

Summons and Agenda



Town Hall
Royal Tunbridge Wells

Tuesday, 30 June 2020

To the Members of the Tunbridge Wells Borough Council

I request your attendance at a virtual meeting of the Tunbridge Wells Borough Council on Wednesday, 8 July 2020, at 10.30 am, when the following business is proposed to be transacted.

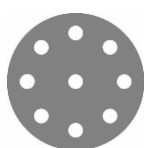
- 1 **Apologies for absence** (Pages 5 - 6)
To receive any apologies for absence.
- 2 **Minutes of the meeting dated 26 February 2020** (Pages 7 - 30)
To approve the minutes of the meeting held on 26 February 2020 as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 3 **Declarations of Interest** (Pages 31 - 32)
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 before the meeting.
- 4 **Temporary Changes to Council Procedure Rules** (Pages 33 - 46)
To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 5 **Election of the Mayor and Deputy Mayor** (Pages 47 - 48)
To elect the Mayor and Deputy Mayor for the ensuing municipal year until the date of the annual meeting 2021.
- 6 **Questions from members of the public** (Pages 49 - 50)
To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8 (as amended), to be submitted and answered.
- 7 **Questions from members of the Council** (Pages 51 - 52)
To receive any questions from members of the Council, of which due notice has been given in accordance with the Council Procedure Rule 10 (as amended), to be submitted and answered.

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| 8 | Community Safety Partnership Plan 2020/21
To consider and, if thought fit, to approve the recommendations set out in the associated report. | (Pages 53 - 110) |
| 9 | Notice of Use of the Urgency Procedures
To note the use of the Council's Urgency Procedures in accordance with the Constitution. | (Pages 111 - 112) |
| 10 | Changes to the Political Balance of the Council
To consider and, if thought fit, to approve the recommendations set out in the associated report. | (Pages 113 - 128) |
| 11 | Cross-party Motion on Notice on Covid-19
To consider and, if thought fit, to approve the Motion as set out in the associated notice. | (Pages 129 - 130) |
| 12 | Urgent Business
To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972. | (Pages 131 - 132) |
| 13 | Common Seal of the Council
To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council. | (Pages 133 - 134) |
| 14 | Date of next meeting
To note that the date of the next meeting is Wednesday 23 September 2020. | (Pages 135 - 136) |

William Benson
Chief Executive

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During the Coronavirus outbreak, and the recovery which follows, the way we conduct meetings will change. This page summarises the process. If you have any questions please contact Democratic Services via the contact details on the previous page.

Attending meetings

Meetings will not be held in the town hall, instead they will be held virtually using the Council's skype system and webcast live online.

Any member of the public may watch/listen to the meetings online live via our website on the relevant committee's meeting page. A recording of the meeting will also be available shortly after the end of the meeting.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

All public meetings will start at 10.30am. This is to reduce the draw on the council's resources at this time.

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

If you require this information in another format please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk

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Full Council

08 July 2020

Apologies for Absence

Procedural Item:

To receive any apologies for absence.

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TUNBRIDGE WELLS BOROUGH COUNCIL

MINUTES of a meeting of the Tunbridge Wells Borough Council, duly convened and held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, at 6.30 pm on Wednesday, 26 February 2020

PRESENT:

The Mayor Councillor James Scholes (Chairman)

Councillors Atkins, Atwood, Backhouse, Barrington-King, Bailey, Bland, Bruneau, Chapelard, Mrs Cobbold, Dawlings, Ellis, Everitt, Fairweather, Funnell, Dr Hall, Hamilton, Hayward, Hickey, Hill, Holden, Lewis, Mackonochie, March, McDermott, Morton, Neve, Ms Palmer, Podbury (Vice-Chairman), Poile, Pope, Pound, Rands, Reilly, Rutland, Scott, Simmons, Mrs Soyke, Stanyer, Thomson, Warne, Williams and Woodward

IN ATTENDANCE: William Benson (Chief Executive), Patricia Narebor (Head of Legal Partnership), Mathew Jefferys (Democratic Services and Elections Manager) and Mark O'Callaghan (Scrutiny and Engagement Officer)

APOLOGIES FOR ABSENCE

FC79/19 Apologies were received from Councillor Horwood. Councillors Lidstone, Noakes, Mrs Thomas and Willis were not present.

MINUTES OF THE MEETING DATED 18 DECEMBER 2019

FC80/19 Councillor Rutland was missing from the list of attendees at the 18 December 2019 meeting.

RESOLVED –

1. That the list of those in attendance at the meeting on 18 December 2019 be amended to include Councillor Rutland; and
2. That, subject to the above amendment, the minutes of the meeting dated 18 December 2019 be approved as a correct record.

DECLARATIONS OF INTEREST

FC81/19 No declarations of pecuniary or significant other interest were made.

ANNOUNCEMENTS

FC82/19 Details of the Mayor's activities had been circulated. The Mayor had no further announcements.

The Leader of the Council announced:

- Councillor Woodward would be nominated for Deputy Mayor in 2020/21.
- The Department for Transport had announced that the Council had been awarded £785,000 towards a scheme that would improve access to the High Brooms Station Southbound platform.

Councillor March announced:

- The Tunbridge Wells Forum had been nominated for the award of Grassroots Venue: Spirit Of The Scene at this years Music Week awards.

- The GO card would be marketed in mid March with the aim of increasing engagement for families and individuals on low incomes. The card could be used at The Trinity Theatre, Amelia, Putlands Sports and Leisure Centre, The Assembly Hall Theatre, The Forum, The Puppetry Festival, Weald and St John's Sports and Leisure Centre.

QUESTIONS FROM MEMBERS OF THE PUBLIC

FC83/19 The Mayor advised that eleven questions from Members of the Public had been received under Council Procedure Rule 8, full details of which were set out in the supplement to the agenda.

1. Question from Dr Robert Chris

As Members were in receipt of the question submitted, Dr Chris summarised the main points as follows:

- Had the Council learnt anything from the Calverley Square experience?
- After seven months the cross-party working group had yet to recognise its role to assemble expert advice and public opinion to inform the recommendations as to the way forward.
- The only recommendations it should be making were about process and nothing else.

Answer from Councillor Scott (summarised)

- This was an extensive list of questions, that if answered in full would take most if not all the allotted time of 30 minutes. Whilst I believe strongly that the public have the right to ask questions, I feel the process here has been stretched beyond breaking point and we need to come up with a better way to deal with multiple questions such as this.
- I will aim to do what I can in the time permitted, but it should be noted that I do not agree with much that has been written.
- The Committee was originally set up, under my authority as a non-official group which I asked to provide direct assistance to review the situation. It is akin to a non-executive director of a company consulting with a group to help explore the questions and assumptions and alternatives. Its primary focus is to determine if any consensus was possible across parties in the Council.
- It was important for the group to have a wide variety of views. I can confirm that all parties provided their best endeavours to the process, for which I congratulate them.
- The cross-party group was formed in June 2019, and I asked Adrian Berendt to form a non-political group to summarise the views of the public.
- A Council conference was also set up to bring forward the Five-Year Plan by one year.
- Each of these three initiatives have brought positive engagement to the process and have identified that consensus over a wide range of issues is possible. These are the cornerstones for investigating possible alternatives that could then be put forward to councillors and the general public.

