Dartford and the energy generated by the Portas project.

- **The Mayor, Councillor Mrs Patsy Thurlow**

Finally the Leader expressed how pleased he was to see the Mayor restored to better health and carrying out her duties. He wished her a Merry Christmas and hoped that she would continue to make a good recovery.

## **67. QUESTIONS FROM POLITICAL GROUP LEADERS**

There were no questions from the Group Leaders.

## **68. MOTIONS**

No motions had been submitted.

## **69. URGENT ITEMS**

There were no urgent items.

## **70. COUNCIL IN COMMITTEE**

It was moved by Councillor J A Kite, seconded by Councillor A R Martin and

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RESOLVED:

That in accordance with Standing Order 11 (13) the General Assembly of the Council go into Committee and the rules of Procedures for Committees do apply.

THE LEADER, COUNCILLOR J A KITE IN THE CHAIR

**71. REFERENCE FROM CABINET - 5 DECEMBER 2013 - LICENSING POLICY**

The General Assembly of the Council considered the proposed Licensing Policy for the period 7 January 2014 to 6 January 2019. Previously Licensing Policies were required to be reviewed and published every three years but the requirement had been changed to require Licensing Authorities to publish a statement of its Licensing Policy every five years. The proposed policy represented a refresh of the existing policy and had been through public consultation and endorsed by Cabinet on 5 December 2013.

RESOLVED:

That the General Assembly of the Council adopts the Licensing Policy 2014-2019, as endorsed by the Cabinet.

**72. REVIEW OF MEMBER CODE OF CONDUCT AND ARRANGEMENTS**

The GAC considered the outcome of the review of the Member Code of Conduct introduced in 2012 to take account of the revised Seven Principles of Public Life that had been issued by the Committee on Standards in Public Life. An amended definition of a “prejudicial interest” was also proposed along with revised arrangements to enable the Monitoring Officer to refer minor cases back to a Parish/Town Council for local resolution within agreed terms. Members were also reminded that advice had been issued to all Members on the need to declare membership of trade unions when the Council considered any relevant items. The proposed amendments to the Code of Conduct had already been considered by the Audit Board and the Cabinet which had endorsed the recommendations.

RESOLVED:

1. That Members note the outcome of the review as set out in the report to Cabinet attached at Appendix A to the report.
2. That the amended Member Code of Conduct, attached at Appendix B to the report be adopted.
3. That it be noted that the Monitoring Officer will be supplying Members with two copies of the new Code, one for signing and return and the other for retention.

4. That the amended definition of Prejudicial Interest attached as Appendix C to the report, be adopted.
5. That it be noted that the Monitoring Officer will be meeting with the Chairmen and Clerks of the Parish/Town Councils to discuss the Code of Conduct and associated Arrangements.

**73. SETTING OF COUNCIL TAX BASE FOR THE BOROUGH 2014/15**

The Council was asked to determine the tax base for the Borough for 2014/15, including those parts relating to Parishes, in accordance with section 35 of the Local Government Finance Act 1992.

RESOLVED:

1. That, subject to the matters contained in this report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012 and on the basis of the detailed calculations in Appendix A to the report, the amount calculated by the Dartford Borough Council as its tax base for the year 2014/2015 shall be:

	£
For the whole of Dartford Borough:	32,349.72
For parts of Dartford Borough:	
Bean Parish	549.12
Darenth Parish	1,455.77
Longfield and New Barn Parish	2,375.88
Southfleet Parish	550.29
Stone Parish	3,535.55
Sutton-at-Hone and Hawley Parish	1,420.58
Swanscombe and Greenhithe Town	4,420.07
Wilmington Parish	2,867.09

**74. FINANCIAL CONTRIBUTIONS TO PARISH AND TOWN COUNCILS**

The GAC was asked to agree the level of financial contributions to be paid to Parish and Town Councils in 2014/15 and to note the intention on funding in future years. It was noted that the payments made by the Council under s136 of the Local Government Act 1972 were discretionary and that Dartford was one of the few remaining Council's that made such a contribution. However it was noted that Government grant to the Council was being reduced and it was felt that there should also be a commensurate reduction in the amount of s136 funding to the Parishes. For this reason it was proposed to reduce the level of grant funding in 2014/15 by 25% of the £100,000 awarded in 2013/14 level and in 2015/16 to 50%. However at the same time it was proposed to establish a Capacity Building Fund for which Parishes could bid on a project

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basis to assist them in becoming less reliant on core funding from the Council. The Council would contribute £25,000 in 2014/15 and £50,000 in 2015/16 and the overall amount of funding available to the Parishes would remain at the current level of £100,000 but with an increasing proportion being allocated on the merits of individual projects. It was noted that some Parishes were unhappy with the revised funding arrangements but that there was a positive dialogue underway through the Parish Forum and other channels of communication.

RESOLVED:

1. That the Council, under the provisions of Section 136 of the Local Government Act 1972, make the following contribution to the expenses of parish and town councils on concurrent functions in 2014/15:

	£
Bean	2,880
Darenth	6,327
Longfield	5,294
Stone	17,941
Sutton-at-Hone & Hawley	7,574
Swanscombe and Greenhithe	23,508
Wilmington	11,477

2. That the contributions be made, subject to the parish and town councils submitting suitably analysed details of estimated net expenditure for the ensuing year, by 31 January each year, and actual net expenditure for the preceding year no later than six months after the end of each financial year, in a format prescribed by this Council.
3. That the payments be made in two equal instalments; the first on 30 April (or next working day) and the second, the latter of 30 September or seven days following receipt of the parish's 2012/13 accounts, certified as correct by the clerk of the parish.
4. That the Council establishes a parish and town council Capacity Building Fund of £25,000 and invites bids from parish and town councils.
5. That the Managing Director, in consultation with the Leader and Deputy Leader of the Council be given delegated authority to agree the bidding criteria for the Capacity Building Fund.
6. That the Council makes the following contribution to parish and town councils, being the estimated central government grant received by the

Council to compensate for lost council tax income in local areas from the council tax support scheme:

	£
Bean	1,126
Darenth	6,487
Longfield	2,129
Southfleet	669
Stone	23,687
Sutton-at-Hone & Hawley	5,862
Swanscombe and Greenhithe	48,701
Wilmington	4,445

#### **75. LOCAL SCHEME OF SUPPORT FOR COUNCIL TAX**

Members were reminded that the Council was required to approve a local scheme of support for Council Tax each year and that this had to be done by 31<sup>st</sup> January of the preceding financial year. The current scheme, which replaced council tax benefit, was based on the Government default scheme but with a reduction in eligibility of 18.5% for working age claimants which had been mitigated to 8.5% due to a transitional arrangement put in place by the Government. For the next financial year there was no transitional arrangement in place and the proposed scheme for 2014/15 provided for the full 18.5% reduction. This was a common standard agreed by the Kent districts.

Members discussed the merits of the Local Scheme of Support for Council Tax and the implications for people on low incomes. Welfare provision across Kent was also discussed along with the drivers for re-focussing support. It was noted that it was a requirement to put a scheme in place on an annual basis and the proposal was to apply the Scheme agreed by the Kent Districts based on the Government default scheme and to uprate allowances, premiums and disregards in line with Government figures.

#### **RESOLVED:**

1. That the Council Tax Support Scheme for 2014/15 be based on the Government default scheme, but with a reduction in eligibility of 18.5% for working age claimants.
2. That personal allowances, premiums and disregards, and the gross income and non-dependent deductions for additional adults be increased in line with increases in similar allowances approved by Government.

#### **76. COMMUNITY INFRASTRUCTURE LEVY**

The General Assembly of the Council was reminded that the Community Infrastructure Levy (CIL) was a new planning charge which will largely replace

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section 106 agreements as the main mechanism of collecting funds from developers as their contribution towards providing infrastructure to support development in the Borough. In order to do so the Council had produced a draft CIL Charging Schedule which had been subject to public consultation and examination by an Independent Examiner, who had concluded that the proposed scheme was appropriate. Members were therefore asked to approve the proposed charging scheme which would take effect from 1 April 2014. It was noted that unlike s106 funding CIL expenditure was not tied to a specific project but was pooled on a borough-wide basis allowing infrastructure works to be prioritised by the Council. Whilst key elements of infrastructure were the responsibility of other public authorities these service providers would expect to receive an element of CIL receipts to contribute to their delivery of these services. It was also noted that 15% of CIL would be allocated to local projects and where there were Parish/Town Councils these bodies would receive these monies and be responsible for how it is spent.

Members commented upon the considerable work carried out by the Local Development Framework Working Party and officers to introduce CIL and develop an acceptable charging scheme. The Shadow Leader noted a reference to the need to develop suitable mechanisms with local communities to agree how to spend neighbourhood funding and requested that there be cross party involvement on this.

RESOLVED:

That the Community Infrastructure, attached at Appendix A to the report, be approved with a commencement date of 1 April 2014.

**77. ARMED FORCES COMMUNITY COVENANT**

The Council had been approached about producing a Community Covenant with the armed forces which would form a statement of mutual support between the local community and the armed forces. As a result of this approach a steering group chaired by the Council's lead member for the Armed Forces, Councillor Cannon, had been set up involving veterans and representatives of the armed forces. There had also been discussions with Kent County Council and other relevant public bodies. This work had resulted in the production of a draft Dartford Armed Forces Community Covenant and a detailed action plan which had been agreed by the Cabinet on 24 October and which the Council was requested to adopt.

The Leader of the Council paid tribute to the work carried out by Councillor Cannon, the steering group and the Policy Manager and highlighted the strong ties between the Council, the local community and the armed services.

RESOLVED:

1. That the General Assembly of the Council approves the draft Dartford Armed Forces Covenant as set out in Appendix A to the report.

2. That the General Assembly of the Council approve the draft Community Covenant Action Plan as set out in Appendix B to the report.

#### **78. APPOINTMENT OF STRATEGIC DIRECTOR (INTERNAL SERVICES)**

At its meeting on 7 October 2013 the General Assembly of the Council approved a new senior management structure with effect from 1 April 2014 which included appointing a new Strategic Director (Internal Services). The recruitment process had been commenced with a view to the shortlisted candidates being considered by the Appointments Panel on 15 January 2014 some 6 weeks before the next scheduled meeting of the GAC. Currently any appointment would be made by the GAC but in view of the timing issues, and the desirability of having the new director in post as soon as possible, Members were asked to delegate the appointment of the Strategic Director (Internal Services) to the Appointments Panel. The appointment would then be reported to the next meeting of the GAC.

#### **RESOLVED:**

That the Appointments Panel be authorised to make the appointment to the post of Strategic Director (Internal Services) and report the appointment to the Council.

#### **79. CREATION OF A NEW POLLING DISTRICT IN LITTLEBROOK WARD**

Members were asked to establish a new polling district in Littlebrook ward to provide suitable polling arrangements for residents of the new Waterside at the Bridge residential development. It had not been anticipated that work would begin on the development until 2014 but the project had been delivered ahead of schedule with 35 of the 90 properties already occupied and the remaining properties likely to be sold by June 2014. This meant that potentially 220-240 new residents/electors could be in place by that time and another plot of land in the same area had also been earmarked for development. These residents were currently in River View Polling District but were separated from the other residential areas in this polling district by Bob Dunn way. In order to vote at elections they would currently have a 2k walk to the polling station via an underpass whereas an alternative polling station venue, The Bridge Management Centre, was in the same location as the development and much closer. In order to designate the Management Centre as the new polling place for these residents it would be necessary to split the existing River View polling district and to create a separate new polling district, to be called Waterside, to the north of Bob Dunn Way. If approved the new polling district would be incorporated into the annual register of electors, to be published on 17 February 2014.

#### **RESOLVED:**

1. That a new polling district within Littlebrook Ward (HC Waterside) be agreed.
2. That the polling place for the new Waterside polling district be The Management Centre, Marsh Street North, DA1 5PF.



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3. That the boundaries for HC Waterside and HB River View be as set out at Appendix B to the report.

**80. SWANSCOMBE WARD BY-ELECTION - 5 DECEMBER 2013**

The General Assembly of the Council considered a report which detailed the results of the Swanscombe by-election on 5 December 2013 and the consequent change in the political balance of the groups on the Council. This had resulted in the Labour Group being entitled to two additional committee seats to be vacated by the Swanscombe and Greenhithe Residents Association on the Audit Board and the Appointments Panel respectively. In reviewing the proportionality of the groups it had been found that the proportionality calculation was closer to the exact entitlements of the respective groups if one additional seat was also created on one of the Council committees. The Leader of the Council therefore moved an amendment to the recommendations in the report, which was duly seconded, that an additional seat should be created on the Crime and Disorder (Overview and Scrutiny) Committee to be filled on the nomination of the Leader of the Labour Group. The amendment was carried.

The Shadow Leader welcomed the newly elected Councillor Doran to the Council and nominated her to serve on the Audit Board and the Crime and Disorder (Overview and Scrutiny) Committee, and himself to sit on the Appointments Panel. The nominations of Councillor Doran and Councillor Baker to sit on Cabinet Advisory Panel B were also noted.

Following the death of the late Councillor Bobby the position of Deputy Leader of the Swanscombe and Greenhithe Residents Association remained vacant. This would be filled on the nomination of the Leader of the Swanscombe and Greenhithe Residents Association.

**RESOLVED:**

1. That the results of the by-election held on 5 December 2013 and the election of Councillor Steve Doran to the Council be noted.
2. That the size and membership of political groups formed by members of the Council as set out in Appendix A to the report be noted.
3. That the allocation of seats to the political groups on Standing Committees (excluding the Cabinet), Boards and Panels at Appendix B to the report (as amended), be noted.
4. That the Council agrees to expand the membership of the Crime and Disorder (Overview and Scrutiny) Committee by one and receives a nomination from the Leader of the Labour Group for the vacancy and that Appendix B to the report be amended accordingly. That the Council receives nominations as to membership from the Leader of the Labour Group for the vacancies on the Audit Board and Appointments Panel

along with any other changes that he may wish to make to his Group's existing memberships on other Committees, Boards and Panels.

5. That the Council notes the nomination of Councillor Steve Doran and Councillor D J Baker to membership of Cabinet Advisory Panel B, and of Councillor Doran to membership of the Audit Board and the Crime and Disorder (Overview and Scrutiny Committee) and of Councillor Prout to the Appointments Panel.
6. That the Council notes the appointment of a new Deputy Leader of the Swanscombe and Greenhithe Residents Association on the nomination of the Group Leader.

#### **81. RECONVENING OF THE GENERAL ASSEMBLY OF THE COUNCIL**

It was moved by Councillor J A Kite, seconded by Councillor A R Martin and

RESOLVED:

That in accordance with Standing Order 11 (14) the General Assembly of the Council now re-convene.

**THE MAYOR, COUNCILLOR MRS P A THURLOW IN THE CHAIR**

#### **82. RESERVED MINUTES**

No Cabinet minutes were reserved for debate.

The Mayor concluded by wishing all Members of the Council a Merry Christmas and a Happy New Year and invited them to join her in the Mayors Parlour.

The meeting closed at 8.15 pm

MAYOR

CHAIRMAN'S INITIALS

## DARTFORD BOROUGH COUNCIL

**GENERAL ASSEMBLY OF THE COUNCIL (BUDGET)**

**MINUTES** of the proceedings of the meeting of the General Assembly of the Council (Budget) held on Monday 24 February 2014.

**PRESENT:**

The Mayor

Councillor Mrs P A Thurlow

The Deputy Mayor

Councillor A S Sandhu, MBE

Councillor Mrs A D Allen

Councillor T A Maddison

Councillor D J Baker

Councillor A R Martin

Councillor A Bardoe

Councillor D J Mote

Councillor S H Brown

Councillor Mrs A Muckle

Councillor M J Bryant

Councillor J I Muckle

Councillor R Bryant

Councillor J M Ozog

Councillor Mrs S P Butterfill

Councillor R S L Perfitt

Councillor P J Cannon

Councillor M I Peters

Councillor P F Coleman

Councillor G T Prout

Councillor P Cutler

Councillor B E Read

Councillor M J Davis

Councillor Mrs J A Rickwood

Councillor D A Hammock

Councillor Mrs R L Shanks

Councillor J S Hawkes

Councillor C J Shippam

Councillor K M Kelly

Councillor M J Street

Councillor P Kelly

Councillor D Swinerd

Councillor J A Kite, MBE

Councillor A Wells

Councillor E J Lampkin

Councillor R J Wells

Councillor A R Lloyd

Councillor Mrs N C Wightman

**ABSENT:**

Councillor I D Armitt JP

Councillor J Burrell

Councillor J A Hayes

Councillor D E Hunnisett

**83. PRAYERS: FATHER NICK WILLIAMS**

Father Williams led the Council in prayer.

**84. DECLARATIONS OF INTEREST**

The Head of Legal Services declared a personal interest, on behalf of all Officers present at the meeting, in staffing matters referred to in Agenda Item 6, Revenue and Capital Budgets 2014/2015.

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The following interests were also declared by Members:

Councillor P A Coleman declared a prejudicial interest in Agenda item 6, Revenue and Capital Budgets 2014/2015, as he is a trustee of the 1<sup>st</sup> Sutton-at-Hone Scout Group.

Councillor P Kelly declared a prejudicial interest in Agenda item 6, Revenue and Capital Budgets 2014/2015, as he is a trustee and member of the Unit Management Committee of Dartford & Crayford Sea Cadets who receive grants/funding from the Council.

Councillor J A Kite declared a prejudicial interest in Agenda item 6, Revenue and Capital Budgets 2014/2015, as he is a director of Dartford Football Club and a director of the Leigh Technology Academy.

