

A G E N D A

OVERVIEW AND SCRUTINY COMMITTEE

Monday 13 August 2018 at 6.30 pm

Committee Room A, Town Hall, Royal Tunbridge Wells, Kent TN1 1RS

Members: Councillor Dawlings (Chair), Councillors Hannam, Hill, Huggett, Lidstone, Mackonochie (Vice-Chairman), Ms Palmer, Uddin, Scott, Mrs Soyke, Thomson and Woodward

Quorum 3 Members

- 1 Apologies for Absence**
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest**
To receive any declarations of interest by Members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer.
- 3 Minutes of Previous Meetings (Pages 3 - 6)**
Minutes of the Overview and Scrutiny Committee meeting dated 11 June 2018. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. **Procedure rules applicable to all meetings Part 4, section 6.**
- 4 Items Called in under Overview and Scrutiny Procedure Rule 13**
If there are any 'Call-in' items, details will have been circulated to Members under separate cover.
- 5 Chairman's Introduction**
- 6 Portfolio Holders Plans and Progress - Leader of the Council and Portfolio Holder for Culture, Leisure and Tourism (Pages 7 - 14)**
- 7 Community Hubs - verbal update**
- 8 Interim report - Reducing Single-Use Plastics in the Town Hall and the Wider Community Task and Finish Group (Pages 15 - 20)**

Issued on Friday, 3 August 2018

Contact Officer: Nick Peeters, Scrutiny & Performance Officer,
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- 9 Effectiveness of local authority overview and scrutiny committees (Government response to select committee) - verbal update**
- 10 Work Programme** (Pages 21 - 22)
- 11 Urgent Business**
To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 12 Date of the next meeting**
The next meeting of the Overview and Scrutiny Committee will take place on 8 October 2018 at 6.30pm.

William Benson
Chief Executive

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Notes on Procedure

- (1) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (2) Please note that the public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website (www.tunbridgewells.gov.uk) or from Democratic Services.

- (3) Members of the public and other stakeholders are required to register with the Council's Scrutiny and Performance officer (nick.peeters@tunbridgewells.gov.uk) if they wish to speak on an agenda item at this meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.

OVERVIEW AND SCRUTINY COMMITTEE

Monday, 11 June 2018

Present: Councillor Tom Dawlings (Chair)

Councillors Hannam, Hill, Huggett, Lidstone, Mackonochie, Ms Palmer, Scott, Soyke, Uddin and Woodward

Officers in Attendance: David Candlin (Head of Economic Development and Property) and Gary Stevenson (Head of Housing, Health and Environment)

Other Members in Attendance: none

APOLOGIES FOR ABSENCE

OSC77/18 Apologies for absence were received from Councillor Thomson.

DECLARATIONS OF INTEREST

OSC78/18 There were no declarations of interest made, within the provisions of the Code of Conduct for Members.

MINUTES OF PREVIOUS MEETINGS - TO FOLLOW

OSC79/18 The minutes of the meetings dated 9 April 2018 were submitted.

RESOLVED – That the minutes of the Committee meeting dated 9 April 2018 be agreed.

ITEMS CALLED IN UNDER OVERVIEW AND SCRUTINY PROCEDURE RULE 13

OSC80/18 There were no items which had been called-in under Overview and Scrutiny Procedure Rule 13.

CHAIRMAN'S INTRODUCTION

OSC81/18 The Chair confirmed the order of the agenda and advised that item 7. The Draft Overview and Scrutiny Committee Work Programme for 2018/19 would be taken as the first substantive item on the agenda.

DRAFT OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2018/19

OSC82/18 The Chairman, Councillor Dawlings, explained the requirement for the Committee to set its own work programme for the year ahead. The Members discussed the topics included in appendix A to the agenda and the additional topics tabled at the meeting. Following discussion the Committee agreed to include the following items in the 2018/19 work programme:

Reducing the use of plastic in the Town Hall and in the wider community – a task and finish group was appointed to include the following Members: Councillors Hill, Lidstone and Mackonochie. Additionally, Councillor Joy Podbury would be asked to join the Group.

Park and Ride schemes – A study was being undertaken and was near completion. A report would be made available to the Committee at a later meeting.

