



AGENDA

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE MEETING

Date: Thursday, 14 March 2019

Time: 10.00am

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

Membership:

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

Quorum = 3

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1. Apologies for Absence	
2. Record of Meeting	3 - 4
To approve the record of the meeting held on 6 December 2018.	
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. Schedule of Meetings 2019/20	5 - 6

6. Exclusion of the Press and Public

To decide whether to pass the resolution set out below in respect of the following item:

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.

7. Monitoring Report: December 2018 to February 2019

7 - 22

Issued on Monday, 4 March 2019

**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 Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT on Thursday, 6 December 2018 from 10.05am - 11.12am

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

OFFICERS PRESENT: Janine Boughton, Kevin Burbidge, Lisa Fillery, James Freeman, Andrew Lawson, Ryan Miles, Jo Millard and Tony Van Veghel.

1 APOLOGIES FOR ABSENCE

There were none.

2 RECORD OF MEETING

The Minutes of the Meeting held on 20 September 2018 (Minutes nos. 1 – 8) were taken as read, approved and signed by the Chairman as a correct record.

3 DECLARATIONS OF INTEREST

No declarations of interest were made.

4 URGENT MATTERS BY REASON OF SPECIAL CIRCUMSTANCES

There were none.

5 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:

(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.

6 MONITORING REPORT: SEPTEMBER 2018 TO NOVEMBER 2018

The Director of STG Building Control Partnership introduced the report which gave an overview of the position of the budget and progression against the objectives shown in the Business Plan 2018/19.

There was a discussion around attracting new business.

The Chairman thanked the Director of STG Building Control Partnership for the clear report, and also thanked staff and Members of the Joint Committee for their hard work.

The Director gave the latest update on recruitment for the Director post.

Resolved:

(1) That the report be noted.

7 SOUTH THAMES GATEWAY BUILDING CONTROL BUSINESS PLAN 2019-2022

The Director of STG Building Control Partnership introduced the report which sought agreement to the Building Control Partnership's Business Plan and Delivery Plan (dated 28 September 2018 Version 2), and referral to the Cabinet of each partner authority.

The Director of STG Building Control Partnership thanked all Members of the Joint Committee, the Steering Group, supporting Officers, the Administration, Business and Consultancy Manager and Democratic Services from all authorities for their assistance over the years.

A Member suggested that the document should include tracked changes in future, in order to clearly highlight amendments.

The Chairman suggested information on possible future savings and expenditure could be included as an appendix, and thanked the Director of STG Building Control Partnership.

Resolved:

(1) That the updated version of the Business Plan 2019-2022 be approved and referred to the Cabinet or relevant Committee of each partner authority to approve the Final Draft Business Plan.

Chairman

Copies of this document are available on the Council website <http://www.swale.gov.uk/dso/>. If you would like hard copies or alternative versions (i.e. large print, audio, different language) we will do our best to accommodate your request please contact Swale Borough Council at Swale House, East Street, Sittingbourne, Kent, ME10 3HT or telephone the Customer Service Centre 01795 417850.

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

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

14 MARCH 2019

SCHEDULE OF MEETINGS 2019/2020

Report from: Philippa Davies, Clerk to the Committee

Summary

This report sets out the proposed meetings schedule for the 2019/2020 municipal year.

1. Budget and Policy Framework

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

2. Background

- 2.1 Canterbury, Gravesham, Medway and Swale Councils have all agreed to delegate their respective building control functions to the Joint Committee. This report presents the proposed dates for 2019/20 in advance of the Annual General Meeting.

3. Schedule of Meetings

- 3.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the schedule of meetings shall be agreed at the Annual General Meeting.
- 3.2 The Joint Committee is being asked to consider a programme of meetings for the 2019/20 municipal year in advance of a decision being made at the Annual General Meeting in June 2019, in order to provide some certainty for Members, and the Partner Authorities, on the schedule of meetings during 2019/20.
- 3.3 The following dates are proposed, with meetings to be held at Gravesham Borough Council; all meetings will commence at 10am.
- Thursday 20 June 2019 (AGM)
 - Thursday 19 September 2019
 - Thursday 5 December 2019
 - Thursday 12 March 2020.

4 Financial and Legal Implications

5.1 There are no financial implications arising from this report.

6. Legal Implications

6.1 The Joint Committee was established pursuant to powers under: -

- Local Government Act 1972 – sections 101, 102, 111, 112 and 113
- Local Government Act 2000 – sections 2, 19 and 20
- Regulations made under these acts.

6.2 The arrangements for this joint committee have been designed to ensure compliance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, which set out the functions that should be carried out by Council (or one of its committee) and functions that can be carried out by the Executive. Building control is a function of the Executive or Cabinet and can be discharged by the Joint Committee and those functions have been delegated by the Partners Authorities' Executives. By law, two elements of the service cannot be executive functions, namely staffing matters and enforcement activity by Building Control, and these have been delegated to the Joint Committee by the Partner Authorities' respective Full Councils.

7. Risk Management

7.1 There are no risk management implications arising from this report.

8. Recommendations

8.1 The Joint Committee is recommended to –

- a) Agree the timetable of meetings for the 2019/2020 municipal year (as set out in paragraph 3.3)
- b) Agree to select Gravesham Borough Council to provide a secretary to the joint committee for the 2019/20 municipal year.

Background Papers: None

Lead Officer Contact:

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By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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