Councillor E J Lampkin declared a prejudicial interest in Agenda item 6, Revenue and Capital Budgets 2014/2015, as he is a trustee of Dartford Citizens Advice Bureau.

Councillor D J Mote declared a disclosable pecuniary interest in Appendices K(i),(ii) and (iii) of Agenda item 6, Revenue and Capital Budgets 2014/2015, as his wife is an employee of Stone Parish Council and a prejudicial interest in Agenda item 6 in respect of his involvement with the Stone Scout Group.

Councillor Mrs J A Rickwood declared a prejudicial interest in Agenda item 6, Revenue and Capital Budgets 2014/2015, as she is a trustee of Dartford Citizens Advice Bureau.

## 85. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Armitt, Burrell, Hayes and Hunnisett.

## 86. MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- **Forthcoming Events**

The Mayor invited Members to support the following forthcoming events for her Charity:

- Charity Quiz Night at St. Vincent's Church Hall on 1<sup>st</sup> March
- Chinese Night at Twins Restaurant on 12 March
- Cabaret evening at Wilmington Grammar School on 23<sup>rd</sup> March

- **Lizzie Yarnold, Olympic Gold Medallist**

The Mayor informed Members that she had written to congratulate Lizzie Yarnold on winning the gold medal in the Women's Skeleton event at the Winter Olympics in Sochi and that she had invited her to attend the Dartford

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Festival in view of her avowed wish to inspire and motivate young people to participate in sport.

- **Recent Visit to Shepheard Neame Brewery**

The Mayor advised Members that she had recently visited the Shepheard Neame brewery to learn how the brewery contributed to the Kent economy.

**87. URGENT ITEMS**

The Mayor announced that no urgent items had been submitted for consideration.

**88. REVENUE AND CAPITAL BUDGETS 2014/2015**

The General Assembly of the Council considered a report which set out the Council's capital and revenue budgets for 2014/2015. The report, which included the revenue and capital estimates, identified the level of precepts for Kent County Council, the Kent Police and Crime Commissioner, Kent Fire and Rescue and the Town and Parish Councils within the Borough.

Members were asked to set the level of expenditure for Dartford Borough Council Capital and Revenue Budgets for 2014/15, to approve the level of rents chargeable for Housing Revenue Account dwellings for 2014/15, to agree the level of Council Tax for Dartford Borough in its parished and unparished areas, and to determine sundry related matters. Members were also asked to approve the Council's Pay Policy Statement.

In accordance with Standing Order 16(4), a motion was proposed, seconded and carried, to allow extra time for Leaders of the Political Groups to deliver their speeches on the Budget report.

The Leader of the Council, Councillor J A Kite, expressed his thanks to Steve Brooks, Head of Finance and Resources for his hard work and loyal service to the Council over many years and for his work on the budget process and sound advice. He wished Mr Brooks a long and happy retirement.

The Leader proposed the budget for 2014/2015 to the Council and explained that his speech would be shorter than normal because the budget process was now a well-established one which was familiar to Members. For the 5<sup>th</sup> year running no increase in the Dartford Council Tax was proposed although it had been disappointing that the Police and Fire Authority precepts had increased. The budget also contained no cuts in services, more capital projects to benefit the town building on a decade of successful project delivery including the Judo Club, Princes Park, the improvements in Central Park including the bandstand, the bridges, the Café in the Park, the improvements at Brooklands Lakes, and the skatepark as well as other amenities throughout the borough. In the coming year there would be further important works which would benefit local residents including the refurbishment of the Fairfield Pool

and Leisure Centre by March 2015, the building of a new pavilion and community facility at Hesketh Park and the multi-use open air theatre and picnic grounds in Central Park. It was also proposed to fund a refurbishment of the Dartford Harriers athletics facilities including renewing the running track. The Leader expressed his thanks to Tony Durey from Dartford Harriers for his help in taking this forward.

The Leader also welcomed the progress made in regenerating the Town Centre and the progression with the redevelopment of Lowfield Street. Whilst this had taken longer than anyone would have wished he felt that important steps forward had been taken and he hoped that Tesco would have a better understanding of how to work with local communities in future. He also felt saddened that some people sought to belittle the regeneration initiatives and the work of local traders to advance the economic prospects of Dartford when there had been so much activity to promote the town. He highlighted initiatives such as the community shop in the town centre, market bursaries to encourage local entrepreneurs and work being carried out in conjunction with Bluewater. The Leader welcomed the efforts of the Town Centre Team and confirmed that a further £250,000 was available to support town centre initiatives.

The Leader also commented on the strength of the position of the Housing Revenue Account and the benefits accruing from the changes to the financing of the housing stock and the end to negative subsidy. Housing Services had become more responsive and efficient in recent years and had benefitted from the active involvement of tenants. The Council had also introduced housing policies which whilst prioritising local people sought to match provision to actual need. He was also pleased to announce the first additions to the Council's housing stock in over 30 years. Benefitting from being able to use receipts from right-to-buy a realistic and affordable building programme had been put in place on the basis of the anticipated level of receipts, capital resources available to the Council and the effects of the Housing Business Plan.

The Leader also explained that the Council valued the efforts of the Council's workforce and announced that the Council would be implementing the increase to the living wage to £7.64 per hour for Council staff. He also recognised that in recent years staff had not received pay increases and was grateful that staff had accepted this in return for a commitment to preserve jobs. However he was pleased to recognise the efforts of the Council's workforce and the budget proposed a 1% pay award this year. At the same time the Leader announced that he would be proposing an amendment to recommendation 3.7 to the effect that Members Allowances should not be increased and he invited the other political groups to support this amendment. The Leader commended the budget to the Council and moved the amendment to recommendation 3.7.

The Deputy Leader of the Council seconded the motion and the amendment to recommendation 3.7.

The Shadow Leader of the Council supported the Leader's comments about the achievements of the Head of Finance and Resources and added his congratulations for a long and happy retirement.

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The Shadow Leader also paid tribute to former Councillor Frank Byrne who had died recently. Councillor Byrne had represented Miskin Ward and more latterly West Hill from 1985 until 2007 and had been a hard-working and highly respected local councillor with a strong sense of social justice. The Shadow Leader sent his condolences to Mr Byrne's family and these sentiments were shared across the chamber and by the Mayor.

The Shadow Leader drew attention to recent comments by the Chairman of the LGA regarding the deleterious effect of public sector spending cuts on the future of local government and services. The Shadow Leader noted that in 2014/15 the Revenue Support Grant for Dartford had been reduced by 22.3% and the provisional settlement for 2015/2016 showed a further reduction of 31.3% from the 2014/2015 figure. The shortfall in funding was currently being met from balances, retained business rates and the Homes Bonus fund but the Shadow Leader questioned how long it would be possible to balance the books using these uncertain revenue streams without cuts to services and how long it would be possible to protect valuable initiatives such as SureStart. Whilst welcoming the freezing of the Dartford Council Tax in the coming year he highlighted the increases by precepting authorities and increases of 22% and 26% respectively by Sutton-at-Hone and Bean Parish Council's. He also drew attention to the impact of the Council Tax Support Scheme upon 4,000 local people on the margins of poverty particularly when the full impact of the scheme would be felt after the ending of transitional arrangements. He also criticised the "bedroom tax" which he said impacted upon 400 local residents who could not escape these requirements by finding smaller properties. The Shadow Leader supported the Living Wage and looked forward to the day when the Council became a Living Wage Council rather than simply a Living Wage employer. The Shadow Leader also welcomed the refurbishment of the Fairfield Pool and in particular the genuine consultation exercise on the design and use of the facility. He also explained that his group had also intended to propose a zero increase in Members Allowances as they believed that resources should be focussed on meeting the needs of local residents. The Shadow Leader also felt that the budget making process would benefit from a more inclusive approach and that he had been willing to participate in this before the proposals were formulated and that this could have resulted in a better consensus over the budget. As a result he would be proposing two further amendments to the budget.

At this stage a vote was taken on the amendment proposed by the Leader of the Council and seconded by the Deputy Leader of the Council that recommendation 3.7 be amended. It was agreed unanimously and

RESOLVED: That recommendation 3.7 be amended to read "that no increase be applied to Members' and Mayoral allowances for 2014/2015".

A further amendment to the budget proposals was moved by the Shadow Leader and seconded by the Deputy Shadow Leader in the following terms:

“That the Housing capital programme (page 153 of the budget report) be amended as follows:

- New Homes – Increase 2014/15 budget from nil to £1,000,000
- New Homes – Increase 2015/16 budget from £2,000,000 to £3,000,000
- New Homes – Reduce 2016/17 budget from £2,000,000 to nil”

The Shadow Leader explained that last year he had welcomed provisions in the budget for building new homes but that given the size of the current waiting list and the urgent need many families had for housing he felt that the proposed programme should be accelerated. He highlighted the plight of young families requiring homes but facing rising private rents which either resulted in them living with parents for longer or moving away from the area in search of cheaper rentals.

The Leader of the Council explained that the Council had already delivered new homes for the first time in over 30 years and that people were already living in these properties. The Council was delivering both excellent housing services and new homes. However the pace of this new development had to be sensible as the scheme involved match funding right-to-buy monies and therefore it was important to proceed at the same rate as right-to-buy sales in order to maximise the benefits of this scheme. If building were to take place at a faster rate this would effectively cost the Council more money but if house sales were higher it might be possible to accelerate the building programme as well. The Leader also noted that the Labour proposal would result in nil investment in Council Housing in 2016/17. He said he could not possibly support an amendment that would dry up the supply of Council homes in future years and commit the Council to zero investment.

The Deputy Shadow Leader asserted that money for providing new homes had been in the medium term financial plans but had been pushed back. He felt that if the Leader of the Council had wished this to be a priority this would not have been the case. It was good that some new homes had been provided in Darenth but he felt that there should have been more of them and built sooner to reflect the urgent need for housing. The Deputy Shadow Leader re-iterated the need to bring the programme forward to meet immediate need.

At the request of 5 members of the Labour Group a recorded vote was taken on the amendment of those members present who voted as follows:

FOR	AGAINST
Councillor D Baker	Councillor Mrs A D Allen
Councillor M J Bryant	Councillor A Bardoe
Councillor R Bryant	Councillor S H Brown
Councillor S Doran	Councillor Mrs S P Butterfill
Councillor J S Hawkes	Councillor P J Cannon
Councillor P Kelly	Councillor P F Coleman
Councillor T Maddison	Councillor P Cutler
Councillor Mrs A Muckle	Councillor M J Davis
Councillor J I Muckle	Councillor D A Hammock
Councillor G T Prout	Councillor K Kelly
	Councillor J A Kite

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		Councillor E J Lampkin Councillor A R Lloyd Councillor A R Martin Councillor D J Mote Councillor J M Ozog Councillor R S L Perfitt Councillor M I Peters Councillor B E Read Councillor Mrs J A Rickwood Councillor Mrs R L Shanks Councillor C J Shippam Councillor M J Street Councillor D Swinerd Councillor A Wells Councillor R J Wells Councillor Mrs N C Wightman The Deputy Mayor, Councillor A Sandhu The Mayor, Councillor Mrs P A Thurlow
TOTAL	10	TOTAL 29

The amendment was therefore lost.

Another amendment to the budget proposals was moved by the Shadow Leader and seconded by the Deputy Shadow Leader in the following terms:

“Delete recommendation 3.11 and replace with:

This Council regrets the complete lack of detail in the budget relating to the current distribution of and the future allocation of the Identified Initiatives Reserve and the consequent lack of accountability. It requests that the Managing Director report to the GAC meeting on March 17 2014:

The total budget for 2013/14 and the proposed expenditure on each item agreed at the 2013/14 budget meeting  
The total proposed outturn for 2013/14 and the proposed outturn for each item agreed at the 2013/14 budget meeting  
The proposed budget for 2014/15 and the proposed expenditure for 2014/15 on each item agreed at the 2013/14 budget meeting  
The proposed budget for 2015/16 and the proposed expenditure for 2015/16 on each item agreed at the 2013/14 budget meeting.”

The Shadow Leader reminded Members that in previous years they had had the opportunity to review expenditure from the Identified Initiatives Reserve (IIR) but that this year the budget papers contained no breakdown of actual and proposed expenditure from this reserve, just a reference to increasing the reserve by £150,000 and a recommendation delegating authority to the Managing Director to determine funding from the reserve. He highlighted that last year it had been proposed that nearly £1M from this reserve should be spent in 2013/14 and £1.7M in succeeding years yet Members had no

information on what had actually been spent and what projects were being supported. He felt that this was significant expenditure and that there was a consequent lack of accountability. In view of this he announced that if the amendment was not carried his group would have no choice but to vote against the budget proposals in their entirety.

The Deputy Leader of the Council took exception to the implication that there had been any lack of propriety in developing the budget proposals and stated that they were clearly explained in the papers and that any Member could seek advice and clarification from officers if they had required information. He felt passionate about the budget proposals and the many positive initiatives they contained.

Another Member explained that he would be supporting the amendment because he simply wished there to be greater transparency about how funding from the IIR would be used. The Deputy Shadow Leader also called for the amendment to be supported as he felt that the budget should be clear and transparent for the benefit of local residents.

The Shadow Leader repeated the need for transparency and said that he had asked for more information from an officer at his group meeting and had been told that the reason for the lack of detail on the use of the IIR was that this was necessary to allow greater flexibility in the use of the reserve. He felt that this explanation was insufficient and that the Council was entitled to know what monies had been spent from the reserve and what future expenditure was planned.

The Leader of the Council responded that there seemed to be a lack of understanding about how reserves work. The whole point of having a reserve was that it made money available for use in areas where more money needed to be spent, often at short notice or because of unforeseen events. In order to achieve this, reserves needed to be managed flexibly and it was not possible to predict future spending from reserves. The budget was also underpinned by a whole series of protocols and processes which should have been familiar to leading Members and the Shadow Leader, as Chairman of the Scrutiny Committee, had the opportunity throughout the year to call-in and challenge any budgetary decisions made by the Cabinet but had not done so. He felt that the issue of transparency was being raised to disguise the fact that the budget proposals contained so many positives that they were difficult to oppose and hoped that all Members would support the budget.

At the request of 5 members of the Labour Group a recorded vote was taken on the amendment of those members present who voted as follows:

FOR	AGAINST
Councillor D Baker	Councillor Mrs A D Allen
Councillor M J Bryant	Councillor A Bardoe
Councillor R Bryant	Councillor S H Brown
Councillor S Doran	Councillor Mrs S P Butterfill
Councillor J S Hawkes	Councillor P J Cannon
Councillor P Kelly	Councillor P F Coleman
Councillor T Maddison	Councillor P Cutler
Councillor Mrs A Muckle	Councillor M J Davis

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Councillor J I Muckle Councillor G T Prout	Councillor D A Hammock Councillor K Kelly Councillor J A Kite Councillor E J Lampkin Councillor A R Lloyd Councillor A R Martin Councillor D J Mote Councillor J M Ozog Councillor R S L Perfitt Councillor M I Peters Councillor B E Read Councillor Mrs J A Rickwood Councillor Mrs R L Shanks Councillor C J Shippam Councillor M J Street Councillor D Swinerd Councillor A Wells Councillor R J Wells Councillor Mrs N C Wightman The Deputy Mayor, Councillor A Sandhu The Mayor, Councillor Mrs P A Thurlow
TOTAL 10	TOTAL 29

The amendment was therefore lost.

The Leader of the Swanscombe and Greenhithe Residents Association spoke in favour of the budget proposals. He also addressed concerns raised about the increases in some Parish precepts and the good work carried out by the Parishes and Swanscombe and Greenhithe Town Council in conjunction with the Borough Council. He was proud of these achievements and hoped that Members would support the budget proposals.

The Deputy Leader of the Council expressed his thanks to Steve Brooks in compiling the budget and wished him a happy retirement. He welcomed Tim Sams, Financial Services Manager and also recorded his condolences for the family of former Councillor Frank Byrne. He asked Members to support the budget and found it difficult to understand why it should not be supported across the chamber in view of the positive content.

A Member provided clarification about the 26% rise in the Bean Parish Council precept which he explained was partly as a result of the Parish Council taking over responsibility for maintaining Darenth Country Park and that it equated to an additional £6 per household over the year.

Another Member pointed to the many achievements of the Council in providing amenities for local people over the last 30 years and also that although the Council had not directly built new homes during that time this had been because it had not been allowed to do so and, in fact, the Council had worked closely with developers to provide social housing.

The Deputy Shadow Leader welcomed the fact that Dartford would not be increasing its own Council tax but pointed out that Kent County Council had increased its precept by almost 2% with the support of some dual-hatted Members.

Another Member spoke in favour of the budget and commended officers for their work in finding funding for initiatives such as the refurbishment of the Fairfield Pool whilst having to balance the books without any increase in council tax during the last five years. He reminded Members that committees received regular reports on funding and that decisions were also open to scrutiny so it was difficult to see the grounds for claiming lack of transparency in the proposals.

The Leader of the Council responded to the debate. He reminded the meeting of the many positives he had outlined in his earlier speech, the zero Council tax increase, the many infrastructure projects, the protection of services against cuts. He reminded Members that in the face of criticism against the speed on the programme to build new houses he had stated that the pace of this programme could move forward more quickly if conditions allowed for this. In terms of concerns raised about the “bedroom tax” he explained that the Council had introduced fairer housing policies to match supply to actual need rather than aspirational demand. He clarified that the increase in the Living Wage would be applied after the 1% pay award had been made. The Leader also responded to criticism of the increase in the Kent County Council precept but explained that where small increases were justified in order to retain important services, such as Kent’s decision to retain the Freedom Pass, this was sometimes necessary. In terms of transparency he re-iterated the many opportunities available for budgetary decisions to be scrutinised and information requested and felt that the achievements of the Council were transparent and self-evident. He commended the budget to the General Assembly of the Council.