- My own view and that of the non-political group was that the project had become too large and complex – making it impossible to obtain agreement. The project was designed as a single large project which could not at the final stage be sub divided into smaller projects.
- Disaggregation of the project was now needed that would allow each part to be reviewed.

Supplementary Question from Dr Robert Chris

“Can you confirm that the cross-party groups remit is restricted to making recommendations about how the post Calverley Square decisions should be made and not what those decisions might be.”

Answer from Councillor Scott

“Yes.”

2. Question from Mr James Tansley

“What was the authorised budget for work on RIBA stages 1-4 for the Calverley Square project and what is the Council’s current estimate of the final costs of this work?”

Answer from Councillor Dawlings

“RIBA Stages 1-3 were budgeted as part of the revenue budget and expenditure incurred was reported in the usual way. RIBA Stage 4 fees were part of the capital budget of £90m approved by Full Council in December 2017. All expenditure was reported in the close down report submitted to the Cabinet in February.”

Supplementary Question from Mr James Tansley

“I would be interested to know why the expenditure for RIBA Stage 4 was included in the capital budget when before a final decision is taken on the project such expenditure is considered preparatory and should have been considered within the operational budget of the Council.”

Answer from Councillor Dawlings

“I think it’s perfectly appropriate to take fees for capital projects as part of the capital budget and that is what the Council approved back in December 2017.”

3. Question from Dr Robert Chris

As Members were in receipt of the question submitted, Dr Chris summarised the main points as follows:

- If Calverley Square is really dead as it appears to be, why won’t the Council give public effect to this decision by giving it a respectful burial, and when people do make searches they don’t find either the CPO or the planning consent being active?
- Why has the public register not been updated to effectively remove CPO and the planning consent from the register?

Answer from Councillor Scott

"I believe the Council's legal position is set out pretty clearly in the Cabinet papers to which we are referred here and there is no need for any further comment."

4. Question from Mr James Tansley

"What is the current value of The Lodge in Calverley Grounds and Numbers 10, 13 and 18 in Grove Hill House."

Answer from Councillor Dawlings

"These properties are in the process of being valued for the purposes of the annual accounts."

Supplementary Question from Mr James Tansley

"The four properties were purchased solely to advance the Calverley Square project. Given that this is not going ahead, would it not make more sense to sell them to pay for the costs of £1.65m this year for the essential works to the Civic site."

Answer from Councillor Dawlings

"The properties were actually bought because they fulfil the Council's property investment criteria and I don't think there is any question of selling them because they are generating the return that was forecast."

5. Question from Dr Robert Chris

As Members were in receipt of the question submitted, Dr Chris summarised the main points as follows:

- Although the questions are numbered a to j, they can all be answered with a simple yes or a no.

Answer by Councillor Scott (summarised)

- a) The auditors are experts in undertaking this type of review and will follow the process that is appropriate to that.
- b) Yes.
- c) The Auditors are independent of the Borough Council.
- d) The appointment is a delegated authority and will actually be done under that process, but it will also go through Audit and Governance Committee.
- e) This is standard practice for all audits within the Council as I understand it and this should not be any different. In fact the position of the Council is that we have had many years of clean audits and right through the Calverley Square process, when we had audits reviewing different aspects, or even the judicial review, they all found that they had complete access to information and found the Council in a very strong position on all those aspects.
- f) Again, this is quite standard practice within the Council which, in fact, has a very open policy of all the information. There are exceedingly few unpublished papers but the auditors still have access to all these things.

- g) There will be a standard process in the Council, the papers will not be changed by anybody other than the auditors themselves. It will then come through to the appropriate committees in the Council in the standard way and they will be reviewed there.
- h) All reports from the auditors will go through the standard procedure, and through the appropriate committees and will conform to the norm.
- i) I am not anticipating other reports, but they would go to the various committees. Normally those committees are scheduled on particular dates and papers would be made public for those committees as appropriate.
- j) The processes that we go through with audit, having independent auditors, having the various committees, are scrupulous about the process to ensure that they are independent. The process will achieve very high standards.

6. Question from Mr James Tansley

“How much does each member of the Council cost per year in total, i.e. allowances, support and other services including the cost of elections?”

Answer from Councillor Dawlings

“An annual report is published on the Council’s website on all allowances and expenses of Borough Councillors. The Borough Council does not cover any expenses for elections.”

7. Question from Dr Robert Chris

As Members were in receipt of the question submitted, Dr Chris summarised the main points as follows:

- The Council now has a Climate Emergency Advisory Panel – the questions asked request further details of how this work will be taken forward.

Answer from Councillor Bailey

“A motion was passed at the Full Council meeting last July recognising the climate emergency and agreeing an ambition to make the Council’s operations carbon neutral by 2030. The motion agreed other measures including setting up a cross-party panel to start a report within the current fiscal year to include a plan to conduct a green audit of the Council’s current carbon footprint.

The panel drafted the terms of reference last year once the membership of the panel was agreed by the four parties. The terms of reference are currently going through the Council’s committee process and was recently recommended for Cabinet approval by the Communities Advisory Board. However, the panel has already met several times and is pushing ahead with its remit.

I can confirm that the Council has already agreed a specification for the green audit and has appointed a consultant to undertake this work. The panel had also begun the process of collecting evidence, including on the environmental measures in the draft Local Plan and on Citizens Assemblies. It will continue to collect this evidence and the findings will feed into the report.

There is currently no budget for the panel as the budget for the current fiscal year was set several months before the Motion was passed. The funds for the Green Audit have been found from existing budgets.

The panel will continue to follow its remit and will start the report during the current fiscal year. No date has been set as yet for the completion, although I hope it will be finished before the end of this calendar year.

No discussions have taken place on the other areas mentioned in the question, such as air quality, as the panel recognises that its remit relates to carbon emissions."

Supplementary Question from Dr Robert Chris

"Would it not greatly enhance the effectiveness of this advisory panel, given that it does not have amongst the councillors experts in this very technical area, if it had at least one permanent member who was an expert in this field. Not necessarily a Councillor?"

Answer from Councillor Bailey

"There was nothing in the Motion that was agreed at Full Council about appointing outside experts, and nothing in the terms of reference that was agreed by the panel. The panel itself does take one person each from the four political parties and that is a political balance that we are happy with. We are supported by officers who are knowledgeable in this area and we can also refer to outside experts as well."

8. Question from Mr James Tansley

"At the meeting of Full Council on 25 September 2019, the Portfolio Holder for Finance and Governance undertook to answer whether there had been a breach in the Council's internal policies and procedures in respect of the salaries of the Council's Chief Executive and the Director of Finance, Policy and Development in 2018/19, both of which appeared to be in excess of the sums allowed in the Council's pay policy. I have still to receive a response. Will he provide one now."

Answer from Councillor Dawlings

"I did investigate this matter and I am sorry that I did not reply to you Mr Tansley. But there has been no breach of the Council's pay policy."

Supplementary Question from Mr James Tansley

"Given that the pay policy states explicitly that the range of the salaries for the stated officers runs at 95% to 105% of the median for that grade, under which it is subject to independent review. I note that in 2018/19 the salary, once returning officer fees are removed of the Chief Executive was £128,757.00 which is 107.3% of the median pay for that grade according to the pay policy. Whilst that of the Director of Finance, once returning officer fees are removed, was £109,415.00, which is 113.5% of the market median. In both cases, according to my maths, 107.3% and 113.5% are both in excess of 105%, something which I would like to think the Portfolio Holder for Finance would be aware of. Does he still stand by his statement that there is no breach of the policy?"