Section 106 contributions/Community Infrastructure Levy (CIL) – the item was already in the Planning Services work programme however the production of the Local Plan was a priority. An update would be sought for a later meeting.

Fly-tipping – an update would be requested as part of the Cabinet member for Sustainability's portfolio update. Additionally, a request was made that data on the number of reported instances of fly-tipping be made available for the next meeting of the Committee.

Community Grants – it was requested that research be undertaken into the practices of other authorities who have reduced their community grants.

Existing car park provision and policies – it was requested that an update be provided by the Parking Service at a later meeting,

Parks and Gardens maintenance contract. It was agreed that a task and finish group be appointed in the autumn of 2018 to look at the Service in the lead up to retendering of the Contract in 2020-21.

All out elections – it was agreed that the Head of Policy and Governance be requested to provide an update to the Committee at a later meeting.

Transparency in the Council – a task and finish group was appointed to look at transparency within the Council, how the Council can better engage with residents and how meaningful consultation can be carried out. Councillors Woodward, Scott, Hill and Dawlings were appointed to the Group.

Potholes and the overall conditions of the roads in the borough – the Committee agreed that the Chairman of the Joint Transportation Board, Councillor Stanyer, be asked to discuss the work of the Board in dealing with this issue.

RESOLVED that the topics above be included in the Committee's work programme for 2018/19.

CIVIC DEVELOPMENT UPDATE

OSC83/18 The Head of Economic Development and Property, David Candlin, introduced the report:

During discussion the following matters were highlighted:

Planning permission was unanimously granted on 9 May subject to conditions. The legal agreement (memorandum of understanding) was due to be signed in June.

A revised landscaping plan would see an additional number of trees planted resulting in an overall increase in the number in Calverley Grounds. A design amendment would see the facade facing the Square continue round to face the park also.

The appointed contractor would be revealed at an all member briefing later in the week.

There would be advertising in the local press for the permanent and temporary appropriation of open space. A report responding to the consultation responses would be provided.

There was an allocated amount for the civic development as a project of £5.126 million which was approved as the budget. The Council had spent £4.8 million to date which included projected billing by Kent County Council and Historic England for their engagement in the project.

The Civic Complex would need to go to market at least two years before the Council moved out of it. The anticipated relocation to a new building was the in the first quarter of 2022 which meant going to the market in the first quarter of 2020. Some initial feasibility work would be undertaken.

If the civic complex was leased there would be an income stream that would provide an annual income. This would be measured against the potential for a capital return.

The financial aspect for disposal of the civic complex and surrounding assets supposed a set sum of £9.1 million and the use of the site as residential development would achieve this. It was for Members to decide if there were an alternative range of mixed uses that would achieve this sum and bring a range of economic and social benefits. The feasibility work would look at this.

RESOLVED to note the update.

URGENT BUSINESS

OSC84/18 There was no urgent business.

DATE OF THE NEXT MEETING

OSC85/18 The next scheduled meeting of the Committee would take place on Monday 13 August 2018.

NOTE: The meeting concluded at 8.15 pm.

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Overview and Scrutiny Committee		13 August 2018
Is the final decision on the recommendations in this report to be made at this meeting?		Yes

Portfolio Holders Plans and Progress – Leader of the Council and Portfolio Holder for Culture, Leisure and Tourism

Final Decision-Maker	Overview and Scrutiny
Portfolio Holder(s)	Leader of the Council, Councillor David Jukes and Portfolio Holder for Culture, Leisure and Tourism, Councillor Jane March
Lead Director	Chief Executive, William Benson
Head of Service	Head of Performance and Governance, Jane Clarke, Head of Economic Development and Property, David Candlin, Head of HR, Customer Services and Culture, Nicky Carter, Head of Environment and Street Scene, Gary Stevenson
Lead Officer/Report Author	Scrutiny and Performance Officer (Nick Peeters)
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker: 1. That the Overview and Scrutiny Committee notes the content of the Portfolio Holders updates.
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This report relates to the following Five Year Plan Key Objectives: This report links to all areas of the Five Year Plan <ul style="list-style-type: none"> • A prosperous borough • A well borough • An inclusive borough Committee Members can consider whether the current ambitions of the Portfolio Holder are adequate and whether appropriate steps are in place to deliver the Five Year Plan.