At the request of 5 members of the Labour Group a recorded vote was taken of those members present upon the recommendations contained in the agenda, excepting recommendation 3.7 which had already been unanimously amended and agreed. The voting was as follows:

FOR	AGAINST
Councillor Mrs A D Allen	Councillor D Baker
Councillor A Bardoe	Councillor M J Bryant
Councillor S H Brown	Councillor R Bryant
Councillor Mrs S P Butterfill	Councillor S Doran
Councillor P J Cannon	Councillor J S Hawkes
Councillor P F Coleman	Councillor P Kelly
Councillor P Cutler	Councillor T Maddison
Councillor M J Davis	Councillor Mrs A Muckle
Councillor D A Hammock	Councillor J I Muckle
Councillor K Kelly	Councillor G T Prout
Councillor J A Kite	
Councillor E J Lampkin	
Councillor A R Lloyd	
Councillor A R Martin	

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Councillor D J Mote Councillor J M Ozog Councillor R S L Perfitt Councillor M I Peters Councillor B E Read Councillor Mrs J A Rickwood Councillor Mrs R L Shanks Councillor C J Shippam Councillor M J Street Councillor D Swinerd Councillor A Wells Councillor R J Wells Councillor Mrs N C Wightman The Deputy Mayor, Councillor A Sandhu The Mayor, Councillor Mrs P A Thurlow	
TOTAL 29	TOTAL 10

The motion was therefore carried.

## RESOLVED:

1. That the probable outturn and overall financial position for 2013/2014, as set out in Section 6 of the report, be noted.
2. That, in the light of the probable outturn of the General Fund for 2013/2014, the estimated General Fund balance of £3.0m at 31 March 2014 be noted, as set out in paragraph 7.6.1 of the report.
3. That the main changes to the General Fund Budget, as set out in Appendix A (ii) to the report, be noted.
4. That the council tax requirement of £5,269,769 for 2014/2015, as set out in Appendix B (i) to the report, be approved.
5. That the Pay Policy Statement 2014/15, at Appendix P to the report, be approved.
6. That an increase of 1.0% be applied to local salary levels and other relevant allowances with effect from 1 April 2014.
7. That no increase be applied to Members' and Mayoral allowances for 2014/2015.
8. That the Managing Director be given delegated authority to agree fees payable for elections as outlined in the Pay Policy Statement at Appendix P to the report.

9. That the level of Mayoral allowances be based on a standard rate income tax payer, and this be adjusted to reflect individual tax circumstances, as required.
10. That the fees and charges as set out in Appendix B (ii) to the report, be approved with effect from 1 April 2014, or from any alternative dates set out in the Appendix; that the Managing Director be given delegated authority, in consultation with the Deputy Leader, to set and amend fees and charges at Acacia to meet business demand and to set fees for the Dartford Festival and the Princes Park mini pitches.
11. That the Managing Director be given delegated authority to determine individual sums to be met from the Identified Initiative Reserve in accordance with the agreed general purpose for which it was established.
12. That the Managing Director be given delegated authority, in consultation with the Leader of the Council, to determine any expenditure funded from the Homes Bonus, to vire between the individual items during the year, and to report such determinations to Cabinet.
13. That the Community Grants budget, as set out in Appendix B (iii) to the report, be approved.
14. That the Housing Revenue Account Budget, at Appendix C (ii) to the report, be approved.
15. That, in accordance with the Government's rent restructuring methodology the average rent increase of 3.56% for Housing Revenue Account dwellings, be approved; that the fees and charges relating to Housing Revenue Account properties, as set out in Appendix C (iv) to the report be approved. That the rent chargeable for pitches at Claywood Lane Caravan Site, Bean be increased by 3.56% from the first rent week in 2014/2015.
16. That the Corporate Property Maintenance and Improvement Programme be noted, as set out in Appendix E to the report, and the Managing Director be given delegated authority to vire between individual items during the year.
17. That the Capital Programme and budget for 2014/2015 to 2016/2017 be agreed, as set out in Appendices D (i) and D (ii) to the report.
18. That the Medium Term Financial Plan shown at Appendix B (iv) to the report be noted.
19. That the Treasury Management Strategy Statement shown at Appendix D (iii) to the report, and the Prudential Indicators detailed therein, be approved, and that the Managing Director be given delegated authority to borrow for capital investment purposes, in accordance with the Treasury Management Strategy, should it be in the interest of the Council to do so.

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20. That the Council agrees to use its discretionary powers under Section 47 of the Local Government Act 1988 to implement the changes to business rates proposed by the Government in the Autumn Statement on 5 December 2013, and that the Managing Director be given delegated authority to implement such changes providing the Government fully funds them.
21. That the Managing Director be authorised to charge such sums which are currently anticipated to be met from revenue, balances or reserves, or capital accounts, to other accounts, as is deemed to be in the interest of the authority.
22. That the budget amendment rules for 2014/2015, as set out in Appendix G to the report, be agreed.
23. That the special expense General Fund budget (parish precepts) as set out in Appendix K(i) to the report, totalling £1,068,818, be noted.
24. That the requirement of major preceptors, as detailed in Appendix K (i) to the report, be noted.
25. That the CIPFA statement on the role of the Chief Financial Officer, reproduced as Appendix N to the report, be noted.
26. That the financial threshold for the definition of a key decision, in accordance with Article 13.03(b) of the Constitution, be set at £500,000.
27. That it be noted that at its meeting on 16 December 2013, the General Assembly of the Council calculated the following amounts as its Council Tax Base for the year 2014/2015 in accordance with regulations made under Section 31 B(3) of the Local Government Finance Act 1992 as amended (the Act)
- (a) 32,349.72 - being the Council Tax Base for 2014/2015, for the whole Council area.
- and
- (b) the aggregate of the amounts for dwellings in those parts of its area to which a Parish precept relates, as follows:

	£
Bean Parish	549.12
Darenth Parish	1,455.77
Longfield and New Barn Parish	2,375.88
Southfleet Parish	550.29
Stone Parish	3,535.55
Sutton-at-Hone and Hawley Parish	1,420.58
Swanscombe and Greenhithe Town Council	4,420.07
Wilmington Parish	2,867.09

28. That the following amounts now be calculated by the Council for the year 2014/2015 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:-

(a) £51,069,576 being the aggregate of the amounts which the Council estimates for the amounts set out in Section 31 A (2) of the Act, taking into account all precepts issued to it by Parish Councils.

(b) £44,730,989 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (3) of the Act.

(c) £6,338,587 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with sections 31 A (4) of the Act as its Council Tax requirement for the year.

(d) £195.94 being the amount at (c) above, divided by 27 (a) above, calculated by the Council in accordance with section 31 B (1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)

(e) £1,068,818 being the aggregate amount of all special items, i.e. the total of the parish and town council precepts, referred to in Section 34(1) of the Local Government Finance Act 1992

(f) £162.90 being the amount at (d) above, less the result given by dividing the amount at (e) above by the amount at 27 (a) above, calculated by the Council, in accordance with Section 34(2) of the Local Government Finance Act 1992, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates

(g) Part of the Borough's area:

- £194.40 Bean Parish
- £208.53 Darenth Parish
- £190.23 Longfield and New Barn Parish
- £177.95 Southfleet Parish
- £233.91 Stone Parish

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£228.07	Sutton-at-Hone and Hawley Parish
£273.53	Swanscombe and Greenhithe Town Council
£190.54	Wilmington Parish

being the amounts given by adding to the amount at 28(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above, divided in each case by the amount at 28 (b) above, calculated by the Council, in accordance with Section 34(3) of the Local Government Finance Act 1992, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (h) That the following amounts, given by multiplying the amounts at 28(f) and 28(g) above by the number which, in the proportion set out in Section 5(1) of the Local Government Finance Act 1992, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Local Government Finance Act 1992, be the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:

## Bean Parish

A	B	C	D	E	F	G	H
129.60	151.20	172.80	194.40	237.60	280.80	324.00	388.80

## Darenth Parish

A	B	C	D	E	F	G	H
139.02	162.19	185.36	208.53	254.87	301.21	347.55	417.06

## Longfield and New Barn Parish

A	B	C	D	E	F	G	H
126.82	147.96	169.09	190.23	232.50	274.78	317.05	380.46

## Southfleet Parish

A	B	C	D	E	F	G	H

118.63	138.41	158.18	177.95	217.49	257.04	296.58	355.90
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## Stone Parish

A	B	C	D	E	F	G	H
155.94	181.93	207.92	233.91	285.89	337.87	389.85	467.82

## Sutton-at-Hone and Hawley Parish

A	B	C	D	E	F	G	H
152.05	177.39	202.73	228.07	278.75	329.43	380.12	456.14

## Swanscombe and Greenhithe Town

A	B	C	D	E	F	G	H
182.35	212.75	243.14	273.53	334.31	395.10	455.88	547.06

## Wilmington Parish

A	B	C	D	E	F	G	H
127.03	148.20	169.37	190.54	232.88	275.22	317.57	381.08

## Unparished Parts of the Borough

A	B	C	D	E	F	G	H
108.60	126.70	144.80	162.90	199.10	235.30	271.50	325.80

29. That it be noted that, for the year 2014/2015, the major precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

## Precepting Authorities

## Kent County Council

A	B	C	D	E	F	G	H
712.44	831.18	949.92	1068.66	1306.14	1543.62	1781.10	2137.32

## Kent Police and Crime Commissioner

A	B	C	D	E	F	G	H
96.19	112.22	128.25	144.28	176.34	208.40	240.47	288.56

CHAIRMAN'S  
INITIALS

--

## GENERAL ASSEMBLY OF THE COUNCIL (BUDGET)

MONDAY 24 FEBRUARY 2014

## Kent Fire and Rescue

A	B	C	D	E	F	G	H
46.20	53.90	61.60	69.30	84.70	100.10	115.50	138.60

30. That having calculated the aggregate in each case of the amounts at 28(h) and 29 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of Council Tax for the year 2014/2015 for each of the categories of dwellings shown on the following page.

## Bean Parish

A	B	C	D	E	F	G	H
984.43	1148.50	1312.57	1476.64	1804.78	2132.92	2461.07	2953.28

## Darenth Parish

A	B	C	D	E	F	G	H
993.85	1159.49	1325.13	1490.77	1822.05	2153.33	2484.62	2981.54

## Longfield and New Barn Parish

A	B	C	D	E	F	G	H
981.65	1145.26	1308.86	1472.47	1799.68	2126.90	2454.12	2944.94

## Southfleet Parish

A	B	C	D	E	F	G	H
973.46	1135.71	1297.95	1460.19	1784.67	2109.16	2433.65	2920.38

## Stone Parish

A	B	C	D	E	F	G	H
1010.77	1179.23	1347.69	1516.15	1853.07	2189.99	2526.92	3032.30

## Sutton-at-Hone and Hawley Parish

A	B	C	D	E	F	G	H
1006.88	1174.69	1342.50	1510.31	1845.93	2181.55	2517.19	3020.62

Swanscombe and Greenhithe Town

A	B	C	D	E	F	G	H
1037.18	1210.05	1382.91	1555.77	1901.49	2247.22	2592.95	3111.54

Wilmington Parish

A	B	C	D	E	F	G	H
981.86	1145.50	1309.14	1472.78	1800.06	2127.34	2454.64	2945.56

Unparished Parts of the Borough

A	B	C	D	E	F	G	H
963.43	1124.00	1284.57	1445.14	1766.28	2087.42	2408.57	2890.28

The meeting closed at 9.40 pm

MAYOR

CHAIRMAN'S INITIALS

**General Assembly of the Council**  
7 May 2014

**RE-DESIGNATION OF POLLING PLACES FOR FLEET ESTATE  
(BB) AND FLEET DOWNS (BC) POLLING DISTRICTS**

1. Summary

1.1 To ask the General Assembly of the Council to approve a change of polling places for the Fleet Estate and Fleet Downs Polling Districts due to the unavailability of the Fleetdown Community Centre which is shut for repair. It is proposed to designate the adjacent Fleetdown Library as the replacement polling place for both polling districts.

2. RECOMMENDATION(S)

2.1 That the General Assembly of the Council agrees to the designation of the Fleetdown Library as the polling place for Fleet Estate and Fleet Downs Polling Districts with immediate effect.

3. Background and Discussion

3.1 The Representation of the People Act 1983 places a duty on the Council to divide the borough into polling districts for the purposes of parliamentary elections and to designate a polling place for each district and to keep these arrangements under review.

3.2 The designation of polling districts and polling places is the responsibility of the local authority, however, the locations and provision of polling stations remains the responsibility of the Returning Officer.

3.3 The difference between a polling district, a polling place and a polling station is outlined below:

A **polling district** is a geographical sub-division of an electoral area, i.e. a UK Parliamentary constituency, a European Parliamentary electoral region, a ward or an electoral division.

A **polling place** is a geographical area in which a polling station is located.

However, as there is no legal definition of what a polling place is, the geographical area could be defined as tightly as a particular building or as widely as the entire polling district. In Dartford the polling places are quite narrowly defined and any changes outside of these parameters, however minor, require the approval of the General Assembly of the Council.

A **polling station** is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district.

**General Assembly of the Council**  
**7 May 2014**

- 3.4 The current polling place for the Fleet Estate and Fleet Downs polling districts is the Fleetdown Community Centre where a double polling station is located at major elections and which was scheduled to be used for the European Parliamentary election on 22<sup>nd</sup> May 2014. However earlier this year the Community Centre suffered extensive damage due to high winds and the building is shut for repair.
- 3.5 A new location is therefore required for use at the European elections and officers have identified the Fleetdown Library as a suitable alternative. The Library is next door to the Community Centre, is large enough to accommodate a double polling station, and is well appointed with good disabled access and all the facilities required for electoral purposes. As a publicly funded building it is also available to the Council at nominal cost unlike the Community Centre which makes a significant charge for the use of its premises.
- 3.6 The Community Centre will not be available by 22<sup>nd</sup> May and the Fleetdown Library provides a good alternative. Members are therefore asked to approve the designation of the Fleetdown Library as the polling place for the Fleet Estate and Fleet Downs polling districts with immediate effect. The use of the Library will also be considered as part of a statutory Review of Polling Districts and Polling Places which has to be carried out later this year and feedback on the use of this location during the European election will inform this process.

4. Conclusions and Recommendations

Officers have visited the existing polling place, Fleetdown Community Centre, and established that it will not be available for use at the European election. The Fleetdown Library offers a good and permanent alternative location and it is recommended that it be designated the new polling place for both Polling Districts.

5. Relationship to the Corporate Plan

Not applicable.

6. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	There will be a saving arising from the use of the Fleetdown Library as the Council will not incur a hire fee.
Legal Implications	None.
Staffing Implications	None.
Administrative Implications	None.
Risk Assessment	The Library is considered to be suitable for electoral purposes and a new polling place is required in time for the European election on

**General Assembly of the Council**  
7 May 2014

	22 May 2014.
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7. Appendices  
None

<u>Documents consulted</u>	<b>BACKGROUND PAPERS</b>			<u>Exempt Information Category</u>
	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	
None		A Twyman (01322) 343430	Member Services	N/A

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## APPENDIX A

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**CABINET**

<b>Chairman:</b>	<b>Councillor J A Kite MBE</b>
<b>Vice-Chairman:</b>	<b>Councillor A R Martin</b>
<b>Cabinet Member:</b>	<b>Councillors P F Coleman, A Lloyd, C J Shippam and Mrs P A Thurlow</b>

In these Terms of Reference, the "process of policy formulation" shall mean:

- (1)** The Cabinet proposes/recommends the draft budget (including the allocations to different services and projects, proposed taxation levels and contingency funds) or plans/strategies/arrangements (the policy framework) to the Council for adoption (with or without modifications/amendments);
- (2)** The GAC then either agrees the draft policy or budget or may amend the draft policy or budget in those respects in which the GAC is unhappy.
- (3)** The Cabinet shall be responsible for any consultation required or necessary with the Policy Overview Committee, Crime and Disorder (Overview and Scrutiny) Committee and the Scrutiny Committee, local partners and other stakeholders in developing the budget and formulating policy.

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

In these Terms of Reference, 'Overview and Scrutiny Committees' shall mean Scrutiny Committee, Crime and Disorder (Overview and Scrutiny) Committee and Policy Overview Committee.

**1. The Executive Functions**

- (a)** To be responsible for the discharge of executive functions and to exercise all the Council's functions which are not the responsibility of any other part of the Council, by law or under the Constitution.
- (b)** To exercise and undertake (or as the Cabinet may determine), the functions of the Council which;
  - (i)** are not specifically reserved to the GAC by regulations or otherwise specified as being functions which the GAC must determine;

- (ii) the GAC has discretion on (i.e. may exercise the function(s) itself or delegate it), but chooses not to carry out the function(s);
- (iii) are not delegated by the GAC to another Committee, Board, Panel or Officer pursuant to section 101 of the Local Government Act 1972;
- (iv) are not listed in these Terms of Reference as being matters on which the Cabinet makes recommendations to the GAC;
- (v) are not exercised in a way, which breaches or has the effect of breaching plans, strategies and policies approved by the GAC.

## **2. The Leadership Role**

- (1) Lead and co-ordinate the community planning process;
- (2) Lead and co-ordinate the preparation of statutory and non-statutory plans and strategies;
- (3) Consult on and draw up the annual budget, including capital plans, for submission to the Council;
- (4) Take decisions on resources and priorities to deliver the strategies within budgets approved by the Council, consulting with other Councillors and stakeholders in the local community as necessary;
- (5) Be the focus for forming partnerships with other agencies and the business and voluntary sectors locally to address local needs.