Answer from Councillor Dawlings

“I can only repeat the answer I gave to the question, there has been no breach of the Council’s pay policy.”

A written response was provided after the meeting:

“The salary totals presented within the statement of accounts also includes non-consolidated payments such as; Contribution Related Pay once the 105 per cent has been reached, retention allowances and untaken leave. When these amounts are excluded the contractual salaries for both posts are £126,000 and £96,600 respectively, which is at the 105 per cent mark referred to in the pay policy.”

9. Question from Dr Robert Chris

“The draft budget for next year shows no income from Great Hall car park. Please explain why this is.”

Answer from Councillor Dawlings

“The budget report shows that £850,000 of capital works are required to the Great Hall car park to extend the life of the asset by around 10 years, this is set out in Appendix M.

If funding is approved later in this meeting, then the works can be procured and a timetable published along with public consultation. This will involve temporarily closing the car park, so there will be no income coming from it.”

Supplementary Question from Dr Robert Chris

“Could I ask you to confirm, if this budget is approved later this evening that the works will start on 1 April and will take an entire year, otherwise one assumes that there will be some income.”

Answer from Councillor Dawlings

“The work will be planned and procured after the matter has been approved and I think it is perfectly prudent to assume that car park income will be zero from that time, but if it isn’t, that is a bonus to the Council.”

10. Question from Mr James Tansley

“Please provide details of which Council staff receive ‘retention’ allowances and how much these allowances are worth.”

Answer from Councillor Dawlings

“This information is set out in Appendix Q of the Full Council budget report.”

Supplementary Question from Mr James Tansley

“Who takes the decision to award retention and allowances and on what grounds?”

Answer from Councillor Dawlings

“There is an annual review process, I have not been part of it yet. I will respond once I have checked it out.”

A written response was provided after the meeting:

“In relation to retention allowances the Head of Paid Service is responsible for all staffing matters and seeks professional advice from the Head of Human Resources.”

11. Question from Dr Robert Chris

As Members were in receipt of the question submitted, Dr Chris summarised the main points as follows:

- The question refers to the implementation of the new waste collection arrangements, specifically with regards to blocks of flats.
- If blocks of flats have not been included in the new system, when will this start.

Answer from Councillor Bailey

“In the run up to the new service, information about the new waste and recycling scheme was made available to all residents in the Borough in a variety of ways. Informational leaflets were delivered, and details appeared in Local magazine distributed to all households in the Borough. Further information was given on the Council website, on social media and using stickers attached to recycling bins.

I can confirm that neither Grove Hill House, nor any other property in the Borough has been singled out or ignored. If there are issues with waste collection at this property, I would urge residents to report the problem via the Council’s website.

All properties in the Borough now have containers for the separation of waste and recycling. The exception is food waste for properties with communal bin stores, as it is not practical to provide separate caddies for each individual household. However, the Council will be working with these properties to introduce larger food waste containers, subject to individual circumstances and space available, and we expect to roll this out over the course of this year.

No separate charge is made for food waste collection, and the properties without a container can still dispose of food waste using the green residual waste bin so it is not appropriate to consider any refunds.”

QUESTIONS FROM MEMBERS OF THE COUNCIL

FC84/19 The Mayor advised that four questions from Members of the Council had been received under Council Procedure Rule 10, full details of which were set out in the supplement to the agenda.

1. Question from Councillor Williams

“There are ten cycle parking bays in RVP, and of these six are now seemingly used permanently, that is to say most were cleared after the warning in January but now appear to be reverting to long-term parking to the detriment of those cyclists who work daily in the town and need somewhere to park their bikes safely.

Can the Council advise frustrated cyclists what measures it is taking to ensure current provision is actually available for daily use?”

Answer from Councillor McDermott

“Officers check the cycle huts on a daily basis as part of their routine patrol of our car parks, and if they suspect that the facility is being abused will put warning signs up prior to breaking the padlock and removing the contents.

It became apparent that one of the huts was being misused in January this year, and officers followed this process, which resulted in the contents being removed by the person using the hut before further action was necessary.

On two occasions in the last few weeks, when officers were specifically asked to check, there were four vacant huts on one day and two vacant huts on the other. The additional cycle locking points were mostly unused.

If the public suspect that the facility is being used permanently by one person, and bikes are being left for a long period of time or the huts are locked while empty, they can email carparks@tunbridgewells.gov.uk and officers will investigate and take the appropriate action.”

2. Question from Councillor Pound

“Can the Portfolio Holder confirm that the investment criteria for property acquisitions that the Cabinet committed to in October 2013 have remained unchanged since that Cabinet Meeting and that members have not been advised at any time since that date of any alteration to those property investment criteria?”

Answer from Councillor Scott

“Yes.”

Supplementary Question from Councillor Pound

“If the answer is yes, they have remained unchanged, can the Portfolio Holder therefore, on behalf of the Council confirm one or both of the following outcomes:

That the Council publically confirms as some residents believe, that the purchase of the 4 flats in Grove Hill House, all of which overlook the site of what would have been the new theatre was a purely political decision to quell opposition to the Calverley Square project and therefore should be included in the overall cost of the Calverley Square project; or

If they can't acknowledge that, that the Council now needs to advertise its change in property investment criteria so that all of the Borough's residents are aware of the Council's willingness to buy residential, leasehold properties if approached by individual owners, and that all will be considered against the same criteria as he says was used in considering the purchase of the 4 flats in Grove Hill House.”

Answer from Councillor Scott

“The criteria as drafted and approved do not prevent the Council from acquiring property for a variety of reasons including, as in the case of Dowding House, helping the Council meet its obligations to tackle homelessness. In the case of Grove Hill House, the reports were considered by Councillors, including a detailed appraisal from independent, external professional advisors. The reports went through the Council’s full decision-making process, including the Cabinet Advisory Board and Cabinet and was not called-in. For the record, the Labour Member voted in favour. There is a particularly good reason for purchasing something that will give a good investment return to the Council and if it is within the criteria drafted then the Council will consider it.”

3. Question from Councillor Hill

“Do we agree that Shopmobility in the Royal Victoria Place provides a valuable service to our Town? If so, why has Tunbridge Wells Borough Council again cut the funding, so much that it can no longer remain open?”

Answer from Councillor March (summarised)

Tunbridge Wells Borough Council and Royal Tunbridge Wells Together recognise the need for a service that makes the Town Centre accessible to visitors and have committed to working with Royal Victoria Place on a solution. We have been the main financial supporters of Shopmobility for many years. But the Councils well documented financial challenge means we have had to warn the Trustees over 12 months ago that support would be reduced on a sliding scale – that is £10k last year, £9k this year and £8k next year, as agreed by a cross-party working group in January 2019. And, for information, the National Federation for Shopmobility UK states that their priority this year is trying to make Shopmobility self-sufficient.

With the Tunbridge Wells Lotto, Shopmobility has been registered since 31 May 2017 and has received a payment totalling £574.00.

Supplementary question from Councillor Hill

“This is not just a place to hire a wheelchair, it is an information service for people just out of hospital to parking issues. I must stress it is a service, not a business. People who use this service also shop in the town can we please look again at funding for this vital service to vulnerable people because if Shopmobility has to close what sort of a message does that send to our residents regarding Tunbridge Wells Borough Council as a caring Council?”