Timetable	
Meeting	Date
Overview and Scrutiny	13 August 2018

Portfolio Holders Plans and Progress – Leader of the Council and Portfolio Holder for Culture, Leisure and Tourism

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Overview and Scrutiny Committee meets with the Cabinet Portfolio Holders throughout the municipal year to discuss the progress made towards the Council's priority projects.
 - 1.2 Draft statements are attached at appendix B to the report detailing the Portfolio Holders responsibilities, partnership involvement, plans and strategies and projects over the year ahead.
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2. INTRODUCTION AND BACKGROUND

- 2.1 The Overview and Scrutiny Committee is keen to understand from the Portfolio Holders their ambitions for the year ahead and how that ambition will be realised. In particular, Portfolio Holders should focus on how our residents, businesses and visitors to the borough will see a difference as a result of the actions the Council has taken. The meetings are an opportunity for the Portfolio Holders, in their own words, to explain to the Committee and the public how the Council has made a difference to the lives of residents in the borough.
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3. AVAILABLE OPTIONS

- 3.1 The Portfolio Holder's plans and progress update is for information purposes and the committee will be asked to note the content of the report. However, members may wish to ask questions of the Portfolio Holders and if necessary, ask that additional information be provided to the Committee at a later date.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

The Committee and the Portfolio Holders will work together to identify the best ways of doing things in the future - based on learning from past successes, and how the Overview and Scrutiny Committee can help with achieving the Five Year Plan. The Committee would also like to provide effective scrutiny, including opportunities for public engagement and help ensure that the outcomes provide value for money and improvements to public services.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 The views of the Committee and the responses provided by Portfolio Holder will be detailed in the minutes of the meeting and on the Council's website.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	There are no legal implications resulting directly from the recommendations in the report	Nick Peeters, Scrutiny and Performance Officer
Finance and other resources	There are no financial implications resulting from the recommendation in the report	Nick Peeters, Scrutiny and Performance Officer
Staffing establishment	There is no impact on staffing levels as a result of the recommendations in the report.	Nick Peeters, Scrutiny and Performance Officer
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act..	Nick Peeters, Scrutiny and Performance Officer

7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A - Leader of the Council's Portfolio Holder Statement 18-19
- Appendix B – Portfolio Holder for Culture, Leisure and Tourism Statement 18-19

8. BACKGROUND PAPERS

None

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Leader of the Council Portfolio Holder Statement 2018-19 - Councillor David Jukes

Responsibilities

- Major projects
- Property and estates
- Policy
- Facilities
- Democratic services
- Human resources (including learning and development)

Partnerships

- Local Government Association
- Mid Kent Services Board
- Chairman of Parish Chairman's meeting
- Kent Council Leaders

Plans and Strategies

- Five Year Plan
- Asset Management Plan
- People Strategy

Contact:

Cllr David Jukes, Leader of the Council
Tunbridge Wells Borough Council, Town Hall,
Royal Tunbridge Wells Kent, TN1 1RS

david.jukes@tunbridgewells.gov.uk

Plans for the year ahead (2018-2019)

- Calverley Square – take forward key aspects of delivery including:
 - Appointment of client project team
 - Appointment of construction contractor
 - Progress site assembly
 - Deliver stage 4 technical design of the development
 - Procure works packages in line with stage 4 design
- Civic Complex – review of future uses and release strategy
- Crescent Road Car Park:
 - refurbishment of the Crescent Road car park
 - apply for permission to extend Crescent Road car park
- Manage the portfolio, maximising the return from rental income and disposal of non-performing land and property assets
- Delivery of the planned maintenance programme and procurement of new property maintenance and servicing contracts

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Culture, Leisure and Tourism Portfolio Holder Statement 2018-19 - Councillor Jane March

Responsibilities

- Culture, leisure and the arts
- Tourism
- Assembly Hall Theatre
- Museum and Art Gallery
- Events (including the Ice Rink)
- Parks and grounds maintenance
- Sports and leisure centres
- Community Grants
- Customer access and the Gateway
- Cemetery and the Crematorium

Partnerships

- Cultural and Learning Board Hub
- Visit Kent
- Royal Tunbridge Wells Together
- Alternative representative for the Leader at Kent Council Leaders and Mid Kent Services Board
- West Kent Partnership

