

## AGENDA

### COMMUNITY COMMITTEE MEETING

Date: Tuesday, 28 June 2022

Time: 7.00 pm

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

Membership:

Councillors Cameron Beart, Lloyd Bowen, Steve Davey, Mike Dendor, Oliver Eakin, Tim Gibson, Alastair Gould, James Hall, Nicholas Hampshire, Elliott Jayes (Vice-Chair), Peter Macdonald, Lee McCall, Richard Palmer (Chair), Hannah Perkin and Ken Rowles.

Quorum = 5

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Pages

#### Information for the Public

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Link to meeting: To be added.

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1. Minutes

To approve the [Minutes](#) of the Meeting held on 18 May 2022 (Minute Nos. 23 - 24) as a correct record.

2. Emergency Evacuation Procedure

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

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

The Chairman will inform the meeting that:

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

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

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

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

3. Apologies for Absence and Confirmation of Substitutes

4. Declarations of Interest

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

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

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

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

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

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

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|----|---|---------|
| 5. | Handover Report   | 5 - 12  |
| 6. | Forward Decisions Plan                                    | 13 - 14 |
| 7. | Member appointments to Swale Community Safety Partnership | 15 - 18 |

## **Issued on Monday 20 June 2022**

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<b>Communities Committee</b>	
<b>Meeting Date</b>	28 <sup>th</sup> June 2022
<b>Report Title</b>	<b>Handover report: Executive model to committee system</b>
<b>EMT Lead</b>	Emma Wiggins, Director Regeneration and Neighbourhoods
<b>Head of Service</b>	Martyn Cassell, Head of Environment and Leisure
<b>Lead Officer</b>	Charlotte Hudson, Head of Housing and Communities
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	The committee is asked to <i>note</i> the contents of the report.

## 1 Purpose of Report and Executive Summary

- 1.1 This report is intended to ensure that all communities committee members have a common understanding of the committee's remit, including the services it controls, and of current issues and large pieces of work relevant to that remit. Similar reports have been provided to all of the new service committees.

## 2 Background

- 2.1 Council agreed unanimously in October 2021 to move to a committee system of governance from the 2022/23 municipal year, and the new constitution was adopted in April 2022. The constitution establishes five politically-balanced service committees to undertake the decision-making on what would previously have been executive matters.
- 2.2 The communities committee has a number of areas of responsibility on which it is able to make decisions under delegation from council. These are set out in paragraph 2.3.2 of the constitution as follows:
- i. inclusivity and tackling disadvantage;
  - ii. crime, disorder and antisocial behaviour;
  - iii. CCTV;
  - iv. culture
  - v. leisure and sport
  - vi. play areas and outdoor fitness equipment
  - vii. voluntary and community sector;
  - viii. liaison with town and parish councils;
  - ix. parking;
  - x. heritage and conservation, including closed churchyards and

xi. to act as the Council's crime and disorder (overview and scrutiny) committee for the purposes of and with the powers set out in the Police and Justice Act 2006, the Local Government and Public Involvement in Health Act 2007 and any regulations made under those Acts.

2.3 Appendix One provides committee members with some essential background information on some of these areas of responsibility.

### **3 Proposals**

3.1 The committee is asked to *note* the contents of the report.

### **4 Alternative Options**

4.1 As the report is for noting only, there are no alternative options.

### **5 Consultation Undertaken or Proposed**

5.1 As the report is for noting only, no consultation has been undertaken or is proposed.

### **6 Implications**

6.1 As the report is for noting only, there are no implications arising from the recommendations.

### **7 Appendices**

7.1 Appendix One: Handover report

### **8 Background Papers**

- Swale's [corporate plan 2020-2023](#)

## **Community Committee Handover Report**

### **1. Relevant Corporate Plan Objectives**

The most relevant priority is;

#### **Priority 3:**

#### **Tackling deprivation and creating equal opportunities for everyone**

- 3.1 Undertake targeted interventions to identify our most disadvantaged families and communities, improve our understanding of the issues they face, and develop new ways of working to reduce social exclusion and enhance opportunities and quality of life.
- 3.2 Develop a communitarian approach to partnership working based on shared objectives with like-minded agencies in the voluntary and community sectors.
- 3.3 Ensure that the council plays a proactive role in reducing crime and antisocial behaviour, including through the modernisation of CCTV provision.
- 3.4 Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.

However, there is also relevance to priority 4 with car parking being a key element of helping the Council to reduce dependence Government funding.

### **2. Key Policies and Strategies**

- Playing Pitch Strategy
- Open Spaces and Play Strategy
- Built Facilities Strategy (in development)
- Community Safety Strategy
- Public Space CCTV Policy

### **3. Key Functions and Staffing**

The list below gives a high-level list of functions that will be covered by this committee.

- inclusivity and tackling disadvantage;
- crime, disorder and antisocial behaviour;
- CCTV;
- Culture
- Leisure and sport
- Play areas and outdoor fitness equipment
- voluntary and community sector;
- liaison with town and parish councils;
- parking;
- heritage and conservation, including closed churchyards and

- to act as the Council's crime and disorder (overview and scrutiny) committee for the purposes of and with the powers set out in the Police and Justice Act 2006, the Local Government and Public Involvement in Health Act 2007 and any regulations made under those Acts.