## **3. The Policy Framework**

- (1) Be responsible for effective implementation of Council policy and delivering services in line with the Council's approved budget, policy framework and Financial Regulations;
- (2) Respond to any recommendation(s) made by the Overview and Scrutiny Committees.

### **(3) In-Year Amendments**

*The GAC may at the same time as approving/adopting a policy, agree which elements of the policy the Cabinet will have the freedom to amend.*

- (4) Where appropriate, seek advice from the Policy Overview Committee or from the Council before taking a major decision even if it lies within the Council's agreed strategic policy framework and has been allowed for in the budget.

- (5) Shape its proposals in the light of the views of the community, other local stakeholders, including potential partners/Tenants Participation Compact and the representations of Councillors outside the Cabinet.
- (6) To refer work items to the Overview and Scrutiny Committees as and when necessary.
- (7) To receive recommendations from the Overview and Scrutiny Committees.

**(8) Local Plan and Planning Policy**

Responsible for formulating the Local Development Scheme (Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended); Local Development Documents in accordance with the Town and Country Planning (Local Planning)(England) Regulations 2012 and the Community Infrastructure Levy in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) and effecting the necessary consultations with stakeholders, as appropriate.

*NB The approval of Development Plan Documents (Regulation 19 of the Town and Country Planning (Local Planning)(England) Regulations 2012)) from publication stage onwards, is a decision of GAC and not the Cabinet*

- (9) Subject to the process of policy formulation, recommend to the GAC for approval/adoption, statutory and other plans (refer to the GAC Terms of Reference).
- (10) Expand the Council's policy framework by deciding that other plans and strategies (statutory and non-statutory) and policies be adopted by the GAC.

NB: If the Cabinet is minded to determine a matter not in accordance with the policies adopted by the Council (a departure decision) that decision MUST be taken by the Council unless it is an urgent departure decision taken in accordance with Standing Order 55(4). Any modifications to the plans, strategies or arrangements must be adopted (with or without amendments) by the Council unless the Council at the time of adopting/approving the plans, strategies or arrangements has delegated to the Cabinet the authority to make in-year amendments to the plan, strategy or arrangement in question.

- (11) Responsible for all the steps leading up to the adoption by the GAC, of plans and strategies.
- (12) To approve other plans, strategies and policies which are not required by law to be approved/adopted by the GAC.

#### **4. Plans requiring Secretary of State Approval**

Responsible for the preparation of draft plans and ancillary documents and/or the formulation of arrangements for submission to the Council for adoption prior to being submitted to the relevant Secretary of State for approval as required from time to time.

*NB: The Cabinet is responsible for amending such plan or strategy as required by the Minister from whom approval is required and the GAC shall formally adopt the final, approved version of the plan prior to implementation*

#### **5. Budget Framework**

(1) Responsible for all the steps leading up to the adoption by the Council of the budget and taxation levels (Local Government Finance Act 1992).

(2) In developing the budget, responsible for any consultation required or necessary with the Policy Overview Committee.

#### **6. Economic, Environmental and Social Well-being of the Borough**

Receive recommendations from the Overview and Scrutiny Committees in relation to matters which are not the direct responsibility of the Council, but which nevertheless, affect the economic, environmental and social well-being of the Borough of Dartford.

#### **7. Residual Planning Functions**

(a) To recommend to the GAC the making of Compulsory Purchase Orders.

(b) To receive recommendations from the Development Control Board on designation of conservation areas and to determine accordingly.

(c) To establish nature reserves under Part VII of the Environmental Protection Act 1990.

(d) To be responsible for the removal of permitted development rights through Article 4 Directions.

NB: The Cabinet may require information as to interests in land but only where this is preliminary to the exercise of powers to make Compulsory Purchase Orders.

(e) To oversee all procedural steps relating to the preparation of a Neighbourhood Development Plan (Part 5, The Neighbourhood Planning (General) Regulations 2012) and to consider what actions to take in response to an examiner's recommendations in respect of Neighbourhood Development Plans (Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended)).

*NB The decision to make or refuse to make a Neighbourhood Development Plan (Section 38A(4) of the Planning and Compulsory Purchase Act 2004(as amended)) is a decision of GAC and not the Cabinet*

- (f) To adopt, revise and revoke Local Development Orders under Section 61A of the Town and Country Planning Act 1990 (as amended) and to oversee all procedural steps including local consultation.
- (g) To oversee all procedural steps relating to the preparation of Neighbourhood Development Orders and Community Right to Build Orders (Part 6, the Neighbourhood Planning (General) Regulations 2012.
- (h) To make decisions about a proposed Neighbourhood Development Order or Community Right to Build Order following receipt of the examiner's report, including making or refusing to make an Order (Schedules 4B and 4C of the Town and Country Planning Act 1990 (as amended)).

## **8. Environmental**

- (a) Responsible for functions in respect of control of pollution, statutory nuisances and other environmental protection functions, but excluding those related to regulatory, consent or enforcement decisions.
- (b) Responsible for functions relating to the management of air quality.

## **9. Health and Safety (Employer Responsibilities)**

Responsible for all matters related to health and safety for the Council as an employer.

## **10. Personnel (Human Resources)**

- (a) To receive reports from the Head of Paid Service on the manner in which the discharge of the Council's personnel functions is co-ordinated, the number and grade of Officers required for the discharge of functions and the organisation of Officers.
- (b) To make agreements with other local authorities for the placing of staff at the disposal of those other local authorities, (example to facilitate the exercise of joint arrangements) but only in relation to the discharge of Cabinet functions.
- (c) To appoint an individual (and revoke the appointment) to:
  - (i) any office other than an office in which he/she is employed by the Council;
  - (ii) any body other than

- (a) the Council;
- (b) a joint committee of two or more authorities.

(iii) any committee or sub-committee of such body.

#### **11. Contracts**

To decide whether to contract out a function or service and to whom to award the contract providing that the function/service falls within the responsibility of the Cabinet.

#### **12. Localism Act 2011**

To decide the form and contents of the Council's list of assets of community value and the procedure to be applied.

#### **13. Local Acts**

Responsible for any function under a local Act other than the functions specified to be the responsibility of the GAC and/or as delegated by the GAC to other Committees, Boards, Panels and Officers pursuant to section 101 of the Local Government Act 1972.

#### **14. Spending of Budget Allocations and Reallocation of Funds**

- (1) Responsible for the control, monitoring and expenditure of budgets within the Cabinet's remit.
- (2) Responsible for the reallocation of funds from one service to another within the adopted budget.

NB: If the Cabinet is minded to determine a matter not in accordance with the budget and any parameters detailed in Standing Orders and/or Financial Regulations, that decision MUST be taken by the GAC unless it is an urgent departure decision taken in accordance with Standing Order 55(4).

#### **15. Appointments to Outside Bodies**

Responsible for making appointments from within the Cabinet membership and from Councillors outside the Cabinet and other persons to any body outside the Council in connection with the discharge of any Cabinet function and subject to the Council's Comprehensive Equality Policy.

#### **16. Delegations**

Remain responsible to the Council, through the Scrutiny Committee, for the Cabinet functions delegated (the decision to delegate and the way that the function is being carried out) to Officers or other structures outside the Cabinet.

**17. Monitoring Officer and Chief Finance Officer Reports**

- (a) Without prejudice to the role and responsibilities of the GAC and Audit Board to receive Monitoring Officer and Chief Finance Officer reports on;
- (i) lawfulness or maladministration;
  - (ii) unlawful expenditure where this relates to functions, which are the responsibility of the Cabinet.

NB: The report must be copied to all Members of the Council and all action in respect of the matter in the report will be suspended until the Cabinet has considered the report. The Scrutiny Committee may consider whether it is appropriate to hold a short enquiry into the matter prior to the Cabinet's consideration of it.

- (b) After considering the Monitoring Officer's/Chief Finance Officer's report, report accordingly to the GAC (and where applicable, to the Chief Finance Officer and to the Council's external auditor) explaining what if any, action is to be taken in consequence of the report and the reasons for that action or for not taking action.

**18. Discussion/Consultation Papers**

To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Cabinet or matters connected/associated with bodies established by the Council or Cabinet and reporting to the Cabinet.

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**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING****APPENDIX B**

7 May 2014

**PORTFOLIO RESPONSIBILITIES WITHIN CABINET****Councillor J A KITE**

Portfolio: LEADER &amp; OVERALL STRATEGY

**Councillor A R MARTIN**Portfolio: DEPUTY LEADER, STRATEGIC COUNCIL FINANCES  
& STRATEGIC SERVICE PROVISION**Councillor P F COLEMAN**

Portfolio: FRONT LINE SERVICES, CUSTOMER CHAMPION &amp; HOUSING

**Councillor A LLOYD**

Portfolio: ENVIRONMENT, LEISURE &amp; FACILITIES

**Councillor C J SHIPPAM**

Portfolio: TOWN CENTRE

**Councillor MRS P A THURLOW**

Portfolio: EVENTS, ATTRACTIONS &amp; HERITAGE

**LEAD MEMBERS****(sitting outside The Cabinet reporting to the Leader of the Council)****Councillor S H BROWN**

Portfolio: POLICY DEVELOPMENT

**Councillor D HAMMOCK**

Portfolio: LICENCING, OBLIGATIONS AND ENFORCEMENT

**Councillor E J LAMPKIN**

Portfolio: CUSTOMER EXPERIENCE AND SERVICE PROFILES

**Councillor Mrs Ann ALLEN**Portfolio: COMMUNITY & TAXPAYER INVOLVEMENT, VOLUNTARY SECTOR,  
FORUMS**Councillor A BARDOE**

Portfolio: BUSINESS &amp; ENTERPRISE, PROCUREMENT, TRADING &amp; INCOME

**Councillor K M KELLY**

Portfolio: TRANSPORTATION AND INFRASTRUCTURE

**Councillor B E READ**

Portfolio: URBAN REGENERATION

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## APPENDIX C

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**DEED, TRUST AND OBLIGATIONS COMMITTEE  
[REPORTING TO CABINET]**

**Chairman:** Councillor A R Martin  
**Vice-Chairman:** Councillor J A Kite MBE  
**\*Membership:** Councillors S P Butterfill, M J Davis, T A Maddison,  
and Mrs P A Thurlow  
**Independent Members:** Mr P Draper, Mr J Gaskell, Mr M Gibson and Mr M  
Hussey

*Substitution not permitted*

The Dartford Borough Council as sole trustee, has overall control of the charities and the charities' property and funds. Under the Local Authorities (Arrangements for the Discharge of Functions)(England) Regulations 2000, the local authority's charity function is to be discharged by Cabinet.

**KIDD LEGACY BEING PART OF CENTRAL PARK (4013609) AT DARTFORD  
KENT**

**1. The Charity**

By the Indenture (Deed of Gift) dated 28 September 1903, the Kidd Legacy land (edged red on Plan A) was bequeathed to the Council on charitable trust by Colonel Charles Newman Kidd.

**2. The Object**

The Deed of Gift prescribes that the Kidd Legacy land will be 'appropriated and used in perpetuity as a public recreation ground and for no other purpose whatsoever'.

**HESKETH PARK**

**1. The Charity**

By Conveyances dated 30 March 1904, 20 January 1909 and 30 September 1913, the Hesketh Park land (edged red on Plan B) was bequeathed to the Council on charitable trust by Everard Hesketh.

**2. The Object**

Each of the Conveyances prescribes that the Hesketh Park land will be '[used]...for the purpose of a public recreation ground for the inhabitants of Dartford and not for any other purpose'.

---

**CHILDREN'S PLAYING FIELD AND RECREATION GROUND AT SAVOY ROAD DARTFORD (302723)****1. The Charity**

By Conveyance dated 30 August 1928, the land was transferred by The Right-Honourable Courtney Charles Evan Viscount Tredegar and the Trustees of his Settled Estates to the National Playing Fields Association as the freehold owner, on trust.

The Council became the charitable trustee when it entered into lease arrangements with the National Playing Fields Association, for a term commencing 31 March 1998 to 24 March 2028.

**2. The Object**

The playing field and recreation ground to be held on trust '...for the benefit only of children of school age in the Parish of Dartford in accordance with the charitable purposes of the Association'.

---

**THE CHARITIES' GUIDING PRINCIPLES**

The Charitable Trustee will:

- (a) act reasonably i.e. decisions should be within the range of decisions which a reasonable body of trustees could have made;
- (b) act within the powers conferred upon it and the established rules for procedures for dealing with issues of the kind under consideration;
- (c) act in good faith;
- (d) adequately inform itself in order to make the decision in question, including a comprehensive risk analysis and where necessary, make further enquiries and where appropriate, consider legal and other professional advice;
- (e) not take into consideration any factors which it is not proper for it to take into account;
- (f) consider any factors which it should take into account;
- (g) avoid conflicts of interest.

**TERMS OF REFERENCE:****A. DELEGATED FUNCTIONS:**

- 1. To be the body who on behalf of the Charitable Trustee, safeguards the Object, the Charities' property, funds and the beneficiaries' interests in accordance with the Guiding Principles.
- 2. To ensure that the accounts and the general administration of the Charities complies with statutory regulations.
- 3. To ensure that the Charities' funds are not co-mingled.
- 4. To do anything else within the law which promotes or helps to promote the Object.

**B. REFERRED FUNCTION:**

To recommend accordingly to Cabinet on the affairs of the Charities.

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**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING**

**APPENDIX D**

**7 May 2014**

**THE DARTFORD BOROUGH COUNCIL  
CONSERVATIVE GROUP  
(30)**

Councillor A D Allen  
Councillor I D Armitt  
Councillor A Bardoe  
Councillor S H Brown  
Councillor J Burrell  
Councillor P J Cannon  
Councillor P F Coleman  
Councillor P Cutler  
Councillor M J Davis  
Councillor D A Hammock  
Councillor D E Hunnisett  
Councillor K M Kelly  
Councillor J A Kite MBE  
Councillor E J Lampkin  
Councillor A R Lloyd  
Councillor A R Martin  
Councillor D J Mote  
Councillor J M Ozog  
Councillor R Perfitt  
Councillor M I Peters  
Councillor J A Rickwood  
Councillor A S Sandhu MBE  
Councillor R L Shanks  
Councillor C J Shippam  
Councillor M J Street  
Councillor D Swinerd  
Councillor P A Thurlow  
Councillor A Wells  
Councillor R J Wells  
Councillor N C Wightman

**THE LABOUR GROUP  
(11)**

Councillor D J Baker  
Councillor M J Bryant  
Councillor R Bryant  
Councillor S J Doran  
Councillor J S Hawkes  
Councillor P Kelly  
Councillor T A Maddison  
Councillor J I Muckle  
Councillor A Muckle  
Councillor G T Prout  
Councillor C M Stafford

**SWANSCOMBE AND GREENHITHE  
RESIDENTS' ASSOCIATION  
(3)**

Councillor S P Butterfill  
Councillor J A Hayes  
Councillor B E Read

**APPENDIX D**

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DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014

**APPENDIX E**

**RULES FOR SUBSTITUTION ON STANDING COMMITTEES, SUB-COMMITTEES, BOARDS AND PANELS**

1. These Rules of Substitution do not apply to the Cabinet, the Deed, Trust and Obligations Committee and to the adjourned meetings of the Licensing Sub-committee, Discretionary Housing Payments Panel, Appeals Panel and Hearing Panel.
2. Subject to the para.1 above and the following provisions, any Member may act as a substitute for a member of the same Political Group at any meeting of a Committee, Sub-committee, Board or Panel.
3. Subject to the express wishes of the relevant Committee, Sub-committee, Board or Panel, a substitute must be selected as the occasion arises by:
  - (a) the Leader of the relevant Political Group, or
  - (b) other person or persons nominated by the Leader to act in this capacity.
4. Substitution for each Committee, Sub-committee, Board and Panel will not normally be applied to more than three members in each Political Group.
5. Members will not substitute on the Development Control Board, Licensing Sub-committee, Appeals Panel and Discretionary Housing Payments Panel, unless they have been previously trained on the body's quasi judicial functions.
6. Subject to paragraph 1 substitute Members on the Licensing Sub-committee, Discretionary Housing Payments Panel, Appeals Panel and Hearing Panel will be limited to being drawn from the membership of the parent body.
7.
  - (a) Attendance of a substitute at a forthcoming meeting must be notified in writing or orally to the Managing Director or his representative as soon as possible before the meeting.
  - (b) A declaration will be made by the Managing Director or his representative at the meeting to the effect that Member "X" has been substituted by Member "Y".
8. Substitute Members will have all the powers and duties of any ordinary member of the Committee, Sub-committee, Board or Panel, but will not be able to exercise any special powers or duties exercisable by the person they are substituting.
9. Substitute Members may attend meetings in that capacity only;
  - (a) to take the place of the ordinary Member for whom they are the substitute;

(b) after notifying the Managing Director (refer to para. 7(a) above).

10. Once substituted, the ordinary Member cannot vote at the meeting even if he/she is able to attend at a later stage of the meeting and can only speak with the permission of the Chairman.