Plans and Strategies

- Sports Facilities Strategy
- Cultural Strategy
- Cultural and Creative Industries framework (culture, leisure and tourism input)

Contact

Cllr Jane March, Portfolio Holder for Culture, Leisure and Tourism
 Tunbridge Wells Borough Council, Town Hall, Royal Tunbridge Wells Kent, TN1 1RS
 Jane.march@tunbridgewells.gov.uk

Plans for the year ahead (2018-2019)

- Cultural and Learning Hub (Amelia Scott) – HLF funding has been secured, RIBA stage 4 designs are underway and project management arrangements are being finalised. Approval will be sought for a fundraising trust.
- Sports facilities and Sports Pitch Strategy – sites allocated in current Local Plan for recreation/sport. Open spaces and indoor facilities strategy incorporated into Local Plan.
- Cultural Offer (to include Assembly Hall Theatre).

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Overview and Scrutiny

13 August 2018

Is the final decision on the recommendations in this report to be made at this meeting?	Yes/No
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Reducing Single-Use Plastic in the Town Hall and the Wider Community

Final Decision-Maker	Overview and Scrutiny
Portfolio Holder(s)	Councillor Ronen Basu, Portfolio Holder for Sustainability
Lead Director	Paul Taylor, Director of Change and Communities
Head of Service	Gary Stevenson, Head of Environment and Street Scene
Lead Officer/Author	Nick Peeters, Scrutiny and Performance Officer
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That the Overview and Scrutiny Committee note the interim report of the Task and Finish Group.

Explain how this report relates to the Corporate Priorities in the Five Year Plan:

- A well borough – the environmental impact of plastic and in particular single-use plastic is a national and international issue and the benefit for the environment locally from efforts to reduce its use should be supported.

Timetable

Meeting	Date
Overview and Scrutiny Committee	13 August 2018

Reducing Single-Use Plastic in the Town Hall and the Wider Community

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 At the 11 June meeting of the Overview and Scrutiny Committee a task and finish group was appointed to look at the use of plastics by the Council in the Town Hall and to see if there are ways of reducing its use. The issue was highlighted by borough Councillor Joy Podbury and included in the Committee's work programme for 2018-19.
- 1.2 The topic was discussed at the meeting and it was agreed that the Group should look at the use of plastics by staff and councillors and identify areas that could be influenced directly or indirectly. It was also agreed that the group should identify opportunities in the wider community that could result in the reduction of plastic usage. It was felt that a large part of the Group's work should focus on a reduction in single-use plastics.
- 1.3 Councillors Dianne Hill, Carol Mackonochie, Peter Lidstone and Julia Soyke were appointed from the Overview and Scrutiny Committee to the Group. Councillor Joy Podbury has been co-opted on to the Task and Finish Group and at the Group's first meeting was appointed as Chairman.

2. INTRODUCTION AND BACKGROUND

- 2.1 The use of plastic and its impact on the environment has been a topic nationally and internationally for many years. In 2015 the Government introduced a law requiring large shops to introduce a 5p charge for single-use plastic bags. Following the scheme's introduction the sales of plastic bags reduced by 83 percent - demonstrating that significant intervention can have an impact on behaviours. Programmes such as the Blue Planet and images in the media have increased the focus and there is scientific evidence of the growing impact on oceans and seas, and other eco-systems, of the build-up and permanence of plastics. The drivers for reducing single-use plastics are environmental, economic and health (see the [New Plastics Economy](https://newplasticseconomy.org/) ^{1.}). The focus nationally and internationally remains on reducing single-use plastics and between March and May 2018 The Government ran a call-for-evidence as part of its consultation on using the tax system or charges to address single-use plastic waste. ^{2.} Other efforts planned are for a deposit return scheme on plastic bottles and forcing supermarkets and other retailers to pay more to clear up waste created within the EU's circular economy package.
- 2.2 The work of the Group is aimed at the Council as an organisation and at staff and borough councillors. Local retailers and businesses are also a potential audience, as are local councils and residents. Attitudes and behaviours towards a reduction in single-use plastics are changing. As highlighted above, media

1. <https://newplasticseconomy.org/> - New Plastics Economy – the Ellen MacArthur Foundation

2. <https://www.gov.uk/government/consultations/tackling-the-plastic-problem> - GOV.UK Tackling the Plastic Problem

coverage has sharpened focus on the issue. Behavioural change by governments, and producers and consumers of plastic is the key to any long lasting campaign.