Answer from Councillor March

“We do know that there is a Concierge service in Royal Victoria Place and they are there to answer a lot of questions. All of the questions that Councillor Hill has mentioned can be dealt with by the Concierge service. There are wheelchairs available if you go to the Concierge and we are dealing with Royal Victoria Place where there will not be a situation where there will be no wheelchairs for people to use in the Town Centre of Tunbridge Wells.”

4. Question from Councillor Williams

“Is the Council aware that there was traffic gridlock on the mornings of Monday 10, for the first time ever in Sherwood, and incredibly then again on Thursday 13 too, raising residents' concerns that the new proposal for major development at Kingstanding Way should be accessed not from Longfield Road, where full capacity was reached twice that week, but from the next junction up on the A21 towards Tonbridge?”

Answer from Councillor McDermott

“We are certainly aware of the gridlock caused by flooding which happened on the A21 – we had a rather heavy storm if you recall, we’ve had two weekends of it – and it will be raised with Highways England. Every village in the local areas was swamped with cars as they couldn’t use the A21. As with any planning application, issues relating to highways matters will be subject to discussion between the Council as Local Planning Authority, Kent County Council and Highways England.

Of course the A21 was closed, not only for flooding but also because there was a bad accident there.”

Supplementary question from Councillor Williams

“Can you sense why local residents are concerned that there be more proposals for more developments without apparently the road infrastructure being improved to accommodate it?”

Answer from Councillor McDermott

“Wherever you go, you are going to have problems when there is flooding as we have seen in the last couple of weeks. The flooding on the A21 was in a spot where it wasn’t expected. It stopped all the traffic there so what do people do? They turn off at Matfield and go through Matfield and Pembury, or they go through Tonbridge, or they travelled through Tunbridge Wells and through Sherwood. Similarly, with the bad accident between Kippings Cross roundabout and Pembury, no traffic was not able to get through that way and they had to use other routes. I don’t necessarily think it was due to Longfield Road necessarily but it was down to an accident in one case and in the other case a very bad flood.”

CHANGES TO THE POLITICAL BALANCE OF THE COUNCIL, FEBRUARY 2020

FC85/19 Councillor Dawlings moved, and Councillor McDermott seconded, the recommendations set out in the report.

The report was taken as read.

The Mayor took a vote on the motion by affirmation.

RESOLVED –

1. That the allocation of seats on committees as set out in paragraph 2.11 of the report be approved; and
2. That the changes to the appointments to committees as set out at Appendix A to the report be noted.

APPOINTMENT OF INDEPENDENT MEMBERS OF THE AUDIT AND GOVERNANCE COMMITTEE

FC86/19 Councillor Barrington-King moved, and Councillor Reilly seconded, the recommendations set out in the report.

The report was taken as read.

The Mayor took a vote on the motion by affirmation.

RESOLVED – That Mr Geoffrey Turner be appointed to the Audit and Governance Committee as an Independent Member for a term of four years.

ASSET MANAGEMENT PLAN 2020/21

FC87/19 Councillor Scott moved, and Councillor Dawlings seconded, the recommendations set out in the report.

Debate on the motion included the following comments:

- Of the sixty-eight properties listed sixty-four met the investment criteria. It was not correct to say that the four flats in Grove Hill House met the property investment criteria. The Council had decided to ignore its own criteria and had not advised members that it had changed judgement on what those criteria are.
- The Council had bought four flats in Grove Hill House quite purely for political reasons to quell opposition to the Calverley Square development. The Council had essentially become a private landlord propping up market rents within the middle of the town and that was wholly inappropriate. The four properties should be sold and some of the money should be used on other services.

Councillor Williams moved, and Councillor Pound seconded, an amendment to the motion to remove words and add words to the effect that the motion reads: "That the Asset Management Plan 2020/21 be adopted save for a recommendation to Cabinet that the properties in Grove Hill House be disposed of."

Debate on the amendment included the following comments:

- Any capital receipt from the sale of the properties could not be used in the revenue budget.

The Mayor took a vote on the amendment by show of hands: 12 For, 17 Against, 12 Abstain.

AMENDMENT NOT CARRIED

Debate returned to the original motion.

The Mayor took a vote on the original motion by affirmation.

RESOLVED – That the Asset Management Plan 2020/21 be adopted.

BUSINESS RATES RETAIL RELIEF 2020/21

FC88/19 Councillor Dawlings moved, and Councillor McDermott seconded, the recommendations set out in the report.

The report was taken as read.

The Mayor took a vote on the motion by affirmation.

RESOLVED – That the amended Retail Relief Policy be adopted.

BUDGET 2020/21 AND MEDIUM TERM FINANCIAL STRATEGY UPDATE

FC89/19 Councillor Dawlings moved, and Councillor McDermott seconded, the recommendations set out in the report.

Mr James Tansley had registered to speak, which included the following comments:

- By any standards the council's performance in the last year had been dismal. It had wasted nearly £11m on the Calverley Sq. project. It had introduced a new waste collection scheme which provided a worse service at a higher cost than the one it replaced. Its disruptive, costly and unnecessary civic space project had damaged hard-pressed businesses in Monson Rd, and it had imposed inflation busting increases in charges for virtually every service it provided.
- The Council has lost the trust of residents who resented the lack of transparency at the way it spent their money.
- The draft budget contained a lot of irrelevant detail, dubious statistics and meaningless comparisons. It further sought to increase the amount of tax it received by close on twice the rate of inflation.
- The Tunbridge Wells tax-payer was being asked to pay more for worse services. Councillors were not undertaking proper scrutiny and challenge on Council expenditure. The draft budget should be thrown out.

Ms Anne Musker had registered to speak, which included the following comments:

- 1 in 10 people had a physical disability. In addition, there were those with physical restrictions due to broken legs, hip and knee replacements and other associated issues. All were served by Shopmobility.
- Wheelchairs were not automatically allocated, sometimes taking months to be assigned. In addition, users had to be unable to use a manual wheelchair in order to be given a powered wheelchair.
- Powered wheelchairs offered independence.
- Shopmobility benefited from an enormous amount of volunteer time, including free accountancy and admin.
- Shopmobility scooters could be used across Tunbridge Wells and not just in the RVP. Demand for scooters was close to 1,000 per year.
- The amount of money offered was not sufficient to sustain Shopmobility – something that TWBC should have been aware of through consultation with Shopmobility, its users and from TWBC's own Equality Impact Survey.

- This budget should be should now be referred back to Committee to identify both emergency and long-term funding to ensure that injured, sick and disabled people were able to continue to make use of this valuable resource.

Ms Caroline Riddle, Chair of Tunbridge Wells Shopmobility, had registered to speak, which included the following comments:

- The decision to close Shopmobility was not taken lightly.
- The wheelchairs and scooters all belonged to Shopmobility and would now be sold.
- Shopmobility was a charity with a number of Trustees. Except for one member of staff who is required by the insurers to be paid, all those who work for Shopmobility were volunteers.
- For many years Shopmobility felt wanted and supported by TWBC and was able to operate 9-5pm Monday to Saturday. This was no longer case with the grant being cut by £1-2k each year – this was now causing financial difficulties. Cash reserves were being used to pay the bills.
- The last grant was for £10,000. This required a change in opening hours to 10-4:30pm Tuesday to Saturday. Options had now run out and Shopmobility would close on 31 March 2020.
- It was hoped that there were sufficient funds available to pay the outstanding costs.
- Applications had been made but no funding had been offered from any other organisation.