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING**

APPENDIX F

7 May 2014

**LABOUR GROUP MANAGEMENT AND STRUCTURE**

**SHADOW LEADER  
COUNCILLOR G T PROUT**

Overall Strategy  
Corporate Planning  
Budget & Town Centre

**DEPUTY SHADOW LEADER  
COUNCILLOR M J BRYANT**

Communications  
Crime and Disorder  
Community Safety  
Enforcement  
Strategic Service Provision

Councillor Mrs A Muckle	Housing Services
Councillor J I Muckle	Regeneration and Planning, Transport
Councillor J S Hawkes	Financial Planning and Resources, Business Enterprise
Councillor S J Doran	Housing Services, Youth Involvement
Councillor R Bryant	Arts, The Orchard, Events Licensing
Councillor P Kelly	Regeneration and Planning, Voluntary Sector and Grants
Councillor T Maddison	Environment, Waste Recycling
Councillor D J Baker	Environment, Waste Recycling, Sport and Leisure
Councillor C M Stafford	Community and Taxpayer Involvement

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## APPENDIX G

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**GENERAL ASSEMBLY OF THE COUNCIL (the GAC)**

Subject to Article 4.02 and table 1 in Part 3 of the Constitution, or unless otherwise delegated, the General Assembly of the Council will exercise the following functions:

	<b>Function</b>	<b>Provision of Act or Statutory Instrument</b>
	<b>A. Health and Safety</b>	
	Functions under any of the “ relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as an employer	Part I of the Health and Safety at Work etc. Act 1974
	<b>B. Functions relating to elections</b>	
1.	Duty to appoint an electoral registration officer	Section 8(2) of the Representation of the People Act 1983
2.	Power to assign officers in relation to requisitions of the registration officer	Section 52(4) of the Representation of the People Act 1983
3.	Functions in relation to parishes and parish councils	Part II of the Local Government and Rating Act 1997 and subordinate legislation under that Part
4.	Power to dissolve small parish councils	Section 10 of the Local Government Act 1972
5.	Power to make orders for grouping parishes, dissolving groups and separating parishes from groups	Section 11 of the Local Government Act 1972
6.	Duty to appoint returning officer for local government elections	Section 35 of the Representation of the People Act 1983
7.	Duty to provide assistance at European Parliamentary elections	Section 6(7) and (8) of the European Parliamentary Elections Act 2002
8.	Duty to divide constituency into polling districts	Sections 18A to 18E of, and Schedule A1 to, the Representation of the People Act 1983
9.	Power to divide electoral divisions into polling districts at local government elections	Section 31 of the Representation of the People Act 1983

10.	Powers in respect of holding of elections	<a href="#">Section 39(4)</a> of the <a href="#">Representation of the People Act 1983</a>
11.	Power to pay expenses properly incurred by electoral registration officers	<a href="#">Section 54</a> of the <a href="#">Representation of the People Act 1983</a>
12.	Power to fill vacancies in the event of insufficient nominations	<a href="#">Section 21</a> of the <a href="#">Representation of the People Act 1985</a>
13.	Duty to declare vacancy in office in certain cases	<a href="#">Section 86</a> of the <a href="#">Local Government Act 1972</a>
14.	Duty to give public notice of a casual vacancy	<a href="#">Section 87</a> of the <a href="#">Local Government Act 1972</a>
15.	Power to make temporary appointments to parish councils	<a href="#">Section 91</a> of the <a href="#">Local Government Act 1972</a>
16.	Power to submit proposals for pilot schemes for local elections	<a href="#">Section 10</a> of the <a href="#">Representation of the People Act 2000</a>
17.	Duty to consult on change of scheme for elections	<a href="#">Sections 33(2), 38 (2) and 40(2)</a> of the <a href="#">Local Government and Public Involvement in Health Act 2007</a>
18.	Duties relating to publicity for whole council elections	<a href="#">Sections 35, 41 and 52</a> of the <a href="#">Local Government and Public Involvement in Health Act 2007</a>
19.	Duties relating to notice to Electoral Commission for whole council elections	<a href="#">Sections 36 and 42</a> of the <a href="#">Local Government and Public Involvement in Health Act 2007</a>
20.	Power to alter years of ordinary elections of parish councillors	<a href="#">Section 53</a> of the <a href="#">Local Government and Public Involvement in Health Act 2007</a>
21.	Functions relating to change of name of electoral area	<a href="#">Section 59</a> of the <a href="#">Local Government and Public Involvement in Health Act 2007</a>
22.	The function of making a request for single-member electoral areas	<a href="#">Section 14A(1)</a> (of the <a href="#">Local Government Act 1992</a>
23.	The function of passing resolutions for schemes for elections	<a href="#">Sections 32(1), 37(1) or 39(1)</a> of the <a href="#">Local Government and Public Involvement in Health Act 2007</a>
24.	To keep under review electoral and administrative boundaries (and other issues relating to electoral and administrative arrangements) and to decide the	<a href="#">Section 13</a> <a href="#">Local Government Act 1992</a>

	Council's response to any consultations or proposals by the Electoral Commission and the Independent Government Boundary Commission for England	
	<b>C. Functions relating to name and status of areas and individuals</b>	
1.	Power to change the name of borough	<a href="#">Section 74</a> of the <a href="#">Local Government Act 1972</a>
2.	Power to change the name of a parish	<a href="#">Section 75</a> of the <a href="#">Local Government Act 1972</a>
3.	Power to confer title of honorary alderman or to admit to be an honorary freeman	<a href="#">Section 249</a> of the <a href="#">Local Government Act 1972</a>
4.	Power to petition for a charter to confer borough status	<a href="#">Section 245b</a> of the <a href="#">Local Government Act 1972</a>
	<b>D. Functions relating to community governance</b>	
1.	Duties relating to community governance reviews	<a href="#">Section 79</a> of the Local Government and Public Involvement in Health Act 2007
2.	Functions relating to community governance petitions	<a href="#">Sections 80, 83 to 85</a> of the Local Government and Public Involvement in Health Act 2007
3.	Functions relating to terms of reference of community governance review	<a href="#">Sections 81(4) to (6)</a> of the Local Government and Public Involvement in Health Act 2007
4.	Power to undertake a community governance review	<a href="#">Section 82</a> of the Local Government and Public Involvement in Health Act 2007
5.	The function of making an order giving effect to recommendations made in a community governance review	Section 86 of the Local Government and Public Involvement in Health Act 2007
6.	The duty to make a change in governance arrangements	Paragraph 3 or <a href="#">8 of Schedule 4</a> to of the Local Government and Public Involvement in Health Act 2007
7.	Functions relating to making of recommendations	<a href="#">Sections 87 to 92</a> of the Local Government and Public Involvement in Health Act 2007
8.	Duties when undertaking review	<a href="#">Section 93 to 95</a> of the Local Government and Public Involvement in Health Act 2007

9.	Duty to publicise outcome of review	<a href="#">Section 96</a> of the Local Government and Public Involvement in Health Act 2007
10.	Duty to send two copies of order to Secretary of State and Electoral Commission	Section 98(1) of the 2 Local Government and Public Involvement in Health Act 2007
11.	Power to make agreements about incidental matters e.g. transfer or retention of any property, rights and liabilities	Section 99 of the Local Government and Public Involvement in Health Act 2007
	<b>E. Functions relating to pensions etc.</b>	
	Functions relating to local government pensions, etc.	Regulations under section 7, 12 or 24 of the Superannuation Act 1972
	<b>F. Procedural/regulatory functions</b>	
1.	Power to make, vary and revoke standing orders	Section 106 of, and paragraph 42 of Schedule 12 to, the Local Government Act 1972
2.	Power to make, vary and revoke standing orders as to contracts	Section 135 of the Local Government Act 1972
3.	Duty to make arrangements for proper administration of financial affairs etc., including the adoption, amendment and revocation of Financial Regulations	Section 151 of the Local Government Act 1972
4.	Power to make payments or provide other benefits in cases of maladministration etc.	Section 92 of the Local Government Act 2000
5.	Power to promote or oppose local legislation or personal Bills	Section 239 of the Local Government Act 1972
6.	On the recommendation of the Independent Remuneration Panel, to make, vary or revoke the Members' Allowances Scheme and agree the amounts payable for basic, attendance and special responsibility allowances	Section 18 Local Government and Housing Act 1989
7.	On the recommendation of the Independent Remuneration Panel, to determine the amount of any allowances payable for:	
(a)	Mayor/Deputy Mayor	Sections 3(5) and 5(4) of the Local Government Act 1972
(b)	Financial loss	Section 173(4) of the Local Government Act 1972
(c)	Travel and subsistence	Section 174 of the Local Government Act 1972



<b>(d)</b>	Attendance at conferences and meetings	Section 175 of the Local Government Act 1972
<b>(e)</b>	Councillors' pensions	Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007
<b>8.</b>	To make arrangements for the discharge of functions by a committee (under Terms of Reference) or officer (under the Scheme of Delegations to Officers), unless the function is a Cabinet function	Section 101(5) of the Local Government Act 1972
<b>9.</b>	To appoint committees, boards, panels, outside bodies etc., to agree and decide on the composition and membership of and make appointments to the same, unless the function is a Cabinet function	Section 102 of the Local Government Act 1972
<b>10.</b>	To agree to establish a joint committee to be, for the purposes of Part 2 of the Planning and Compulsory Purchase Act 2004, a local planning authority	Section 29 of the Planning and Compulsory Purchase Act 2004
<b>11.</b>	To adopt the Council's [Member] Code of Conduct	Section 51 of the Local Government Act 2000
<b>12.</b>	To appoint (and remove) the Leader of the Council	Section 2A of the Local Government Act 2000
<b>13.</b>	To adopt the Council's Constitution	Local Government Act 2000 and regulations made there under
<b>14.</b>	To authorise applications to the Secretary of State for housing land transfers of housing stock	Sections 32, 43 and 106A and Schedule 3A Housing Act 1985, Leasehold Reform, Housing and Urban Development Act 1993
<b>15.</b>	To resolve not to issue a casino premises licence	Section 166 of the Gambling Act 2005
<b>16.</b>	To make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption  <i>The Cabinet may formulate the proposals for adoption by the GAC</i>	<a href="#">Section 13(2) of the Criminal Justice and Police Act 2001</a>
<b>17.</b>	To make or revoke an order designating a locality as an alcohol disorder zone  <i>The Cabinet may formulate the proposals for adoption by the GAC</i>	<a href="#">Section 16 of the Violent Crime Reduction Act 2006</a>
<b>18.</b>	To receive any reports by the Monitoring Officer or the Section 151 Officer (including Section 112 and Section 114 reports)	

19.	To consider any reports by an appointed person into misconduct by the Head of Paid Service, Monitoring Officer or Section 151 Officer	
20.	To make, amend, revoke, re-inact or adopt Byelaws	Section 236 of the Local Government Act 1972
21.	To deal with the regulatory, consent and enforcement decisions unless the function has been delegated by the GAC	Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (as amended)
1.	<b>G. Policy Framework - Statutory Plans</b>  <i>The Cabinet may formulate the following plans, strategies etc. for approval by the GAC</i>	
(a)	Statement of licensing policy	Section 5 of the Licensing Act 2003
(b)	Licensing authority policy statement	Section 349 of the Gambling Act 2005
(c)	Approval of Local Plan documents, from the publication stage onwards	Town and Country Planning Act, 1990 (as amended) & Town and Country Planning (Local Planning) (England) Regulations 2012
(d)	Approval to designate an organisation or body as a Neighbourhood Forum in relation to a Neighbourhood Area	Section 61F(5) of the Town and Country Planning Act 1990 (as amended)
(e)	Approval to designate an area within the local planning authority as a Neighbourhood Area	Section 61G(4) of the Town and Country Planning Act 1990 (as amended)
(f)	Decision to make or refuse to make a Neighbourhood Development Plan	Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended)
2.	<b>H. Policy Framework - Other Plans</b>  <i>The Cabinet may formulate the following plans, strategies etc. for approval by the GAC</i>	
(a)	Revenue and capital budget, Council Tax levy and rents of Council dwellings and related properties	Local Government Finance Act 1992
(b)	Fees and Charges Policy, Treasury Management Policy Statement, Annual Treasury Management Strategy and Medium Term Financial Strategy	
(c)	Single Equalities Scheme	
(d)	Corporate Plan	
(e)	Council Plan	
(f)	Asset Management Plan	

<b>(g)</b>	Housing Business Plan	
<b>(h)</b>	Housing Investment Programme	
<b>(i)</b>	Housing Strategy	
<b>(J)</b>	Other plans and strategies which the GAC may decide should be adopted or approved by it as a matter of local choice	Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)
	<b>I. Staff</b>	
<b>1.</b>	To appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal)	Section 112 of the Local Government Act 1972
<b>2.</b>	To appoint officers for particular purposes (appointment of “proper officers”)	Section 270(3) of the Local Government Act 1972
<b>3.</b>	Duty to designate officer as the head of the authority's paid service, and to provide staff, etc.	Section 4(1) of the Local Government and Housing Act 1989
<b>4.</b>	Duty to designate officer as the monitoring officer, and to provide staff, etc.	Section 5(1) of the Local Government and Housing Act 1989
<b>5.</b>	Duty to provide staff, etc. to person nominated by monitoring officer	Sections 82A(4) and (5) of the Local Government Act 2000
<b>6.</b>	To deal with standards/ethical governance matters	Part III Chapters I & II Local Government Act 2000
	<b>J. Miscellaneous</b>	
<b>1.</b>	To respond to discussion/consultation papers in accordance with the Consultation/Discussion Papers Protocol	
<b>2.</b>	To deal with all local choice functions set out in Part 3 of the Constitution which the GAC decides should be undertaken by it rather than the Cabinet	
<b>3.</b>	To deal with all other matters which, by law, must be reserved to the GAC	

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**DARTFORD BOROUGH COUNCIL  
ANNUAL COUNCIL**

**7 MAY 2014**

APPENDIX H (i)

**REVIEW OF REPRESENTATION OF POLITICAL GROUPS ON STANDING COMMITTEES, BOARDS AND PANELS AND  
OTHER BODIES WITHIN THE MEANING OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989 AND THE LOCAL  
GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990**

<b>COMMITTEES/BOARDS AND PANELS</b>	<b>THE DARTFORD BOROUGH COUNCIL CONSERVATIVE GROUP</b>	<b>THE LABOUR PARTY GROUP</b>	<b>SWANSCOMBE AND GREENHITHE RESIDENTS' ASSOCIATION</b>	<b>TOTAL</b>
SCRUTINY COMMITTEE	12	4	1	17
POLICY OVERVIEW COMMITTEE	12	4	1	17
CRIME AND DISORDER (OVERVIEW AND SCRUTINY) COMMITTEE	5	2	1	8
AUDIT BOARD	5	2	0	7
APPEALS PANEL	5	1	1	7
LICENSING COMMITTEE	11	3	1	15
DISCRETIONARY HOUSING PAYMENTS PANEL	5	1	1	7
DEVELOPMENT CONTROL BOARD	12	4	1	17
APPOINTMENTS PANEL	5	3	0	8
REMUNERATION & PERFORMANCE MANAGEMENT PANEL	5	1	1	7
				<b>110</b>

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**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING**

**APPENDIX H (ii)**

7 May 2014

**PRINCIPLES OF POLITICAL BALANCE**

1. With the exception of the Cabinet, the seats on the "body" must not be held by members of one political group.
2. The majority of seats on the "body" must be allocated to the majority political group.
3. Subject to 1 and 2, the number of seats which a political group has on Committees must be allocated in the same proportion as that proportion of seats held by the political group on the Authority as a whole.
4. Subject to 1, 2 and 3, allocation to "bodies" other than Committees must also be proportional in order to ensure that the seats on that body held by the Authority have a direct relationship to the proportional membership of the whole. The principles in this paragraph, however, only apply where the Council or Committee appoint at least three people to the "body" in question.

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## APPENDIX I

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**POLICY OVERVIEW COMMITTEE**

**[REPORTING TO COUNCIL unless otherwise stated in these Terms of Reference]**

**Chairman:** Councillor E J Lampkin  
**Vice-Chairman:** Councillor M I Peters  
**Membership:** Councillors S H Brown, M J Bryant, P J Cannon, P F Coleman, M J Davis, D A Hammock, J Hayes, P Kelly, D J Mote, Mrs A Muckle, A Sandhu MBE, Mrs R L Shanks, C M Stafford, D Swinerd and Mrs N C Wightman.

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

**1. The Overview Function**

- (1)** Without prejudice to the role and responsibilities of other Committees, Boards etc, to review general policies of the Council and to recommend accordingly to the Cabinet on future policy options.
- (2)** To seek views from other Committees/Boards in order to obtain a balanced view of the effects of Council policy and Cabinet decisions.
- (3)** To hold policy reviews and make recommendations to the Cabinet and/or the GAC in accordance with the Committee's Protocol.
- (4)** In accordance with the Committee's Protocol to assist the Cabinet and/or the GAC in the development of future policies and strategies.
- (5)** Where appropriate, and as part of the community consultation process, to seek input from Councillors (including Cabinet members), Officers, Dartford Borough Residents' Forum, other interested stakeholders and organisations and by drawing on the knowledge of constituents' views.
- (6)** To gather information and make recommendations in accordance with the Committee's Protocol to the Cabinet and/or the GAC before policy is implemented as part of the framework for accountable, transparent decision-making.
- (7)** To carry out reviews of non-Council matters and as part of the community planning process, consult with partner organisations where appropriate and make

recommendations to the Cabinet in relation to matters which are not the direct responsibility of the GAC, but which nevertheless affect the economic, environmental and social well-being of the Borough.

- (8) To consider and investigate broad policy issues and make reports and recommendations to the Cabinet and/or the GAC in accordance with the Committee's Protocol.
- (9) In accordance with the Committee's Protocol to provide advice to the Cabinet and/or the GAC on major issues before final decisions are made.
- (10) To receive the views and recommendations of area/joint committees or forums as part of any review which impacts on the Borough.
- (11) To be consulted/receive referrals by the GAC and/or the Cabinet about issues falling within the remit of the Committee, example Cabinet requesting an enquiry into a particular issue.
- (12) To approve an annual overview work programme in accordance with Standing Order 58(8) including the programme of any subcommittee appointed by the Committee to ensure that there is efficient use of the Committee's (sub-committee's) time and that potential for duplication of effort is minimised.
- (13) To review the Cabinet's forward plans with a view to deciding which, if any, forthcoming Cabinet decisions the Committee wishes to review.
- (14) To carry out reviews of how certain decisions have affected a particular community or area by taking advice from area committees or forums and other community groups and representatives.