- 2.3 There are a number of large chain coffee shops local to the Town Hall. These retailers are making efforts to encourage reuse and recycling through pledges to recycle a percentage of cups and incentives to customers who bring in a reusable cup. There are calls from smaller companies and environmental lobbies for more sustainable cups to be produced on a larger scale.
- 2.4 The Group also recognises that there are opportunities to work towards a greener and more sustainable office environment when the civic development is complete with staff working in the new office accommodation. Looking more broadly at the environmental impact of the civic development, a preliminary Building Research Establishment Environmental Assessment Method (BREEAM) report was produced in 2016 for the civic development (Calverley Square), for both the new theatre and offices. The pre-assessment for both buildings demonstrated that a Very Good rating could be achieved.
- 2.5 During its meetings the Group identified the following stakeholders and part of the work will be to talk to these organisations:
 - Kent Resource Partnership
 - Waste and Resource Action Programme (WRAP)
 - Producers and users of plastic packaging in the borough
 - Local Businesses
 - Town and parish councils in the borough.

3. AVAILABLE OPTIONS

- 3.1 The Group would like to look at plastics brought into the Council by staff and Members and whether there are opportunities to reduce this and/or provide alternatives. The Group may look to involve local businesses in any initiatives. The Group would like to explore opportunities to reduce single-use plastic in the wider community.
- 3.2 The Group identified the following mediums through which engagement with stakeholders could take place:
 - Staff bulletins
 - Members newsletter
 - Autumn Local magazine
 - Council website
 - Notice boards
- 3.3 Recycling and a general reduction in waste at the Town Hall also includes items such glass, paper, metal and food waste. The Group recognises the importance of tackling these areas also but felt that they would be dealt with more effectively as separate pieces of work.

- 3.4 As part of its work the Group will undertake a bin audit of the Town Hall at its next meeting and further audits when the work is complete and six months after the final report has been published.
- 3.5 There are a number of pledges/statements of intent whereby organisations have committed to reducing single use plastics within their own businesses. The Scottish government has backed a 'Resource Efficiency Pledge' scheme which helps Scottish businesses use energy, water and raw materials more efficiently. The retailer Iceland has 900 stores in the United Kingdom and has already committed to eliminating plastic packaging for its own products by 2023.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Ultimately the Group would like to retain focus on plastic reduction and in particular single-use plastics. Members would like to see a measurable reduction in single-use plastics in the Town Hall. The review should also achieve a realistic and measurable reduction of single-use plastic in the wider community but the group recognises the challenges involved in measuring this effectively and will seek advice on how this can be achieved in the long term from the environment and Street Scene Team and their colleagues at KCC. The Group also recognises that there are opportunities for the Council to work towards a sustainable policy for minimal use of single-use plastics in the new offices through design.
- 4.2 Following its work the Group would like the Council to consider a pledge to an existing scheme and/or a commitment to reducing single-use plastic in the Town Hall and for a scheme to be available to staff which incentivises a reduction in single-use plastic brought into the Town Hall from outside.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The first piece of work the Group has undertaken is to design an anonymised survey which it would like to circulate in the first instance to staff in the Town Hall and to visiting Members. It is hoped that the survey will identify behaviours in terms of plastic use and highlight the importance of reduction and recycling. The draft survey can be found through the following link:
<https://www.surveymonkey.co.uk/r/WFSQF2D>

