



AGENDA

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE MEETING

Date: Thursday, 20 September 2018

Time: 10.00am

Venue: Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Julia Burgoyne (Vice-Chairman), Jane Chitty, Gerry Lewin (Chairman) and Robert Jones.

	Pages
1. Apologies for Absence	
2. Record of Meeting	1 - 4
To approve the record of the meeting held on 19 June 2018.	
Link to minutes.	
3. Declarations of Interest	
Members are invited to declare any interests in relation to any agenda item in accordance with the Code of Conduct adopted by their Authority.	
4. Urgent Matters by Reason of Special Circumstances	
The Chairman will announce any late items which do not appear on the main agenda but which he/she has agreed should be considered by reason of special circumstances to be specified in the report.	
5. Exclusion of the Press and Public	
To decide whether to pass the resolution set out below in respect of the following items:	

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

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Business Plan 2019-2022 covering report (together with the first draft of the Business Plan 2019-2022 and Delivery Plan 2019-2022) 5 - 44
7. Monitoring Report: April to August 2018 45 - 60

Issued on Monday, 10 September 2018

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

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

MINUTES of the Meeting held in the Council Chamber - Swale House on Tuesday, 19 June 2018 from 10.07am - 11.03am

PRESENT: Councillors Julia Burgoyne, Jane Chitty, Robert Jones and Gerry Lewin (Chairman).

IN ATTENDANCE:

Andrew Barnett, Principal Accountant, Gravesham Borough Council
Janine Boughton, Administration, Business & Consultancy Manager, STG Building Control Partnership

Kevin Burbidge, Director, Housing and Regeneration, Medway Council

Lisa Fillery, Director of Finance and Procurement, Canterbury City Council

James Freeman, Head of Planning Services, Swale Borough Council

Sarah Kilkie, Assistant Director (Communities), Gravesham Borough Council

Tomasz Kozlowski, Assistant Director, Physical and Cultural Regeneration, Medway Council

Jo Millard, Senior Democratic Services Officer, Swale Borough Council

Tony Van Veghel, Director, STG Building Control Partnership

1 APOLOGIES FOR ABSENCE

There were none.

2 ELECTION OF CHAIRMAN

Councillor Jane Chitty proposed and Councillor Julia Burgoyne seconded that Councillor Gerry Lewin be elected Chairman for the 2018/19 municipal year.

The Chairman welcomed Councillor Robert Jones (Canterbury City Council) to his first meeting of the Joint Committee and invited all those in attendance to introduce themselves.

The Chairman drew attention to the Fire Evacuation Procedure.

Resolved:

(1) That Councillor Gerry Lewin act as Chairman for the South Thames Gateway Building Control Joint Committee for the 2018/19 municipal year.

3 ELECTION OF VICE-CHAIRMAN

The Chairman proposed and Councillor Jane Chitty seconded that Councillor Julia Burgoyne be elected Vice-Chairman for the 2018/19 municipal year.

Resolved:

(1) That Councillor Julia Burgoyne act as Vice-Chairman for the South Thames Gateway Building Control Joint Committee for the 2018/19 municipal year.

4 RECORD OF MEETING

The Minutes of the Meeting held on 15 March 2018 (Minute Nos. 29 – 35) were taken as read, approved and signed by the Chairman as a correct record.

5 DECLARATIONS OF INTEREST

No declarations of interest were made.

6 URGENT MATTERS BY REASON OF SPECIAL CIRCUMSTANCES

There were no urgent matters.

7 CHARGING FOR DEMOLITIONS

The Director of South Thames Gateway (STG) Building Control Partnership introduced the report which sought agreement to charge applicants for the processing of demolition applications. He advised that some authorities, including Canterbury City Council, already charged for the service and he drew attention to 3.6 and 3.7 in the report which estimated that the average cost to the Partnership for demolitions was £250 excluding VAT and the Partnership could achieve an annual income of £18,750 by charging for the service.

In response to a question from a Member, the Director of STG Building Control Partnership advised that charging for the service could commence on 1 July 2018.

Resolved:

(1) That the Joint Committee adopt the proposal to charge for demolitions at a rate of £250 plus VAT per application and agree the distribution of any additional income generated through the process using the following priority options:

- a) Mitigate budget pressures;**
- b) Reinvestment into the service in accordance with Delivery Plan objectives; and**
- c) Repaid to partners in the agreed percentages.**

8 ADMINISTRATIVE ARRANGEMENTS 2018/19 AND AMENDMENTS TO THE CONSTITUTION

The Committee considered the report that set out the administrative arrangements 2018/19 and amendments to the constitution.

Resolved:

- (1) That the timetable of meetings for the 2018/2019 municipal year (as set out in paragraph 3.2 of the report) be agreed.**
- (2) That the appointment of officers listed in paragraph 4.2 as Proper Officers be noted.**
- (3) That the selection of Swale Borough Council to act as secretary to the Joint Committee for the 2018/2019 municipal year be agreed.**
- (4) That the proposed amendments to the Constitution set out in Appendix 1 be agreed.**

9 EXCLUSION OF THE PRESS AND PUBLIC

- (1) That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:**
- 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).**
 - 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.**

10 SOUTH THAMES GATEWAY BUILDING CONTROL PARTNERSHIP ANNUAL REPORT 2017/18

The Director of STG Building Control Partnership introduced the report which set out the performance and financial information for the year 2017/18. He thanked the staff at Canterbury City Council for their efforts in achieving a smooth transition in joining the partnership.

In response to questions, the Director of STG Building Control clarified the process of recruitment within the partnership.

A Member praised the internal promotion and training within the partnership.

Resolved:

- (1) That the report be noted.**

11 SOUTH THAMES GATEWAY BUILDING CONTROL BUSINESS PLAN 2018-2021

The Director of STG Building Control Partnership introduced the report which sought to agree the STG Building Control Partnership's Business Plan dated 12 December 2017, and Service Delivery Documentation for 2018-2021.

The Chairman highlighted the good practice of reporting to Member Councils and advised that the report had been approved by each of the partner authorities.

Resolved:

(1) That the Joint Committee adopt the 2018-2021 Business Plan dated 12 December 2017 Version 4 and Service Delivery Documentation.

12 PROGRESS THROUGH THE TRANSITIONAL PHASE SINCE EXPANSION OF THE PARTNERSHIP

The Director of STG Building Control Partnership introduced the report which updated Members on the expansion of the partnership to include Canterbury City Council building control. He outlined the challenges that had been overcome, praised the staff involved and drew attention to the positive feedback received from customers.

Members thanked all those involved for their hard work and looked forward to the challenges of the coming year.

Resolved:

(1) Members noted the report.

13 VOTE OF THANKS

Members thanked Tomasz Kozlowski and wished him well in his new job.

Members also thanked Sarah Kilkie for her valued contribution over many years and wished her well in her retirement.

Chairman

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

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of the Local Government Act 1972.

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