Debate on the motion included the following comments:

- The Liberal Democrats would support the budget and welcomed the inclusion of funding for the Amelia Scott, investment for the Assembly Hall Theatre and the allocation of funding for the urgent attention that was needed for the existing Civic buildings.
- A cultural change was required to how the Council dealt and engaged with residents. Mechanisms to take this forward were also included in the budget.
- Money to improve grass routes football facilities was also welcomed.
- There was a need to provide a service such as Shopmobility and there was a request that provision should be reconsidered.
- Although told that austerity was over, many residents were still struggling to make ends meet. Government promised much but had delivered little – residents paid more but received less.
- The effects of Brexit uncertainty remained. Many grants given to organisations such as Age UK had been cut. As a result services were struggling.
- The budget consultation received 199 responses. Of those responses Housing and Homelessness were top of the agenda.
- More housing, particularly Social Housing needed to be built. The Council needed to find more ways to build more houses to reduce the number of people on the housing waiting list.
- Very little was included on Climate Emergency, air quality and traffic congestion.
- Labour welcomed and supported the Amelia Scott but could not support the budget as a whole.

- The job of the Council was to deliver services to local people and deliver them well.
- Tunbridge Wells Alliance were in support of the budget.
- It should be recognised that the Council was a very well-run council with a high level of competent and dedicated staff.
- Kent County Council might be in a position to offer financial assistance to Shopmobility.
- Any consideration of help to Shopmobility should also include the provision of powered wheelchairs which at present Shopmobility does not offer.
- Shopmobility did not form part of the Budget. The Community Grants Panel met in January 2019 and put forward its budget to all the relevant organisations including Shopmobility. All reductions were accepted. Out of those who used the Shopmobility service last year, 486 used manual wheelchairs with 301 using the motorised version. It was not possible to divert funds from other organisations to Shopmobility when there were possible alternatives from other sources.

In accordance with Council Procedure Rule 15.7, the Mayor took a recorded vote on the motion.

Members who voted in favour of the motion: The Mayor Councillor Scholes, The Deputy Mayor Councillor Podbury, Councillors Atkins, Atwood, Backhouse, Bailey, Barrington-King, Bland, Chapelard, Mrs Cobbold, Dawlings, Ellis, Fairweather, Funnell, Hamilton, Hayward, Hickey, Holden, Mackonochie, March, McDermott, Morton, Poile, Pope, Rands, Reilly, Rutland, Scott, Simmons, Soyke, Stanyer, Thomson, Warne, Williams and Woodward. (35)

Members who voted against the motion: Councillors Everitt, Hill, Lewis, Neve and Pound. (5)

Members who abstained from voting: Councillor Bruneau. (1)

RESOLVED –

1. That the changes to the base budget along with the assumptions and approach set out throughout the report be noted;
2. That the responses to the budget consultation set out at Appendix P to the report be noted;
3. That the rolling forward of the capital programme, including additional gross funding of £3,072,050 for new schemes listed within the report, be approved;
4. That the 2020/21 Pay Policy Statement, set out at Appendix Q to the report, be approved; and
5. That an increase in the 'Basic Amount' of Council Tax of £5.00 per annum for a Band D property be approved.

COUNCIL TAX 2020/21

FC90/19 Councillor Dawlings moved, and Councillor McDermott seconded, the recommendations set out in the report.

Debate on the motion included the following comments:

- Details of the Council's 'Go' card would be distributed with Council Tax bills.

In accordance with Council Procedure Rule 15.7, the Mayor took a recorded vote on the motion.

Members who voted in favour of the motion: The Mayor Councillor Scholes, The Deputy Mayor Councillor Podbury, Councillors Atwood, Backhouse, Bailey, Barrington-King, Bland, Chapelard, Mrs Cobbold, Dawlings, Ellis, Fairweather, Funnell, Hamilton, Hayward, Hickey, Holden, Mackonochie, March, McDermott, Morton, Poile, Pope, Rands, Reilly, Rutland, Scott, Simmons, Soyke, Stanyer, Thomson, Warne, Williams and Woodward. (34)

Members who voted against the motion: Councillors Bruneau, Everitt, Hill, Lewis, Neve and Pound. (6)

Members who abstained from voting: Councillor Atkins. (1)

RESOLVED – That the Council Tax for 2020/21 be approved as set out at Appendix A to the report.

TREASURY MANAGEMENT POLICY AND STRATEGY 2020/21

FC91/19 Councillor Dawlings moved, and Councillor McDermott seconded, the recommendations set out in the report.

The report was taken as read.

The Mayor took a vote on the motion by affirmation.

RESOLVED – That the Treasury Management Policy and Strategy 2020/21, as set out at Appendix A to the report, be adopted.

CAPITAL STRATEGY 2020/21

FC92/19 Councillor Dawlings moved, and Councillor McDermott seconded, the recommendations set out in the report.

The report was taken as read.

The Mayor took a vote on the motion by affirmation.

RESOLVED – That the Capital Strategy 2020/21, as set out in Appendix A to the report, be adopted.

MOTION ON NOTICE FROM COUNCILLOR RANDS

FC93/19 Councillor Rands moved, and Councillor Rutland seconded, the motion set out in the report.

Debate on the motion included the following comments:

- Road safety was a major concern for residents. Although responsibility for this sat mainly with Kent County Council, action could still be taken forward by TWBC.
- The introduction of a near miss register would be a tool that would be able to assess where there was greatest risk and predict where most accidents were likely to occur. Action could then be taken before somebody was either killed or seriously injured.
- This system was already in use by the Ministry of Defence and in aviation. It was also used extensively in Australia and New Zealand.
- The term 'near miss' was a subjective and would always have to rely on the judgement of those who were involved.
- Those involved in a 'near miss' should be provided with a means to report it which in turn would provide a set of data that could be analysed and if necessary remedial measures could be considered.
- The motion asked that instruction be given to investigate the costs, means and viability of establishing and maintaining a near miss register to cover the roads in the Borough of Tunbridge Wells. This action to be taken forward and reported back to Full Council in April 2020.

Councillor Woodward moved, and Councillor Backhouse seconded, a procedural motion under Council Procedure Rule 12.4 to refer this matter to the Joint Transportation Board.

Debate on the procedural motion included the following comments:

- The JTB consisted of Borough and County Council officers who would be best placed to consider this matter and to make recommendations to both Kent Highways and the Borough's Cabinet.

Councillor Holden moved, and Councillor Backhouse seconded, a closure motion under Council Procedure Rule 13.10.4 that the question now be put.

Consent to the closure motion was inferred by the taking of the vote on the procedure motion.

Councillor Chapelard requested a recorded vote on the procedural motion.

Members who voted in favour of the procedural motion: The Mayor Councillor Scholes, The Deputy Mayor Councillor Podbury, Councillors Atkins, Atwood, Backhouse, Bailey, Barrington-King, Mrs Cobbold, Dawlings, Fairweather, Hamilton, Holden, Mackonochie, March, McDermott, Pound, Reilly, Scott, Simmons, Soyke, Stanyer, Thomson, Williams and Woodward. (24)

Members who voted against the procedural motion: Councillors Bland, Chapelard, Ellis, Everitt, Funnell, Hayward, Hickey, Hill, Lewis, Morton, Poile, Pope, Rands, Rutland and Warne. (15)

Members who abstained: None.