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 This is an interim report to update Members on the work of the Task and Finish Group. It is anticipated that a final report including recommendations will be submitted to the 8 October meeting of the Overview and Scrutiny Committee for consideration.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The report is for noting and there are no direct legal or human rights implications as a result of the recommendation.	Nick Peeters, Scrutiny and Performance Officer
Finance and other resources	This is an interim report and for noting. There are no direct financial or resource implications from the recommendation. However, the Task and Finish Group's work will be to identify areas where plastic reduction can have an environmental benefit and the Group is mindful of the cost implications when considering a greener agenda and working environment – these considerations will be included in the final report.	Jane Fineman, Head of Finance and Procurement. 01/18/18
Staffing establishment	There are no direct implications on staffing as a result of the recommendation in the report.	Nick Peeters, Scrutiny and Performance Officer
Risk management	There are no direct implications on risk management as a result of the recommendation in the report	Nick Peeters, Scrutiny and Performance Officer
Data Protection	There is no direct impact on data protection as a result of the recommendations in the report	Nick Peeters, Scrutiny and Performance Officer
Environment and sustainability	This is an interim report for information purposes only. However, it is hoped that the final recommendations will identify areas where the Council can reduce the use of plastic in the Town Hall and look ahead to a sustainable policy for the new offices.	Nick Peeters, Scrutiny and Performance Officer
Community safety	There are no direct community safety implications as a result of the recommendations in the report	Nick Peeters, Scrutiny and Performance Officer
Health and Safety	There are no direct Health and Safety implications as a result of the recommendation in the report	Nick Peeters, Scrutiny and Performance Officer

Health and wellbeing	This report is for noting and although there are no direct implications on health and wellbeing as a result of the recommendation in the report, the final report will include recommendations that are aimed at improving the wellbeing of residents in the borough	Nick Peeters Scrutiny and Performance Officer
Equalities	There are no direct equalities implications as a result of the recommendation in the report	Sarah Lavallie, Corporate Governance Officer 02/08/18

8. **REPORT APPENDICES** - There are none

9. **BACKGROUND PAPERS** - There are none

Overview and Scrutiny Committee 2018-19

Overview and Scrutiny Committee Draft Work Programme

Subject		Date of meeting
Standing Items	Officer	11 June 2018
Civic Complex Development	David Candlin	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Draft Overview and Scrutiny Committee work programme 18/19	Nick Peeters	

Subject		Date of meeting
Standing Items	Officer	13 August 2018
Portfolio Plans and Progress – Leader of the Council/ Culture and Leisure	William Benson	
Civic Complex Development – Update	David Candlin	
Community Hubs - Update	Paul Taylor/Nicky Carter/Denise Haylett	
Task and Finish Group Items		
Reducing Single-Use Plastics in the Town Hall and the Wider Community – Interim report. Transparency in the Council – verbal update	Nick Peeters	
Items for Further Consideration		
Effectiveness of local authority overview and scrutiny committees (Government response to select committee) - verbal update	Nick Peeters	

Subject		Date of meeting
Standing Items	Officer	08 October 2018
Portfolio Plans and Progress – Economic Development and Communications	Paul Taylor/David Candlin	
Civic Complex Development – Update	David Candlin	
Community Hubs - Update		
Task and Finish Group Items		
Report of the Reducing Plastics in the Town Hall and Wider Community Task and finish Group Report of the Transparency in the Council Task and Finish Group	Nick Peeters	
Items for Further Consideration		
TBC	TBC	

Subject		Date of meeting
Standing Items	Officer	19 November 2018
Portfolio Holder Plans and Progress – Finance and Governance	Lee Colyer	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Draft Budget and Medium Term Financial Strategy 2019/20	Lee Colyer	
Park and grounds maintenance contract	Gary Stephenson	
All out elections	Jane Clarke	

Agenda Item 10

Subject		Date of meeting
Standing Items	Officer	28 January 2019
Portfolio Holder Plans and Progress – Planning and Transportation/Sustainability	Stephen Baughen/Gary Stevenson	
Civic Complex Development – Update	David Candlin	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Park and Ride Scheme – Update on study	David Candlin	
Fly-tipping - Update	Gary Stevenson	
Section 106 agreements/Community Infrastructure Levy - Update	Stephen Baughen	
Existing car park provision and policies	Jane Fineman	
Potholes and overall condition of the borough's roads	David Candlin	

Subject		Date of meeting
Standing Items	Officer	01 April 2019
Portfolio Holder Plans and Progress – Communities and Wellbeing	Paul Taylor	
Civic Complex Development – Update	David Candlin	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Draft annual report of the Overview and Scrutiny Committee	Nick Peeters	
Annual review of the Community Safety Partnership	Gary Stevenson	
Community Grants – Update	Paul Taylor	