## **2. Service Delivery**

To consider new approaches to service delivery and recommend to the Cabinet demanding performance targets for services, so as to deliver continuous improvements which reflect both national and local considerations including;

- (a) Challenging why and how a service is being provided;
- (b) Securing comparison with the performance of others across a range of relevant indicators, taking into account the views of both service users and potential suppliers;
- (c) Consulting local taxpayers, service users, partners and the wider business community in the setting up of new performance targets;
- (d) Considering fair competition as a means of securing efficient and effective services
- (e) To make recommendation(s) to the Cabinet on suitable performance information/indicators.

**3. Overview of Health Functions**

To review any matter relating to the planning, provision and operation of the health service in the Borough of Dartford, in accordance with the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

**4. Discussion/Consultation Papers**

To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Committee in accordance with the consultation procedure.

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APPENDIX J(i)

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**SCRUTINY COMMITTEE**

**[REPORTING TO COUNCIL unless otherwise stated in these Terms of Reference]**

**Chairman:** Councillor G T Prout  
**Vice-Chairman:** Councillor M J Davis  
**Membership:** Councillors S H Brown, R Bryant, J Burrell, P J Cannon, P Cutler, D A Hammock, J S Hawkes, J Hayes, K M Kelly, T A Maddison, J M Ozog, R S L Perfitt, Mrs P A Thurlow, A Wells and R J Wells.

**TERMS OF REFERENCE:****DELEGATED FUNCTIONS:**

1. To perform the scrutiny functions on behalf of the Council within the guidelines detailed in the Committee's Protocol;
2. To submit reports to the Council on the following;
  - (a) any Cabinet decision which is likely to give rise to expenditure or savings above such thresholds as agreed by the Council;
  - (b) matters of local concern which are not the responsibility of the Council but which nevertheless affect the Borough and/or its inhabitants;
  - (c) a Cabinet decision which is likely to have a significant impact on two or more Wards;
  - (d) a non-urgent departure decision(s) which is;
    - (i) a Cabinet decision(s) (not yet implemented) which is contrary to the policy framework/budget;
    - (ii) a Cabinet decision(s) (which has been implemented) and which is considered to be contrary to the policy framework/budget).

*NB: The Council has no locus to make a decision in respect of a Cabinet decision unless the Cabinet decision is contrary to or not wholly consistent with the budget or policy framework approved/adopted by the Council.*

3. To appoint in accordance with Standing Order 58(4) such sub committee(s) as the Committee considers appropriate to fulfil the scrutiny functions of the Committee.
4. To hold the Cabinet to account for the discharge of its executive functions by scrutinising decisions proposed and/or action to be taken in accordance with the Call-in mechanism detailed in the Committee's Protocol.
5. To hold the Cabinet to account for the discharge of its executive functions by scrutinising decisions after implementation i.e. post decision scrutiny, in accordance with the Committee's Protocol for the following purposes only:
  - (a) to seek more understanding of the decision and its implications;
  - (b) to question the soundness of the decision;
  - (c) to identify the need for Council policies to guide delegated decisions;
  - (d) to examine the effect and outcomes of the decision e.g. enquire into grants awarded by the Cabinet to voluntary organisations in the Borough to see how effectively expenditure has been targeted;
  - (e) to make recommendations, including proposals for changes to policies or practices, to the Cabinet.

NB: A decision(s) may only be scrutinised once.

6. To scrutinise the discharge of any other functions of the Council in accordance with the mechanism(s) detailed in the Committee's Protocol.
7. To report to the Cabinet and/or the Council in accordance with the Committee's Protocol on matters of local concern.
8. To seek comments from other Committees/Boards in order to obtain a balanced view of the effects of Council policy and Cabinet decisions.
9. Where appropriate, and as part of the community consultation process, to seek input from Councillors (including Members of the Cabinet), Officers, Tenants Participation Compact, other interested stakeholders and organisations and by drawing on the knowledge of constituents' views.
10. To receive finalised documents relating to a key decision(s) in the Cabinet's forward plan.
11. To scrutinise Cabinet forward plans with a view to deciding which, if any, of the forthcoming Cabinet decisions the Committee wishes to enquire into.
12. To report annually to the Council on the work of the Committee.

13. To consider Monitoring Officer reports about lawfulness or maladministration, which relate to Cabinet functions and consider whether to hold a short enquiry into the matter the subject of the report prior to the Cabinet's consideration of it.
14. To approve an annual scrutiny work programme in accordance with Standing Order 58(8) including the programme of any sub-committee appointed by the Committee to ensure that there is efficient use of the Committee's (sub-committee's) time and that the potential for duplication of effort is minimised.

#### **15. Health Scrutiny Functions**

To scrutinise any matter relating to the planning, provision and operation of the health service in the Borough of Dartford, in accordance with the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

#### **16. Discussion/Consultation Papers**

To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Committee (i.e. scrutiny) in accordance with the procedure set out in the Appendix to these Terms of Reference.

#### **17. Councillor Calls for Action**

To consider any local government matter relevant to the Council's functions (other than crime and disorder) referred to the Committee by a local ward Member, under the Councillor Call for Action provisions in the Committee's Protocol.

NB: the matter must be a genuine, significant and persistent community concern referred to the Committee as a last resort, because the usual channels for raising the concern e.g. Council Officers, Cabinet, partner organisations etc have been unsuccessful.

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## APPENDIX J(ii)

## DARTFORD BOROUGH COUNCIL

## ANNUAL MEETING

7 May 2014

STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**CRIME AND DISORDER (OVERVIEW AND SCRUTINY) COMMITTEE****[REPORTING TO COUNCIL unless otherwise stated in these Terms of Reference]**

**Chairman:** Councillor R J Wells  
**Vice-Chairman:** Councillor A Sandhu MBE  
**Membership:** Councillors M J Bryant, S P Butterfill, S J Doran, D J Mote, Mrs J A Rickwood and MJ Street.

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:****General Provisions**

*'Crime and disorder' is defined as including forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment or the misuse of drugs, alcohol and other substances.*

1. To review and scrutinise the discharge of the crime and disorder functions of the responsible authorities (local authorities, fire and rescue authorities, police authorities, the police, primary care trusts) which comprise the Dartford and Gravesham Community Safety Partnership (the CSP).as set out in these Terms of Reference.
2. To review and scrutinise the discharge of any other local crime and disorder matter related to the Council's crime and disorder functions.
3. To make reports or recommendations as appropriate, to the GAC, Cabinet, the CSP or any one or more responsible authority etc.
4. To review responses from and monitor the action (if any), taken by the CSP, an individual responsible authority, Officers, GAC, Cabinet etc.

**Overview Functions**

5. No less than once in every twelve month period, to review strategies in connection with the discharge by the CSP of its crime and disorder functions and make reports or recommendations in accordance with para. 3 above.

**Scrutiny Functions**

6. No less than once in every twelve month period, to scrutinise decisions made, or action taken, by the CSP and the Council of its crime and disorder functions and make reports or recommendations in accordance with para. 3 above.
7. To consider any local crime and disorder matter referred to the Committee by a local ward Member under the Councillor Call for Action provisions referred to in the Committee's Protocol.

**APPENDIX K****DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014****STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL****TREASURY MANAGEMENT PANEL  
[REPORTING TO CABINET]**

**Chairman:** Councillor D A Hammock  
**Membership:** Councillors J Burrell and J I Muckle  
**Observer:** Councillor A R Martin

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

1. To oversee the Council's treasury management function, in accordance with the CIPFA Treasury Management Code of Practice and the CIPFA Prudential Code for Capital Finance in Local Authorities.
2. To scrutinise the Treasury and Annual Investment Strategy (AIS) and Officer decisions which are taken under it.
3. To scrutinise the risk management process, in particular, the approach and implementation to counterparty risk.

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APPENDIX L(i)

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**AUDIT BOARD**

**[REPORTING TO COUNCIL unless otherwise stated in these Terms of Reference]**

**Chairman: Councillor D A Hammock**  
**Vice-Chairman: Councillor A Bardoe**  
**Membership: Councillors S J Doran, J S Hawkes, A R Martin, J M Ozog and D Swinerd**

**TERMS OF REFERENCE:****A.1 DELEGATED FUNCTIONS:****Audit Responsibilities**

1. To consider the internal and external Audit Plans/activities.
2. To monitor and review audit performance, including summaries of all reports and monitoring of audit recommendations.
3. To consider audit reports of a sensitive and confidential nature.

**Finance Responsibilities**

4. To consider reports relating to matters of financial principle.
5. To adopt, approve publication of and authorise for issue, the Statement of Accounts.
6. To receive reports from the external auditor and Audit Commission.

**Whistleblowing, Anti-fraud and Corruption Arrangements**

7. To consider reports on matters involving potential significant fraud or financial irregularity.
8. Without prejudice to the roles and responsibilities of the Cabinet, to consider reports on the Whistleblowing Policy where fraud, corruption, bribery or other significant malpractice has occurred and to recommend accordingly to the Cabinet.

9. To consider reports on the Corporate Complaints Procedure where fraud, corruption, bribery or other malpractice has served to undermine the Council's internal controls and lines of reporting and to recommend accordingly to the Cabinet.
10. In order to ensure propriety and probity on corporate land issues including the promotion of specific corporate developments, to review the decisions of the Cabinet as they relate to the treatment of planning policy and land disposals particularly where there is a potential for conflict and to ensure that Cabinet decisions relating to corporate land and the promotion of specific corporate developments are made consistently with other decisions.
11. To receive and consider reports relating to Ombudsman investigations where fraud, corruption or other significant malpractice has occurred and to recommend accordingly to the Cabinet.
12. To review the Whistleblowing Policy and Corporate Complaints Procedure to ensure that robust arrangements are in place for the proportionate and independent investigation of such matters and for appropriate follow-up action and to recommend accordingly to the Cabinet.

#### **Risk Management and Corporate Governance Responsibilities**

13. To receive and consider reports relating to breaches of Contracts Standing Orders and Financial Regulations and to recommend accordingly to the Cabinet. (For the avoidance of doubt, the Cabinet shall in any event receive such reports for information).
14. Without prejudice to the roles and responsibilities of the Cabinet and other Committees/Boards to oversee and consider the Council's policy as regards the scope, timetable and mechanics for achieving value for money.
15. To consider and keep under review Council policies and procedures on procurement to ensure that these accord with Standing Orders, Financial Regulations and best practice.
16. To consider reports on matters involving contractual disputes and to recommend accordingly.
17. Without prejudice to the roles and responsibilities of the Cabinet, to receive and consider reports from the Monitoring Officer on lawfulness and/or maladministration.
18. To receive and consider reports from the Chief Finance Officer on vires, financial impropriety and probity issues.
19. To consider and keep under review the Council's corporate governance arrangements to ensure that these accord with and/or comply with legislation and best practice.

20. To approve the Council's risk management framework and oversee its application .

21. To agree the following:

- (a) Procurement Strategy;
- (b) Risk Management Strategy;
- (c) Anti-fraud and Corruption Strategy;
- (d) Audit Charter and Strategy.

### **Miscellaneous Activities**

22. To monitor the Members' Allowances Scheme.

### **Discussion/Consultation Papers**

23. To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Board in accordance with the procedure set out in the Appendix to these Terms of Reference.

### **Standards**

24. To discharge the functions (other than those which are reserved to Council) as set out in Part 1, Chapter 7 of the Localism Act 2011 including:

- (1) To promote and maintain high standards of conduct by Members and Co-opted Members of the Borough Council and to make recommendations to Council on improving standards.
- (2) To advise the Borough Council on the adoption of, or revisions to its Code of Conduct.
- (3) To advise, train or arrange to train Borough Council Members and Co-opted Members and Parish/Town Councillors on matters relating to the Code of Conduct and to assist Borough Councillors, Co-opted Members and Parish/Town Councillors to observe their Codes of Conduct and to make recommendations to the Borough and Parish/Town Councils on improving standards.
- (4) To monitor and assess the operation and effectiveness of the Code of Conduct and to maintain oversight of and review and manage the Arrangements for dealing with Code of Conduct Complaints.
- (5) To advise on local ethical governance protocols and procedures and to act as an advisory body in respect of any ethical governance matter.
- (6) To receive annual reports respectively on the Borough Council's ethical governance arrangements and the number and nature of complaints received and action taken in consultation with the Independent Person.

- (7) To monitor and review the procedures for the Register of Members' Interests and registering and declaring gifts, benefits and hospitality.
- (8) To appointment a sub-committee to deal with Code of Conduct complaints, following investigation.
- (9) To grant dispensations to Members with Disclosable Pecuniary Interests or Prejudicial Interests where:
  - (i) without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter.
  - (ii) that the Council considers that the dispensation is in the interests of persons living in its area; or
  - (iii) where the Board considers that it is otherwise appropriate to grant a dispensation.

**B: REFERRED FUNCTIONS:**

1. To consider external audit reports which have significant financial and policy implications for the Borough and to advise the Cabinet as appropriate.
2. To oversee the production of the Council's Annual Governance Statement and to recommend its adoption to the General Assembly of the Council.



APPENDIX L(ii)

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**HEARING PANEL  
[REPORTING TO AUDIT BOARD]**

**Chairman:** To be appointed.  
**Membership:** 3 members to be drawn from the Audit Board (politically balanced)

**TERMS OF REFERENCE:  
DELEGATED FUNCTION:**

1. On the report of an Investigating Officer, to hear and determine any allegation/complaint that a Borough Councillor, Parish or Town Councillor or Co-opted Member has failed, or may have failed, to comply with the Code of Conduct.
2. To determine the outcome of complaints in accordance with the adopted 'Arrangements for Dealing with Code of Conduct Breaches.'

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## APPENDIX M

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**DEVELOPMENT CONTROL BOARD**

**[REPORTING TO COUNCIL unless otherwise stated in these Terms of Reference]**

**Chairman:** Councillor D E Hunnisett  
**Vice-Chairman:** Councillor A Bardoe  
**Membership:** Councillors I D Armitt, S H Brown, J Burrell, J A Hayes, K M Kelly, P Kelly, D J Mote, J I Muckle, R S L Perfitt, G T Prout, Mrs J A Rickwood, Mrs R L Shanks, C M Stafford, A Wells and Mrs N C Wightman.

**TERMS OF REFERENCE:****A. DELEGATED FUNCTIONS:**

1. Responsible for the implementation of the Development Plan through the following development control functions;

	<b>Functions relating to Town and Country Planning and Development Control</b>	<b>Provision of Act or Statutory Instrument</b>
1.	Power to determine applications for planning permission	Section 70(1)(a) and (b) of the Town and Country Planning Act 1990
2.	Powers to grant or refuse planning permission for development without complying with conditions to which previous planning permission is subject	Section 73 of the Town and Country Planning Act 1990
3.	Power to grant planning permission for development already carried out	Section 73A of the Town and Country Planning Act 1990
4.	Duties relating to the making of determinations of planning applications	Sections 69, 76 and 92 of the Town and Country Planning Act 1990 and Articles 8, 10 to 13, 15 to 22 and 25 and 26 of the Town and Country Planning (General Development Procedure) Order 1995
5.	Power to determine application for planning permission made by a local authority, alone or jointly with another person	Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning

		General Regulations 1992
6.	Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights, including prior approvals	Parts 1, 3, 4, 6, 7, 11, 17, 19, 20, 21 to 24, 26, 30 and 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995
7.	Power to issue a certificate of existing or proposed lawful use or development	Sections 191(4) and 192(2) of the Town and Country Planning Act 1990
8.	Power to serve a planning contravention notice, breach of condition notice or stop notice and to seek a Planning Enforcement Order in the Magistrates' Court and to serve any order on any relevant person	Sections 171BA, 171C, 187A and 183(1) of the Town and Country Planning Act 1990
9.	Power to issue a temporary stop notice	Section 171E of the Town and Country Planning Act 1990
10.	Power to issue an enforcement notice	Section 172 of the Town and Country Planning Act 1990
11.	Power to grant listed building consent	Section 16(1) of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990
12.	Power to grant conservation area consent	Section 16(1) of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990, as applied by section 74(3) of that Act
13.	Power to determine applications for hazardous substances consent, and related powers	Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990
14.	Power to require proper maintenance of land	Section 215(1) of the Town and Country Planning Act 1990
15.	Power to dispense with duty to replace trees	Section 206(2) of the Town and Country Planning Act 1990
16.	Power to enforce duty to replace trees	Section 207 of the Town and Country Planning Act 1990
17.	Power to dispense with duty to replace trees in conservation areas	Section 213(2) of the Town and Country Planning Act 1990
18.	Power to enforce duty to replace trees in conservation areas	Section 213(3) of the Town and Country Planning Act 1990
19. (a)	Power to grant consent under a tree preservation order	Paragraph 7 of the Schedule to the Trees Regulations 1999
(b)	Power to make and confirm a tree preservation order	Sections 199 and 201 of the Town and Country Planning Act 1990
20.	Power to give directions as to the replanting of land	Paragraph 8 of the Schedule to the Trees Regulations 1999
21.	Power to require information as to interests in land	Section 330 of the Town and Country Planning Act 1990