RESOLVED – That the matter be referred to the Joint Transportation Board.

During the debate on a subsequent agenda item, Councillor Pound noted that his vote had been intended to be in respect of the closure motion, believing that the procedural motion would follow. He would have voted against the procedure motion.

MOTION ON NOTICE FROM COUNCILLOR HAYWARD

FC94/19 Councillor Hayward moved, and Councillor Pope seconded, the motion set out in the report.

Debate on the motion included the following comments:

- To consider the introduction of a pilot scheme for a reuse facility that would allow goods that would have been discarded to be reused.
- Consideration should be given to include organisations already involved in this, e.g. The British Heart Foundation and Hospice in the Weald.
- Need to ensure the facility did not contravene the Sales of Good Act.
- The site at North Farm was not big enough to include a recycling shop.
- If the shop was at located at another venue, it would lose some of its convenience.
- There were a number of organisations that already offered this service. A council run alternative would result in loss of revenue to these other organisations/charities e.g. YMCA.
- Any work should be done in consultation with local charities.
- Kent was one of the few councils that didn't have a shop.
- A new repair café was due to open at Trinity in early March.

The Mayor took a vote on the motion by affirmation.

RESOLVED – That following this Council's declared ambition to be carbon neutral by 2030 and its commitment to reduce waste, whilst recognising the emergence of 're-use' shops, this Council requests that Kent County Council explore the introduction of a pilot scheme for a re-use facility on or near to the North Farm Household Waste Recycling Centre.

MOTION ON NOTICE FROM COUNCILLOR POUND

FC95/19 Councillor Pound moved, and Councillor Hill seconded, the motion set out in the report.

Debate on the motion included the following comments:

- The matter was not a case of grandstanding but should form part of the core responsibility of the local authority.
- A large portion of the community was disenfranchised.
- Whilst Tunbridge Wells was one of the least deprived districts in Kent there were still 6,500 children living in poverty.
- There were too many areas where too many people were living in poverty.
- Poverty was just one of the measures in the Government's indices of multiple deprivation.

- It was not good enough to say the Council was not responsible for factors which contributed to deprivation so a public investigation into the extent of poverty would help the Council and its partners to identify what could be done.
- Considerable resources had been spent on growth through investment in assets with insufficient investment in people.

Councillor Mackonochie moved, and Councillor Holden seconded, a procedural motion under Council Procedure Rule 12.4 to refer the matter to the Overview and Scrutiny Committee.

Debate on the procedural motion included the following comments:

- This was a complex issue and Overview and Scrutiny Committee was the appropriate body to look into the matter and decide on the method of moving forward.

Councillor Holden moved, and Councillor March seconded, a closure motion under Council Procedure Rule 13.10.4 that the question now be put.

Councillor Pound requested a recorded vote on the closure motion.

Members who voted in favour of the closure motion: Councillors Atwood, Backhouse, Bailey, Dawlings, Fairweather, Holden, Mackonochie, March, McDermott, Scott, Simmons, Thomson and Williams. (13)

Members who voted against the closure motion: Councillors Atkins, Chapelard, Ellis, Everitt, Funnell, Hayward, Hickey, Hill, Lewis, Morton, Poile, Pope, Pound, Rands, Rutland and Warne. (16)

Members who abstained: The Mayor Councillor Scholes, The Deputy Mayor Councillor Podbury, Councillors Atwood, Barrington-King, Bland, Mrs Cobbold, Hamilton, Reilly, Simmons and Woodward. (10)

CLOSURE MOTION NOT CARRIED

Debate returned to the procedural motion (to refer the matter to the Overview and Scrutiny Committee).

Debate on the procedural motion included the following comments:

- A complex issue. A lot of work was already going on at County level.
- A great deal of work would be involved so there was a need for in-depth discussion to decide how best to proceed.
- Councillor Hamilton extended an invitation to Councillor Pound to see some of the work being undertaken at County level.
- There was concern that taking it direct to Overview and Scrutiny Committee was inappropriate and would seriously delay any action taking place.
- Additionally, concern was raised over the level of resources available to take this forward at Overview and Scrutiny.
- If the issue were referred to Overview and Scrutiny it should be dealt with as a matter of priority.
- It was suggested that those Councillors representing the highlighted areas of concern be included in any discussions going forward.

- The Overview and Scrutiny was not representative of all Councillors affected by this issue.
- The Committee had powers to act, coordinate extra resources if necessary and give the opportunity for public engagement.
- Other Councillors could be invited to join any working group looking at this issue that would then feed into discussions at Overview and Scrutiny.

Councillor Pound requested a recorded vote on the procedural motion.

Members who voted in favour of the procedural motion: The Mayor Councillor Scholes, The Deputy Mayor Podbury, Councillors Atwood, Backhouse, Bailey, Barrington-King, Bland, Dawlings, Fairweather, Hamilton, Holden, Mackonochie, March, McDermott, Mrs Soyke, Reilly, Scott, Simmons, Stanyer, Thomson and Williams. (21)

Members who voted against the procedural motion: Councillors Atkins, Chapelard, Ellis, Everitt, Funnell, Hayward, Hickey, Hill, Lewis, Morton, Poile, Pope, Pound, Rands, Rutland and Warne. (16)

Members who abstained: Councillor Woodward. (1)

RESOLVED – That the matter be referred to the Overview and Scrutiny Committee.

MOTION ON NOTICE FROM COUNCILLOR EVERITT

FC96/19 Councillor Everitt moved, and Councillor Morton seconded, the motion set out in the report subject to an alteration of the motion under Council Procedure Rule 13.7.1 to replace “Full Council on 8 July 2020” in paragraph 4 with “Cabinet on 10 September 2020”. The meeting consented to the alteration by affirmation.

Mr David Mooney had registered to speak, which included in the following comments:

- The question now was not whether we should act, but what action could be taken and how quickly.
- Now the owner of an electric car, but with no driveway.
- Kent County Council suggested use of the Olaf Government Grant for the installation of home and on street charging points.
- The recent Kent Energy and Low Emissions Strategy consultation identified transport as the biggest problem producing 41% of carbon emissions.
- Funds were available that would allow councils to take the first steps to meet projected need, which was anticipated to be 50-70% of new cars by 2030.
- Westminster and Southwark Council were using lamppost charging systems. Oxford Council had installed pop up chargers that emerged from the pavement.
- There had been stories that sited potential problems with power capacity. In 2017 there was an implication that 6 nuclear power stations would be needed to meet the new demand. This statement had since been withdrawn and apology given.
- The use of better charged storage systems and smart charging that would regulate demand to off peak periods would provide a much higher set of efficiencies.

- Council car parks had been identified as potential new locations.

Debate on the motion included the following comments:

- The Borough's infrastructure for the use of Electric Vehicles was behind the level of demand.
- Tiered authorities contributed to a lack of responses to new resident demands.
- Central Government applications for funding were not restricted to Highway Authorities.
- TWBC should be proactive and put together a funding plan and a resident led list of charging point locations that could be submitted to Kent CC.
- The reference to 6 nuclear power stations was put forward as the necessary increase in output to fuel 30 million cars if all the cars were replaced that were currently on the road. Alongside this statistic was the need for 3 million charging points. Based on population, Kent would need 70,000 charging points.
- The current method for 'fuelling' was to go to a petrol station – should one consideration be to turn these to electric stations.
- The issue was too big to be restricted to discussions within the Borough. It needed to be County wide and include a wide range of relevant organisations.
- The Chinese had incorporated solar panels into the roofs of their cars as an alternative to using dedicated charging points.
- The Council had a duty to provide an option that would allow people to drive around in an environmentally friendly way.