Staffing is split across two Head of Service portfolios. Key Management contacts are as shown:

- Martyn Cassell – Head of Environment and Leisure
- Jay Jenkins – Leisure and Technical Services Manager
- Jeff Kitson – Parking Services Manager, Mid Kent Parking Services
- Charlotte Hudson – Head of Housing and Communities
- Community Development Manager (currently vacant)
- Steph Curtis – Community Safety Manager
- Della Fackrell – Resilience Manager

#### **4. Success Highlights**



## **Community Safety**

- Bringing Public Space CCTV Monitoring service in-house in April 20, creating brand new-control centre and upgrading all of existing camera network.
- The CCTV service has returned to 24/7/365 monitoring in November 21, installation of CCTV at Leysdown in July 21 and installation of cameras at Milton Creek Country Park.
- Review of Public Space Protection Orders (PSPOs) to tackle alcohol related ASB in Sittingbourne, Sheerness, Faversham and Leysdown; and the installation of a new gated alleyway scheme, in late 2020.
- Through the Community Safety Partnership:
  - Delivery of location based 'focus area' work to provide a multi-agency response to those hotspot locations with an increase in ASB and Crime. Between May 19 and May 22 this has included a response at Murston, Thistle Hill and Sittingbourne and Sheerness Town centres.
  - Coordination of response across partner agencies to support victims of domestic abuse. This has included the provision of face-to-face drop-ins and One Stop Shops; ensuring provision of support for perpetrators; and identifying and seeking to tackle known gaps in services. This also included concentrated work to ensure access to face-to-face provision during the covid-19 pandemic.
  - From November 21, development, and delivery of a series of actions to seek to tackle violence against women and girls.
  - Delivery of the multi-agency vulnerability panel which ensures an appropriate response to adults that are or are at risk of becoming victims of crime/ASB; are self-neglecting or have complex needs and are struggling to engage with services.

## **COVID Response**

- Immediate response to covid-19 pandemic through the creation of a community response in March 20. Initially this response saw the creation of locality-based hubs to ensure food and other support to those that were most vulnerable. This response progressed to signposting of support to these community members which continued throughout the 2020 and early 2021.
- COVID DEFRA Hardship Grants delivered:
  - 17 households received discretionary housing payments
  - 40 households supported through housing options/rough sleeper funding.
  - 1430 food boxes were distributed, the equivalent of 57,200 meals.
  - Funding was also provided to a range of voluntary groups to provide additional support within the community.
- Winter Grants schemes delivered:
- 1,625 total unique households supported (excluded households receiving repeat support).
  - 1,391 unique households with children supported.
  - 232 unique individuals/households without children supported.

- 2,570 essential food boxes distributed to households (approx. total of £66,791.99).
- 91 white goods appliances distributed to households (approx. total of £19,800.00).
- 667 food vouchers (ranging from £5 - £100 in value) distributed to households (approx. total of £7,067.98).
- 55 fuel vouchers and 130 household essentials distributed to households (approx. total of £7,569.60).
- Self-isolation support fund delivered
- Housing Support Fund delivered:
  - 683 households supported inc. 505 with children

### **Community**

- Completion and Asset Transfer of The Mill Skatepark.
- Support for Barge Museum and Raybel Charters on development of projects.
- 20's Festival delivered.
- Murston Old Church project supported.
- Foodbank grants and co-ordination work.
- Summer Festival (sheerness) and Festival of Light Sittingbourne
- Support to the Faversham Hop Festival online eCommerce website
- Range of Community and Member grant schemes delivered.
- Delivery of Reconnect Programme
- Delivery of Remembrance Service 2021
- Sheppey Community Bus
- Support with Census engagement
- Town Centre Radio taken in-house monitored via the CCTV team/control Room
- Communities Fund and Improvement and Resilience Fund various projects supported
- Homes for Ukraine scheme co-ordination

### **Leisure centres**

- Support to keep the leisure centres operational throughout as much of the pandemic as was allowed.
- Replacement of leisure centre roof at Swallows

### **Playgrounds**

- Refurbishments completed at 12 playground sites with another 11 agreed for 2022-23.
- New equipment installed at Festival Fields, Sheerness, Kemsley Rec, Warden Village hall, Johnson Gardens, Sittingbourne, Diligent Drive, Sittingbourne and Grove Park, Sittingbourne.

### **On and Off-street Parking**

- Awarded contract for replacement of all pay and display machines in car parks – the new machines bring a wider range of payment methods to suit all residents.