22.	Power to apply for an injunction restraining a breach of planning control	Section 187B of the Town and Country Planning Act 1990
23.	Power to authorise entry on to land	Section 196A of the Town and Country Planning Act 1990
24.	Duties relating to applications for listed building consent and conservation area consent	Sections 13(1) and 14(1) and (4) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c.9) and regulations 3 to 6 and 13 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990
25.	Power to serve a building preservation notice, and related powers	Sections 3(1) and 4(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990
26.	Power to issue enforcement notice in relation to demolition of [listed] building in conservation area	Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990
27.	Power to issue a listed building enforcement notice	Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990
28.	Power to apply for an injunction in relation to a listed building	Section 44A of the Planning (Listed Buildings and Conservation Areas) Act 1990
29.	Powers to acquire a listed building in need of repair and to serve a repairs notice	[Sections 47 and 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990
30.	Power to execute urgent works to a listed building	Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990
31.	Power to revoke or modify any listed building consent	Section 23(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990
32.	Power to screen applications and issue a screening opinion and a scoping opinion	Town and Country Planning (Environmental Impact Assessment) Regulations 1999
33.	Duty to give notice, etc of applications for planning permission	Town & Country Planning Act 1990 Sections 65 to 68
34.	Power to enter into agreement regulating development of use of land	Town & Country Planning Act 1990 Section 106
35.	Power to enter into agreement for the execution of highway works	Highways Act 1980 Section 278
36.	Power to authorise stopping up or diversion of highway	Section 247 of the Town and Country Planning Act 1990
37.	Power to serve a completion notice	Town and Country Planning Act 1990 Section 94(2)

38.	Power to require the discontinuance of a use of land	Town and Country Planning Act 1990 Section 102
39.	Power relating to the protection of important hedgerows	Hedgerows Regulations 1997
40.	Power relating to high hedges remedial notices and to authorise entry onto land	Anti - Social Behaviour Act 2003 Part 8
41.	Obtaining particulars of persons interested in land	Section 16 Local Government (Miscellaneous Provisions) Act 1976
42.	Power to extinguish public right of way over land acquired for clearance	Section 294 of the Housing Act 1981
43.	Determining whether a charge should be made for any approval or consent etc, including the function of determining the amount unless the function is a Cabinet function	
44.	Power to enforce all other statutory requirements arising from the exercise of functions delegated to the Board and to authorise legal proceedings	
45.	To make, revoke or modify Neighbourhood Development Orders	Sections 61E and 61M and Schedule 4B Town and Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012
46.	Community Right to Build	Sections 61E and 61Q and Schedule 4C Town and Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012
47.	To determine applications for Neighbourhood Forums	Section 61F Town and Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012
48.	To determine applications for advertisements, to take discontinuance action, to revoke or modify express consent and to institute legal proceedings for offences under the Regulations.	Town and Country Planning (Control of Advertisements) Regulations 2007

2. To receive reports from the Audit Board on matters connected/ancillary to the Council's planning code 'Probity in Planning Protocol for Councillors and Officers' and to respond/act accordingly.
3. To receive reports on the operation and management of the Council's Development Control Section.

#### 4. Discussion/Consultation Papers

To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Board in accordance with the procedure set out in the Appendix to these Terms of Reference.

To recommend accordingly to the Cabinet on matters connected with the planning policy functions, the Development Plan and on any of the residual planning functions within the Cabinet's Terms of Reference.

**B. REFERRED FUNCTIONS:**

1. To recommend accordingly to the Cabinet on matters connected with the Development Plan and on any of the residual planning functions within the Cabinet's Terms of Reference.
2. To recommend to the Cabinet, designation of conservation areas.

*NB: The Secretary of State considers that full exchange of information between the executive and any committee which takes development control decisions is essential. Therefore, the involvement (on a non-voting basis) of the Cabinet member with responsibility for the Development Plan is encouraged.*

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APPENDIX N(i)

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**LICENSING COMMITTEE  
[REPORTING TO COUNCIL]**

**Chairman:** Councillor I D Armitt  
**Vice-Chairman:** Councillor J Burrell  
**Membership:** Councillors A Bardoe, R Bryant (Shadow Chairman), P Cutler, D A Hammock, D E Hunnisett, P Kelly (Shadow Vice-Chairman), E J Lampkin, Mrs A Muckle, B E Read, C J Shippam, D Swinerd, R J Wells and Mrs N C Wightman.

**TERMS OF REFERENCE:**

**A. DELEGATED FUNCTIONS**

1. In accordance with the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 - Schedule 1 (as amended)) to exercise the Council's licensing and registration functions as follows:

	<b>Functions relating to licensing, permits and registration</b>	<b>Provision of Act or Statutory Instrument</b>
1.	Power to issue licences authorising the use of land as a caravan site ('site licences')	Section 3(3) of the Caravan Sites and Control of Development Act 1960
2.	Power to license the use of moveable dwellings and camping sites	Section 269(1) of the Public Health Act 1936
3.	Power to license hackney carriages and private hire vehicles	(a) as to hackney carriages, the Town Police Clauses Act 1847, as extended by section 171 of the Public Health Act 1875, and section 15 of the and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
		(b) as to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976

4.	Power to license drivers of hackney carriages and private hire vehicles	Sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
5.	Power to license operators of hackney carriages and private hire vehicles	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
6.	Power to license scrap metal dealers and issue site and mobile collectors' licences	Scrap Metal Dealers Act 2013
7.	Power to license premises for the breeding of dogs	Section 1 of the Breeding of Dogs Act 1973 and section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999
8.	Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business	Section 1 of the Pet Animals Act 1951; section 1 of the Animal Boarding Establishments Act 1963; the Riding Establishments Acts 1964 and 1970; section 1 of the Breeding Dogs Act 1973, and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999
9.	Power to register animal trainers and exhibitors	Section 1 of the Performing Animals (Regulation) Act 1925
10.	Power to license zoos	Section 1 of the Zoo Licensing Act 1981
11.	Power to license dangerous wild animals	Section 1 of the Dangerous Wild Animals Act 1976
12.	Power to license guard dogs	Section 1 of the Guard Dogs Act 1975
13.	Power to license persons to collect for charitable and other causes	Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 and Section 2 of the House to House Collections Act 1939
14.	Power to license performances of hypnotism	The Hypnotism Act 1952
15.	Power to license premises for acupuncture, tattooing, ear-piercing and electrolysis	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982
16.	Power to license market and street trading	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982
17.	Power of register and license premises for the preparation of food	Section 19 of the Food Safety Act 1990

18.	Power to issue, amend or replace safety certificates (whether general or special) for sports grounds	The Safety of Sports Grounds Act 1975
19.	Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds	Part III of the Fire Safety and Safety of Places of Sport Act 1987
20.	Power to grant consent for the operation of a loudspeaker	Schedule 2 to the Noise and Statutory Nuisance Act 1993
21.	Obtaining particulars of persons interested in land	Section 16 Local Government (Miscellaneous Provisions) Act 1976
22.	Power to transfer enforcement functions to another enforcement authority	Smoke-free (Premises and Enforcement) Regulations 2006
23.	Determining whether a charge should be made for any approval, consent, licence, permit or registration, including the function of determining the amount unless the function is a Cabinet function	
24.	Power to licence sex shops, sex cinemas and sex entertainment venues	Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended)

2. In accordance with the Licensing Act 2003 and the Gambling Act 2005 to exercise the Council's licensing and registration functions as follows:

1.	To discharge the Council's functions as a licensing authority with the exception of any function conferred on the Council under Section 5 of the 2003 Act (statement of licensing policy)	Licensing Act 2003 and the Licensing Act 2003 (Premises licences and club premises certificates) (Amendment) Regulations 2012
2.	To discharge the Council's functions as a licensing authority with the exception of any function conferred on the Council under Section 349 of the 2005 Act (statement of licensing policy)	Gambling Act 2005
3.	Duty to comply with requirement to provide information to Gambling Commission	Section 29 of the Gambling Act 2005
4.	Functions relating to exchange of information	Section 30 of the Gambling Act 2005
5.	Functions relating to occasional use notices	Section 39 of the Gambling Act 2005
6.	Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises	Section 304 of the Gambling Act 2005

3. To receive reports on the needs of the tourist economy and the cultural strategy for the Borough and to ensure that these are reflected in Committee decision-making considerations.
4. To be kept abreast of the employment situation in the Borough and the need for new investment and employment where appropriate.

**B. REFERRED FUNCTION**

Where a matter concerns other functions in addition to licensing functions, to refer the matter to the relevant Committee, Board or Panel for consideration and for a report back to the Licensing Committee.

**LICENSING ACT 2003  
DISCHARGE OF FUNCTIONS  
TABLE 1**

<b>MATTER TO BE DEALT WITH</b>	<b>FULL COMMITTEE (10 to 15 Members*)</b>	<b>SUB-COMMITTEE (3 Members)(drawn from pool of 15 Members*)</b>	<b>OFFICERS UNDER DELEGATED AUTHORITY</b>
<b>Personal Licence</b>			
Application for Personal Licence		If a representation made	If no representation made
Application for Personal Licence with unspent convictions		All cases	
<b>Designated Premises Supervisor Licence</b>			
Application to vary Designated Premises Supervisor Licence holder		If police representation	All other cases
Request to be removed as Designated Premises Supervisor Licence holder			All cases
<b>Premises Licence</b>			
Application for Premises Licence		If a representation made	If no representation made
Application for Provisional Statement		If a representation made	If no representation made
Application to vary Premises Licence		If a representation made	If no representation made
Application for transfer of Premises Licence		If police representation	All other cases
Application to review Premises Licence		All cases	
<b>Club Premises Certificate</b>			
Application for Club Premises Certificate		If a representation made	If no representation made
Application to vary Club Premises Certificate		If a representation made	If no representation made
Application to review Club Premises Certificate		All cases	
<b>Temporary Event Notice (TEN)</b>			
Determination of a police and/or Environmental Health Officer's representation to a Temporary Event Notice		All cases	
<b>Applications for Interim Authorities</b>			
Giving immediate effect to an application		If police representation	All other cases
<b>Complaint Irrelevant, Frivolous, Vexatious etc</b>			
Decision on whether a complaint is irrelevant, frivolous, vexatious etc			All cases
<b>As Responsible Authority</b>			
To make representations other than as licensing authority			All cases

**GAMBLING ACT 2005  
DISCHARGE OF FUNCTIONS  
TABLE 2**

<b>MATTER TO BE DEALT WITH</b>	<b>GENERAL ASSEMBLY OF THE COUNCIL</b>	<b>SUB-COMMITTEE (3 Members)(drawn from pool of 15 Members*)</b>	<b>OFFICERS UNDER DELEGATED AUTHORITY</b>
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting (where appropriate)			X
Application for Premises Licences		Where representations have been received and not withdrawn	Where representations received / representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where representations received / representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations have been received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where representations received / representations have been withdrawn
Review of a premises licence		X	
Application for a club gaming / club machine permits		Where objections have been made (and not withdrawn)	Where no objections made / objections withdrawn
Cancellation of a club gaming / club machine permits		X	
Applications for other permits			X
Cancellation of a licensed premises gaming machines permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

## APPENDIX N(ii)

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**LICENSING SUB-COMMITTEE  
[REPORTING TO LICENSING COMMITTEE]**

**Chairman:** Councillor *(to be appointed at meeting)*  
**Membership:** Councillors *(to be appointed at meeting)*

*\*floating/pool membership from the Licensing Committee*

**TERMS OF REFERENCE:  
DELEGATED FUNCTION:**

**1. Licensing Act 2003 and the Gambling Act 2005**

Except in so far as functions are delegated to an Officer, to exercise the functions of the Licensing Committee to hear and decide upon licensing applications, requests and referrals under the Licensing Act 2003 and the Gambling Act 2005.

**2. Scrap Metal Dealers Act 2013**

To determine applications (through the hearing process), where the suitability of the applicant to hold a scrap metal dealer's licence is in question and where the Council as licensing authority, proposes to vary, refuse, revoke or impose conditions on a licence, provided the applicant has given notice to the Council, within the prescribed time, that they require the opportunity to make representations to the Sub-committee.

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## APPENDIX O

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**APPEALS PANEL**

[Reporting lines are as detailed in these Terms of Reference]

**Chairman:** Councillor Mrs P A Thurlow  
**Vice-Chairman:** Councillor M I Peters  
**Membership:** Councillors J A Kite MBE, A R Martin, Mrs A Muckle, B E Read, and Mrs R L Shanks.

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

For the purposes of these Terms of Reference:

- (i) 'Statutory Officers' means the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer (Section 151 Officer);

Subject to ensuring;

- (a) That members of the Panel have not been involved in the original decision;
- (b) That determination of appeal arrangements are consistent with Article 6 of the European Convention on Human Rights including holding a hearing in public (but without prejudice to current access to information legislation):

to deal with the hearing and determination of appeals as follows:

**1. Personnel (Human Resources) related appeals**

- (a) Against decisions on suspension, relegation or dismissal (including a dismissal following a period of probation) of Statutory Officers, with the Panel reporting to the GAC.
- (b) Against decisions on a grievance (including those related to a grievance following a period of probation) of Statutory Officers, with the Panel reporting to the GAC.

**2. Allocation Appeals**

Against decisions of the Head of Housing Services (or nominee) in respect of the allocation of housing accommodation pursuant to the Housing Acts 1985 and 1996 and reporting to the Cabinet.

**3. Data Protection Act 1998**

To review or reconsider any decision of the Cabinet or Officer exercising delegated authority pursuant to the Scheme of Delegations to Officers, concerning access to personal information or its correction or erasure and reporting to the Cabinet.

**4. Grants Applications**

Against decisions of the Cabinet or Officers exercising delegated authority pursuant to the Scheme of Delegations to Officers to withdraw grants in excess of £10,000 and reporting to the Cabinet.

## APPENDIX P

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**APPOINTMENTS PANEL  
[REPORTING TO COUNCIL]**

**Chairman:** Councillor J A Kite  
**Vice-Chairman:** Councillor A R Martin  
**\*Membership:** Councillors S H Brown, R Bryant, D A Hammock, G T Prout,  
C M Stafford and Mrs N C Wightman.

*\*[membership must include one Cabinet member]*

**TERMS OF REFERENCE:**

**A. DELEGATED FUNCTIONS:**

To be the interviewing body in relation to the recruitment of Statutory Officers as defined in Standing Order 60 (Recruitment/Appointment of Statutory Officers).

**B. REFERRED FUNCTION:**

To recommend accordingly to the Council on the appointment of Statutory Officers.

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## APPENDIX Q

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**DISCRETIONARY HOUSING PAYMENTS PANEL  
[REPORTING TO CABINET]**

**Chairman: Councillor P F Coleman**  
**Vice-Chairman: Councillor M I Peters**  
**Membership: Councillors D A Hammock, D E Hunnisett, T A Maddison,  
B E Read, and A Sandhu MBE**

**TERMS OF REFERENCE:  
DELEGATED FUNCTION:**

To conduct reviews of decisions into the making, cancellation or recovery of Discretionary Housing Payments in accordance with the Child Support, Pensions and Social Security Act 2000 and the Discretionary Financial Assistance Regulations 2001.

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**APPENDIX R****DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014****STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL****REMUNERATION AND PERFORMANCE MANAGEMENT PANEL  
[Reporting lines are as detailed in these Terms of Reference]**

**Chairman:** Councillor J A Kite MBE  
**Vice-Chairman:** Councillor A R Martin  
**Membership:** Councillors A Bardoe, M J Bryant, S P Butterfill, K M Kelly  
and A R Lloyd.

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

1. Without prejudice to the roles and responsibilities of the Cabinet, Policy Overview Committee, the Scrutiny Committee and the Management/Employee Appraisal Process, to undertake an annual Performance Management Review of the progress and performance (including achievement) of the Managing Director, Directors and the organisation of the Council against Corporate Targets with a view to improving organisational effectiveness and the accomplishment of the Council's mission and goals and to recommend accordingly to the Cabinet any changes to Corporate Targets resulting from Performance Management Review.
2. To consider and recommend to the General Assembly of the Council pay and terms and conditions of employment of Statutory Officers.
3. To consider and recommend to the General Assembly of the Council on matters related to the early retirement terms and/or redundancy terms of Statutory Officers.

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## APPENDIX S

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**ADVISORY PANEL OF THE COUNCIL**

**INDEPENDENT REMUNERATION PANEL  
[REPORTING TO COUNCIL]**

**Chairman: To be appointed**  
**Membership: To be appointed**

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

1. To make recommendations to the GAC as to;
  - (a) the amount of basic allowances payable to elected Members;
  - (b) the categories of elected Members who should receive a special responsibility allowance and the amount of such an allowance;
  - (c) whether the Members' Allowances Scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does the rate of childcare and dependent carers' allowance and the means by which it is determined.
  - (d) the matters detailed in the Local Authorities (Members' Allowances) Regulations 2003 (as amended) (pension membership for Councillors, Co-optees allowances, travel and subsistence allowances etc).
2. To review the current Members' Allowances Scheme and to make written recommendations to the GAC for a new Scheme or revision to the existing Scheme as considered necessary and appropriate, taking appropriate evidence/representations in order to take into account the following:
  - (a) The need for the Council to pay a basic allowance and the discretion to pay special responsibility allowances.
  - (b) The various roles and responsibilities of elected Members and the commitment of time and other resources involved.
  - (c) The differences between the level of responsibility and time commitment of different Members' roles.
  - (d) Schemes operating elsewhere in similar Local Authorities, particularly but not exclusively, other authorities in the Thames Gateway.

- (e) The levels of remuneration paid for other types of public duties.
  - (f) The need to attract and retain elected Members of the highest calibre who are representative of the local population, particularly in terms of race, age and gender.
3. To provide informal advice on expenses, gratuities and allowances not referred to in these Terms of Reference.
  4. To deal with other issues which may from time to time fall within the remit of the Panel through legislation.