Councillor Bailey moved, and Councillor Woodward seconded, an amendment to the motion, to remove paragraphs 4-7 and add in its place: "The Council recognises that the draft Local Plan includes both Borough wide and site specific policies that would drive up the number of EV charging points and commits to work with KCC to explore how we can improve the number and availability of curbside charging points and how this can be funded so as to minimise the impact on local tax payers."

Debate on the amendment included the following comments:

- This amended motion should not be supported, as with the accident risk register and the motion on poverty, it would only serve to push the issue into the long grass.
- The amended motion advocated collaboration with Kent County Council. It should also include other commercial suppliers.
- The amendment demonstrated how this work could be taken forward and the reality of what would be involved to make it happen.
- The amendment recognised the complexity of the issue but failed to give any indication of how it could be progressed.
- The evolving technology was kinetic energy, hydrogen cell technology. The danger was that electric charging points would be installed that would then become redundant. It was therefore important to think in the longer term and take account of evolving technology alongside the current thinking around EV charging.
- To encourage people to take up the option of having an electric car there needed to be mechanisms in place to do this from their homes.

- The amendment did not include any targets, timeframe or measures for success.
- The amendment was reactive and not proactive.
- A better objective would be to concentrate on the installation of EV charging points, rather than obtaining a position on a league table that would be subject to constant change.
- Transport as whole including vehicle design and emerging technology should be included – EV charging in isolation was not the answer.
- As this issue had already been included the draft Local Plan it was suggested this would be the logical route to take the work forward.
- The inclusion of a target of 20% was suggested as a better way forward rather than to focus on a target number of EV chargers.
- The original motion focussed its attention on what could be done now, rather than in the longer term. The use of hydrogen was too far in the future.

Councillor Everitt requested a recorded vote on the amendment.

Members who voted in favour of the amendment: Councillors Atwood, Backhouse, Bailey, Barrington-King, Bland, Mrs Cobbold, Dawlings, Fairweather, Hamilton, Holden, Mackonochie, March, McDermott, Reilly, Scott, Simmons, Thomson, Williams and Woodward. (19)

Members who voted against the amendment: Councillors Atkins, Chapelard, Everitt, Funnell, Hayward, Hickey, Hill, Lewis, Morton, Poile, Pope, Pound, Rands, Rutland and Warne. (15)

Members who abstained: The Mayor Councillor Scholes and The Deputy Mayor Councillor Podbury. (2)

AMENDMENT CARRIED

The amendment became the substantive motion.

The Mayor took a vote on the substantive motion by affirmation.

RESOLVED –

Tunbridge Wells has seen a significant increase in Electric Vehicle (EV) ownership in 2019. It was 8th in the highest growth rate league of EV ownership in the UK. Yet, as of October 2019, our borough had only 21 public charging points, placing it far below the average of 40 per UK local authority area. One of our neighbouring authorities of Maidstone possessed 37.

In response to our deficit of public charge devices, this Council recognises its responsibility to increase provision for current and future need across the borough including significant kerb side provision for those who do not have off street parking. Currently devices are concentrated within central Tunbridge Wells in car parks and do not provide easy 'close to home' charging.

A better availability of public charging devices will promote the continued growth of EV ownership within our Borough, reduce pollution, improve air quality and decrease carbon emissions in line with the Council's commitment to encourage a borough wide reduction of emissions by 2030. It will also be

line with the objectives outlined in the Government's 'Road to Zero' policy and the recent announcement of a ban of new petrol and diesel car sales by 2032.

The Council recognises that the draft Local Plan includes both Borough wide and site specific policies that would drive up the number of EV charging points and commits to work with KCC to explore how we can improve the number and availability of curb side charging points and how this can be funded so as to minimise the impact on local tax payers.

URGENT BUSINESS

FC97/19 There was no urgent business.

COMMON SEAL OF THE COUNCIL

FC98/19 **RESOLVED** – That the Common Seal of the Council be affixed to any contract, minute, notice or other document arising out of the minutes or pursuant to any delegation, authority or power conferred by the Council.

DATE OF NEXT MEETING

FC99/19 The next scheduled meeting was Wednesday 22 April 2020.

NOTES:

The meeting concluded at 11.05 pm.

An audio recording of this meeting is available on the Tunbridge Wells Borough Council website.

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Full Council

08 July 2020

Declarations of Interest

Procedural Item:

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 before the meeting.

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Full Council

08 July 2020

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Temporary Changes to Council Procedure Rules

Final Decision-Maker	Full Council
Lead Member	Councillor Alan McDermott – Leader of the Council
Lead Director	Lee Colyer – Director of Finance, Policy and Development
Head of Service	Patricia Narebor – Head of Legal Services
Lead Officer/Author	Patricia Narebor – Head of Legal Services
Classification	Non-exempt
Wards affected	All

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

1. That the changes to Council Procedure Rules as noted in section 3 of the report be agreed.
2. That the Protocol for Remote Public Meetings, as set out at Appendix A to the report, be noted.
3. That delegated authority be given to the Monitoring Officer, in consultation with the Mayor and Group Leaders to adjust and amend the Protocol to facilitate the Council's arrangements relating to remote Council and committee meetings, when appropriate to do so.

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

- To allow flexibility in the rules of procedure for Council during the coronavirus pandemic, so that decision making can be as open and transparent as possible.

Timetable

Meeting	Date
Group Leaders	27 April 2020
Group Leaders	10 May 2020
Group Leaders	10 & 17 June 2020
Council	08 July 2020

Temporary Changes to Council Procedure Rules

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report sets out the revisions to the Full Council procedure rules, which are temporary changes to be agreed for the meeting held on 8 July 2020 only. The report also includes the protocols for holding virtual committee meetings, which will be used to conduct virtual meetings whilst the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* are in force. These protocols are for noting only.
 - 1.2 The protocols have been developed through discussions with Group Leaders on 27 April and 10 May, and the temporary changes to Council Procedure Rules have been discussed and agreed with Group Leaders at meetings held on 10 and 17 June.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 Following the social distancing restrictions imposed in response to the coronavirus pandemic the government introduced legislation to permit remote meetings. The relevant legislation is “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020” made under section 78 of the Coronavirus Act 2020.
- 2.2 The above regulations permit a member of a local authority to attend a meeting remotely provided they can hear, and be heard by, other members in attendance and members of the public.
- 2.3 The provisions in the regulations apply notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.
- 2.4 The above regulations further permit a local authority to make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority. They allow the Council flexibility in when and if to hold an annual meeting, and to ‘roll over’ all committee appointments into the new municipal year.
- 2.5 The Mayor, Deputy Mayor and Group Leaders were consulted at various points in March, April and May, and it was decided not to hold an Annual Council meeting in May 2020. However, as the coronavirus pandemic has progressed, and lockdown restrictions have been eased, and as Council members and officers have become more familiar with the technology used to hold remote meetings, it was agreed that a Full Council meeting, with a limited agenda, could be trialled in July.