- A number of car park improvements – improved lighting at Albany Road, Sittingbourne, new disabled bays across Faversham and Sheppey
- Support for care workers and NHS workers through free parking throughout the pandemic
- Expanded EV charging network
- Establishment of the new Multi-storey car park in Sittingbourne

## **5. Current Workload / Significant Issues**

### **Current workload**

- Day to day management of on-street parking and enforcement (traffic regulations, resident parking schemes, disabled bays), off-street car parking management and enforcement
- Car Park ‘pay and display’ machine replacement project
- Playground inspection, maintenance and improvement
- Leisure centre contract management
- Planning for a new Leisure centre contract – April 2025
- Leisure facility improvements – Levelling up bid for Sheerness
- Providing the evidence for leisure and sport in the local plan – playing pitch and built facilities strategies
- Closed churchyard inspection and maintenance
- Day to day management of CCTV and multi-storey carpark.
- Development of town centre radio scheme.
- Management of Swale Community Safety Partnership.
- Multi-agency Community Safety Unit management.
- Domestic Abuse co-ordination.
- Administration of Household Support Fund.
- Youth Forum.
- Administration of Member and Community Grant scheme.

### **Significant issues**

- Delivery of Social inclusion work programme/ Cost of Living Crisis
- Kent County Council Community services review.
- Ageing Leisure facilities vs growth of the population

## **6. Forward Plan Decisions**

- Lynsted churchyard wall
- Playground refurbishment contract awards (above contract standing orders threshold)
- Future coach parking in Sheerness
- Community Safety Strategy (January 2023)
- Public Space CCTV Policy (March 2023)
- Community Bus Pilot Options (October 2022)

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**Community Committee Forward Decisions Plan**

<b>Report title, background information and recommendation(s)</b>	<b>Date of meeting</b>	<b>Open or exempt?</b>	<b>Lead Officer and report author</b>
Handover Report	28.06.22		Lead officer: Emma Wiggins Report author: Emma Wiggins
			Lead officer: Report author:

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<b>Communities Committee</b>	
<b>Meeting Date</b>	28th June 2022
<b>Report Title</b>	<b>Member appointments to Swale Community Safety Partnership</b>
<b>EMT Lead</b>	Emma Wiggins, Director of Regeneration and Neighbourhoods
<b>Head of Service</b>	Charlotte Hudson, Head of Housing and Communities
<b>Lead Officer</b>	Steph Curtis, Community Safety Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	<p>The committee is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Determine</b> which member and deputy should be appointed to the Swale Community Safety Partnership.</li> <li>2. <b>Appoint</b> the member(s) to the Swale Community Partnership.</li> </ol>

## 1 Purpose of Report and Executive Summary

- 1.1 This report asks the Communities committee to agree the council's member representation for the municipal year 2022/23 on Swale Community Safety Partnership (CSP).

## 2 Background

- 2.1 Swale CSP is a statutory body bringing together a number of public sector agencies to tackle crime, disorder, anti-social behaviour, substance misuse and reduce re-offending. These agencies include Swale Borough Council, Kent County Council, Kent Police, Kent Fire and Rescue Service, Probation services, and Health services, working closely with the local housing associations such as Optivo, voluntary and community sector organisations and HM Prison Service.
- 2.2 As the Council is a statutory partner of the CSP Members and Officers have sat on the CSP Executive Board. In the Cabinet arrangements this duty was fulfilled by the Cabinet and Deputy Cabinet Member.
- 2.3 In 2009, councils were given powers to scrutinise CSPs through provision made in the Police and Justice Act 2006. Within the Cabinet system this function sat with the Overview and Scrutiny Committee. This function now sits with the Communities Committee. Therefore, when appointing the member, it should be noted that this will form part of the representatives being scrutinised rather than being part of the committee for this function.

## 3 Proposals

3.1 **Determine** which member and deputy member should be appointed to the Swale Community Safety Partnership.

3.2 **Appoint** the member(s) to the Swale Community Partnership.

#### **4 Alternative Options**

4.1 To not appoint any members to the CSP and for the Committee to just be involved in the Overview and Scrutiny function. Officers sit on the CSP as well and therefore the statutory duties would be covered.

#### **5 Consultation Undertaken or Proposed**

5.1 These are routine appointments to existing arrangements, so no consultation has been undertaken or is proposed beyond asking committee for their nominations.



## 6 Implications

Issue	Implications
Corporate Plan	This supports objective 3.1 - Ensure that the council plays a proactive role in reducing crime and antisocial behaviour, including through the modernisation of CCTV provision
Financial, Resource and Property	No implications identified at this stage.
Legal, Statutory and Procurement	No implications identified at this stage.
Crime and Disorder	The CSP is the strategic body which sets priorities for tackling crime and disorder within the borough.
Environment and Climate/Ecological Emergency	No implications identified at this stage.
Health and Wellbeing	The CSP activity links with Health and Wellbeing initiatives.
Safeguarding of Children, Young People and Vulnerable Adults	The CSP focuses and delivers services and projects that support vulnerable individuals.
Risk Management and Health and Safety	No implications identified at this stage.
Equality and Diversity	No implications identified at this stage.
Privacy and Data Protection	No implications identified at this stage.

## 7 Appendices

7.1 None

## 8 Background Papers

8.1 There are no background papers.

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