## APPENDIX T

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**ELECTORAL PROVISIONS SUB-COMMITTEE  
[REPORTING TO COUNCIL]**

**Chairman:** Councillor A Wells  
**Vice-Chairman:** Councillor C J Shippam  
**Membership:** Councillors P J Cannon, K M Kelly, G T Prout, B E Read and D Swinerd.

**TERMS OF REFERENCE:**

**A. DELEGATED FUNCTIONS:**

1. To publish notice of the holding of a review on behalf of the Council.
2. To consult the Returning Officer for the parliamentary election held in the constituency which is wholly or partly in Borough of Dartford.
3. To seek representations from such persons as the Sub committee thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
4. To receive representations from electors in the constituency situated in whole or in part in the authority's area.
5. To respond to consultation/discussion papers related to matters connected/associated with electoral arrangement functions in accordance with the Consultation/Discussion Papers Protocol.
6. To agree the process for consultation on change of scheme for elections.
7. To prepare and agree on submission proposals for pilot schemes for local elections.
8. To deal with the procedural aspects of community governance reviews.

**B. REFERRED FUNCTION:**

To recommend accordingly to the General Assembly of the Council on the matters referred to in these Terms of Reference.

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**APPENDIX U**

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**GRANTS APPROVAL PANEL  
[Reporting to Cabinet]**

**Chairman:** To be appointed  
**Membership:** Councillors P Kelly, J A Kite MBE, A R Martin, Mrs J A Rickwood and Mrs P A Thurlow.

**TERMS OF REFERENCE:  
DELEGATED FUNCTIONS:**

To consider and approve or reject applications under the Council's Community Grants Scheme.

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**APPENDIX V(i)**

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**STANDING COMMITTEES, BOARDS AND PANELS  
OF THE COUNCIL**

**CABINET ADVISORY PANELS**

Cabinet Advisory Panel A and Cabinet Advisory Panel B have been established to act as a sounding board and source of advice to the Cabinet and to enable backbench Members to participate in policy formulation pre-decision. These Panels are consultative forums with no decision-making powers and are advisory only i.e. reporting/recommending accordingly to the Cabinet.

**CABINET ADVISORY PANEL A**

**Councillor D E Hunnisett (Chairman)**  
**Councillor S H Brown (Vice-Chairman)**  
**Councillors R Bryant, S P Butterfill, P Cutler, J S Hawkes, K M Kelly, P Kelly, J I Muckle, J M Ozog, M I Peters, G T Prout, B E Read, Mrs J A Rickwood, Mrs R L Shanks, M J Street, D Swinerd, Mrs P A Thurlow, A Wells and Mrs N C Wightman.**

**CABINET ADVISORY PANEL B**

**Councillor I D Armitt (Chairman)**  
**Councillor M J Davis (Vice-Chairman)**  
**Councillors Mrs A D Allen, D J Baker, A Bardoe, M J Bryant, J Burrell, P J Cannon, S J Doran, D A Hammock, J A Hayes, E J Lampkin, T A Maddison, D J Mote, Mrs A Muckle, R S L Perfitt, A S Sandhu MBE, C M Stafford and R J Wells.**

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APPENDIX V(ii)

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING  
7 May 2014**

**NON-STATUTORY FORUM\***

**JOINT TRANSPORTATION BOARD**

**[Reporting lines are as detailed in these Terms of Reference]**

*\*political balance rules do not apply*

**Chairman: To be appointed (KCC Councillor)**  
**Vice-Chairman: Councillor A R Martin**

**Membership:**

**Dartford Borough Council:**

**Councillors J A Hayes, E J Lampkin, J I Muckle, M J Street and R J Wells.**

**Kent County Council:**

**Kent County Councillors for the 6 Dartford Electoral divisions, one to serve as Vice-Chairman**

**Parish/Town Representative**

**D J Baker**

**TERMS OF REFERENCE:**

**DELEGATED FUNCTIONS:**

1. To consider and provide advice on the following matters to the Executive and/or Cabinet as appropriate:
  - (i) capital and revenue funded works programmes;
  - (ii) traffic regulation orders;
  - (iii) street management proposals.
2. Be a forum for consultation between Kent County Council and the Borough Council on policies, plans and strategies related to highways, road traffic and public transport.
3. Review the progress and out-turn of works and business performance indicators.
4. Recommend and advise on the prioritisation of bids for future programmes of work.
5. Receive reports on highways and transportation needs within the Borough.

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**ANNUAL COUNCIL  
7 MAY 2014**

**Dates and Times of the GAC, Cabinet, Committees and Boards for 2014/15**

COMMITTEE	TIME	USUAL MEETING DAY	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015
Cabinet	7pm	THURSDAY		12B	24 A		11 B	23 A		4 B	22 A		5 B	16 A	
Cabinet Advisory Panels	7pm	MONDAY		9B	21 A		8 B	20 A		1 B	19 A		2 B	13 A	
Scrutiny Committee	7pm	TUESDAY			8		9		25			17			
Policy Overview Committee	7pm	TUESDAY		16 (Mon)			2			16			10		
Audit Board	7pm	WEDNESDAY		25			24				7		25		
Development Control Board	7pm	THURSDAY	15	19	17	7	4	2, 30	20	18	15	12	19	23	
Development Control Site Visits	6pm	THURSDAY (Apr – Sep)	8	12	10, 31	28								16	
	9.30am	SATURDAY (Oct-Mar)					27	25	15	13	10	7	14		
General Assembly of the Council	7pm	MONDAY			28			6		15			16		
General Assembly of the Council (Budget)	7pm	MONDAY										23			
Annual Meeting	7 pm	WEDNESDAY	7												27

**ANNUAL COUNCIL  
7 MAY 2014**

COMMITTEE	TIME	USUAL MEETING DAY	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015
Borough and Parish Council Forum	7pm	TUESDAY			1			7			13			14	
Joint Transportation Board	7pm	TUESDAY		10			16			2			3		
Crime and Disorder (Overview and Scrutiny) Committee	7pm	WEDNESDAY			23							11			
Deed, Trust and Obligations Committee	7pm	TUESDAY						14							
Resident Involvement Joint Liaison Group	7pm	TUESDAY/THURSDAY					18						17		
<i>Bean Parish Council</i>	<i>Evening</i>	<i>Monday</i>	12	9	14		8	13	10	8	12	9	9	13	
<i>Darenth Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	21	18	16		17	15	19	17	21	18	18	15	
<i>Longfield and New Barn Parish Council</i>	<i>Evening</i>	<i>Tuesday</i>	27	24	22		23	28	25	23	27	24	24	28	
<i>Southfleet Parish Council</i>	<i>Evening</i>	<i>Monday</i>	6 (Tues)	2	7		1	6	3	1	5	2	2	7 (Tues)	
<i>Stone Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	14		9		10		12		14		11		
<i>Sutton-At-Hone and Hawley Parish Council</i>	<i>Evening</i>	<i>Thursday</i>	15	19	17		18	16	20	18	15	19	19	16	
<i>Swanscombe and Greenhithe Town Council</i>	<i>Evening</i>														
<i>Wilmington Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	7	4	2		3	1	5	3	7	4	4	1	

Labour Party Conference                      21 to 24 September 2014  
 Good Friday/Easter Monday                3 April 2015 / 6 April 2015

Conservative Party Conference    28 September to 2 October 2014

The dates quoted for Parish/Town Council meetings are provisional and may be changed at their associated Annual Meetings.

**ANNUAL COUNCIL  
7 MAY 2014**

**Indicative Dates and Times of the GAC, Cabinet, Committees and Boards for 2015/16**

COMMITTEE	TIME	USUAL MEETING DAY	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2015	Feb 2016	Mar 2016	Apr 2016	May 2016
Cabinet	7pm	THURSDAY		11 B	23 A		10 B	22 A		3 B	21 A		3 B	14 A	
Cabinet Advisory Panels	7pm	MONDAY		8 B	20 A		7 B	19 A	30 B		18 A	29 B		11 A	
Scrutiny Committee	7pm	TUESDAY			7				10			2		19	
Policy Overview Committee	7pm	TUESDAY		16			1			15			8		
Audit Board	7pm	WEDNESDAY		24			23				13		23		
Development Control Board	7pm	THURSDAY		4	2	6	3	1, 29	19	17	14	11	17	21	
Development Control Site Visits	6pm	THURSDAY (Apr – Sep)	28	25	30	27								14	
	9.30am	SATURDAY (Oct-Mar)					26	24	14	12	9	6	12		
General Assembly of the Council	7pm	MONDAY			13			5		14			14		
General Assembly of the Council (Budget)	7pm	MONDAY										22			
Annual Meeting	7 pm	WEDNESDAY	27												11

**ANNUAL COUNCIL  
7 MAY 2014**

COMMITTEE	TIME	USUAL MEETING DAY	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016
Borough and Parish Council Forum	7pm	TUESDAY		30				6			19			5	
Joint Transportation Board	7pm	TUESDAY		9			15			1			1		
Crime and Disorder (Overview and Scrutiny) Committee	7pm	WEDNESDAY			22							10			
Deed, Trust and Obligations Committee	7pm	TUESDAY						13							
Resident Involvement Joint Liaison Group	7pm	TUESDAY/THURSDAY					17						15		
<i>Bean Parish Council</i>	<i>Evening</i>	<i>Monday</i>	11	8	13		14	12	9	14	11	8	14	11	
<i>Darenth Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	20	17	15		16	21	18	16	20	17	16	20	
<i>Longfield and New Barn Parish Council</i>	<i>Evening</i>	<i>Tuesday</i>	26	23	28		22	27	24	22	26	23	22	26	
<i>Southfleet Parish Council</i>	<i>Evening</i>	<i>Monday</i>	5 (Tues)	1	6		7	5	2	7	4	1	7	4	
<i>Stone Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	13		8		9		11		13		9		
<i>Sutton-At-Hone and Hawley Parish Council</i>	<i>Evening</i>	<i>Thursday</i>	21	18	16		17	15	19	17	21	18	17	21	
<i>Swanscombe and Greenhithe Town Council</i>	<i>Evening</i>														
<i>Wilmington Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	6	3	1		2	7	4	2	6	3	2	6	

Labour Party Conference  
Good Friday/Easter Monday

September 2015  
25 March 2016 / 28 March 2016

Conservative Party Conference September/October 2015

The dates quoted for Parish/Town Council meetings are provisional and may be changed at their associated Annual Meetings.

7 May 2014

**APPOINTMENTS BY EXTERNAL BODIES**

**Kent County Council NHS Overview and Scrutiny Committee – North Kent Health Economy** (filled by District Council's on a rota basis. No appointment for 2014-15)

**APPOINTMENTS TO OUTSIDE BODIES OVER ONE YEAR TERM****Dartford Almshouse Charity (4 Members as trustees)**

Councillor D E Hunnisett	May 2011 to May 2015
Councillor Mrs J A Rickwood	Feb 2011 to May 2015
Councillor Mrs A D Allen	May 2014 to May 2018
Councillor T A Maddison	May 2014 to May 2018

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DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING

APPENDIX Y

7 May 2014

**REPRESENTATION ON OUTSIDE BODIES****ACTION WITH COMMUNITIES IN RURAL KENT** *(2 Members as Observers)*Councillor P F Coleman  
Councillor D E Hunnisett**AGE UK NORTH WEST KENT** *(1 Observer)*

Councillor J A Kite MBE

**BECKET SPORTS CENTRE AT DARTFORD GRAMMAR SCHOOL –  
MANAGEMENT COMMITTEE** *(1 Member on the Management Committee)*

Councillor P J Cannon

**COUNCIL FOR VOLUNTARY SERVICE – NORTH WEST KENT** *(1 Member as an ordinary member)*

Councillor A Sandhu MBE

**DARTFORD (1051) SQUADRON AIR TRAINING CORPS** *(1 Member for liaison purposes)*

Councillor P J Cannon

**DARTFORD AND DISTRICT TOWN TWINNING ASSOCIATION** *(2 Members as observers)*Councillor A D Allen  
Councillor J Ozog**DARTFORD AND GRAVESHAM COMMUNITY SAFETY PARTNERSHIP** *(1 Member ex officio)*

Councillor J A Kite MBE

**DARTFORD AND GRAVESHAM COMMUNITY SAFETY PARTNERSHIP SUPPORT  
GROUP** *(1 Member ex officio)*

Councillor D E Hunnisett

**DARTFORD AND GRAVESHAM NHS TRUST** *(1 Member as an ordinary member and 1 substitute)*Councillor A D Allen  
Councillor A R Martin *(substitute)***DARTFORD, GRAVESHAM & SWANLEY, HEALTH AND WELLBEING BOARD** *(1 Member as an ordinary member)*

Councillor A D Allen

**DARTFORD CITIZENS ADVICE BUREAU** *(3 Members, status to be confirmed)*Councillor E J Lampkin  
Councillor J Burrell  
Councillor J A Rickwood

7 May 2014

**DGSM YOUR CHOICE** *(1 Member as a co-optee)*  
Councillor R Wells

**DISTRICT COUNCIL NETWORK ASSEMBLY** *(1 Member as an ordinary member)*  
Councillor J A Kite MBE

**ELTHAM CREMATORIUM JOINT COMMITTEE** *(1 Member and 1 substitute, both members of the Dartford Borough Council Executive)*  
Councillor P F Coleman  
Councillor J A Kite MBE (substitute)

**FAMILY ACTION NORTH KENT** *(1 Member as an observer)*  
Councillor A D Allen

**GROUNDWORK SOUTH TRUST LIMITED LOCAL DELIVERY BOARD** *(1 Member as an ordinary member)*  
Councillor Mrs P A Thurlow

**DARTFORD HEALTH INEQUALITIES GROUP** *(1 Member for the Management Committee)*  
Councillor A D Allen

**INGRESS PARK (GREENHITHE) MANAGEMENT LTD** *(1 Member as a director)*  
Councillor K M Kelly

**JOYDENS WOOD RESIDENTS COMMUNITY ASSOCIATION** *(1 Member as an ordinary member)*  
Councillor M I Peters

**KENT COUNTY PLAYING FIELDS ASSOCIATION** *(1 Member as an Observer)*  
Councillor Mrs P A Thurlow

**KENT THAMESIDE STRATEGIC TRANSPORT PROGRAMME – STEERING GROUP** *(1 Member as an ordinary member)*  
Councillor J A Kite MBE

**KENT WASTE PARTNERSHIP MEMBERS BOARD** *(1 Member for the Management Committee and 1 substitute)*  
Councillor A R Martin  
Councillor K Kelly (substitute)

**LOCAL ECONOMIC PARTNERSHIP (ESSEX, KENT & EAST SUSSEX)** *(1 Member as an ordinary member)*  
Councillor J A Kite MBE

**LOCAL GOVERNMENT ASSOCIATION GENERAL ASSEMBLY** *(1 Member as an ordinary member and 1 substitute)*  
Councillor A R Martin  
Councillor J A Kite MBE (substitute)

**MANAGING THE MARSHES - STEERING GROUP** *(2 Members as ordinary members)*  
Councillor Mrs P A Thurlow

**DARTFORD BOROUGH COUNCIL  
ANNUAL MEETING****APPENDIX Y**

7 May 2014

Councillor J I Muckle

**MICK JAGGER CENTRE FOR THE PERFORMING ARTS AT DARTFORD  
GRAMMAR SCHOOL – CONSULTATIVE COMMITTEE** *(1 Member as an ordinary  
member)*

Councillor I D Armitt

Councillor R Wells *(Substitute)***NORTH KENT WOMEN'S AID** *(1 Member on the Management Committee)*

Councillor A D Allen

**PATROL (Parking and Traffic Regulations outside London) Adjudication Joint  
Committee** *(1 member as an ordinary Member and 1 substitute)*

Councillor J A Rickwood

Councillor M I Peters *(Substitute)***POLICE AND CRIME PANEL FOR KENT AND MEDWAY (JOINTCOMMITTEE)***(1 Member as an ordinary member)*

Councillor A R Martin

**RELATE NORTH KENT** *(1 Member as an ordinary member)*

Councillor E J Lampkin

**RURAL AGE CONCERN DARENT VALLEY** *(1 Member as an ordinary member)*

Councillor R S L Perfitt

**SAMARITANS (BEXLEY & DARTFORD)** *(1 Member as an ordinary member)*

Councillor P F Coleman

**SOUTH EAST DISTRICT LEADERS STEERING GROUP** *(1 Member- informal)*

Councillor J A Kite MBE

**THE TIGER PROJECT NORTH KENT APPROVAL PANEL** *(1 Member as an ordinary  
member)*

Councillor J A Kite MBE

**TOWN CENTRE BOARD** *(2 Members as ordinary members)*

Councillor J A Kite MBE

Councillor C J Shippam

**YMCA THAMES GATEWAY (SOUTH) – BOARD OF MANAGEMENT** *(1 Member as an  
ordinary member)*

Councillor M J Street

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7 May 2014

<b>REPRESENTATION ON LIAISON GROUPS</b>
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- **Resident Involvement Joint Liaison Group**

Councillor P F Coleman  
Councillor J A Kite MBE  
Councillor Mrs A Muckle  
Councillor J I Muckle  
Councillor B E Read

- **Friends of Darenth Country Park**

Councillor Mrs P A Thurlow  
Councillor I D Armit  
Councillor D Hammock  
Councillor R L Shanks

- **Friends of Dartford Heath**

Councillor P J Cannon  
Councillor A Lloyd  
Councillor Mrs P A Thurlow  
Councillor R Wells

- **Friends of Hesketh Park**

Councillor P J Cannon  
Councillor D Swinerd  
Councillor Mrs P A Thurlow  
Councillor Mrs N C Wightman

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