- 2.6 This trial meeting would include appointing a new Mayor and Deputy, regularising the political balance position, and taking limited business that needed to be agreed by Full Council (the CSPP). Further, Group Leaders agreed to limit the amount of questions and public speaking on the agenda; and restrict the number of motions to one joint motion. This would ensure the meeting could be conducted in a reasonable amount of time and in an expedient manner; and would limit the complexity of business to be dealt with whilst members were practising attendance with new and unfamiliar technology and procedures.
- 2.7 The Chief Executive has ensured that the temporary changes to the Council's procedure rules have been conducted in consultation with the various political group leaders, and are now put before Full Council for agreement. The amendments apply to Part 4, section 2 of the Constitution, as although the meeting on 8 July is electing a new Mayor and Deputy Mayor, it is not being held as an Annual Meeting.
-

3. TEMPORARY CHANGES TO COUNCIL PROCEDURE RULES

i. Part 4 Rules of Procedure, Section 2 Ordinary Meetings

- 3.1 The following procedure rules shall be **added** for the meeting as follows:

2.1.13 elect *the Mayor and Deputy Mayor of the Council*.

- 3.2 The following procedure rules shall be **suspended** for the meeting:

2.1.4 To receive announcements from the Mayor, Leader, Members of the Cabinet or Chief Executive.

2.1.6 to receive petitions from the public in relation to matters which in the opinion of the Mayor are relevant to the Council's functions.

2.1.8 receive reports about, and receive questions and answers on, the business of joint arrangements and external functions.

ii. Part 4 Rules of Procedure, Section 8 Questions by the Public

- 3.3 Provisions 8.3 and 8.4 shall be **retained** for the meeting.

- 3.4 All other procedure rules under section 8 'Questions by the Public' shall be suspended for the 8 July 2020 meeting, and **replaced** with the following:

8.1 Members of the public may ask one question of Members of the Cabinet or Committee Chairmen at the 8 July meeting. The question will be submitted in written format and published as a supplement to the agenda.

- 8.2 The questions will be taken as read, *en bloc* at the meeting. A verbal response will not be given, but a written response only will be supplied to the questioner following the meeting, and included in the minutes of the meeting. There will be no opportunity for supplementary questions.

iii. Part 4 Rules of Procedure, Section 9 Petitions from members of the public

- 3.5 All of the procedure rules under section 9 Petitions from Members of the Public shall be **suspended** for the meeting.

iv. Part 4 Rules of Procedure, Section 10 Questions by Members

- 3.6 Procedure rules 10.1, 10.5, 10.6 and 10.8 shall be **retained** for the meeting.
- 3.7 All other procedure rules (except for those as above) under section 10 Questions by Members shall be suspended for the meeting, and **replaced** with the following:
 - 10.2 Each member of the Council may ask one question of the Cabinet or Committee Chairmen, provided that they have given notice of the question in writing or by electronic mail, no later than midday three clear working days before the day of the meeting to the Chief Executive. The questions will be published as a supplement to the agenda.
 - 10.3 The questions will be taken as read, *en bloc* at the meeting. A verbal response will not be given, but a written response will be supplied to the member following the meeting, and included in the minutes of the meeting. There will be no opportunity for supplementary questions.

v. Part 4 Rules of Procedure, Section 11 Motions on Notice

- 3.8 All procedure rules under section 11 Motions on Notice, shall be suspended and **replaced** with the following:
 - 11.1 One motion on notice will be accepted at the meeting, the content of which shall be agreed in advance of the meeting by Group Leaders. The motion will be published as part of the agenda, and may be discussed and voted on by Members.

vi. Part 4 Rules of Procedure, Section 19 Public's Right to Speak

- 3.9 All procedure rules under section 19 Public's Right to Speak shall be **suspended** for the meeting.

vii. All Other Constitutional Rules Consequently Affected

- 3.10 All other rules in the Constitution that relate to the above amendments and changes, or are affected by them, shall be taken as amended in accordance with the changes listed above, and varied for the 8 July 2020 meeting only.

4. AVAILABLE OPTIONS

- 4.1 The Full Council may choose to agree all, some or none of the proposed changes above.

5. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 5.1 Full Council is recommended to agree all of the amendments listed in section 3 of the report.
- 5.2 The amendments to the procedure rules as outlined above have been proposed to take effect for one meeting only: that meeting being Full Council on 8 July 2020. This meeting will be the first 'virtual' Full Council meeting held by the authority; and will place an increased burden on both officers and members in terms of participation and management of the meeting.
- 5.3 In order for Members to participate fully and effectively in the meeting, using the virtual technology available to the Council, and without the ability for officers to provide any face to face support or training, Group Leaders have agreed a number of changes to the procedure rules. The changes will facilitate the Mayor in managing the meeting; and give members the opportunity to practice using the virtual technology in a Full Council setting.
- 5.4 The Group Leaders have been fully consulted on the changes, which will only be in effect for the 8 July meeting. Any learning or outcomes from this Full Council meeting can be applied to subsequent meetings.
- 5.5 Should future Full Council meetings be held virtually, because of social distancing or other requirements, Members may choose to further amend Council Procedure Rules at subsequent meetings. Following agreement at the 8 July meeting, this can be delegated to the Monitoring Officer after consultation with Group Leaders.
- 5.6 The protocols at Appendix A have been amended to take account of actual practicalities discovered during meetings and feedback from members following meetings.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Group Leaders were consulted on the proposed changes on 10 and 17 June, and the original draft of the protocols were discussed and agreed by Group Leaders at their meeting held on 27 April.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The changes to Council Procedure Rules and the Protocols will be published as part of the committee agenda, and available on the Council's website. Should the Council agree the changes, this will be recorded in the minutes of the meeting.

8. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	<p>The Regulations make provision for the virtual conduct of local authority meetings held before 7th May 2021, and for public and press access to these meetings (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020).</p> <p>The regulations replace all legislation and standing orders with these provisions regarding local authority meetings. Local authorities are permitted to create protocols and arrangements in line with local circumstances and particular technologies. Regulations 5 allows for remote meetings through various electronic and digital means. It defines 'place' broadly so as to remove it from the council building to more than one virtual location, but it leaves the option of meeting in person ("present in the same place") once the restrictions are lifted if so desired.</p> <p>Regulation 5(6) gives local authorities the flexibility to make other procedure rules/standing orders relating to remote attendance in relation to voting, member and public access to meeting, documents and the remote access of the public and press to meetings by electronic means.</p>	Patricia Narebor- Head of Mid Kent Legal Partnership

	The Protocol for Remote Council meetings, Appendix A was implemented in line with the regulations.	
Finance and other resources	This report sets out changes which have been made and are being met out of existing budgets, therefore there are no additional finance implications as result of the recommendation in the report.	Head of Finance
Staffing establishment	Remote meetings require double staffing (to perform the normal clerking duties and, additionally, to manage the webcast). This double staffing is being met by existing members of the Democratic Services team, therefore there are no additional staffing implications as a result of the recommendation in the report.	Head of HR, Customer Services and Culture
Risk Management	New working practices always entail a degree of risk, this this instance the main risks are legal compliance and potential for reputational damage. Democratic Services and Legal Services have collaborated to ensure the protocols, and the method of establishing the protocols, are compliant with both the letter and the spirit of the law. Proposals have been subject to consultation with all political parties. The risk is therefore considered to be low and not deemed sufficient to warrant inclusion in the Strategic Risk Register.	Head of Mid Kent Legal Partnership
Data Protection	Members' images already appeared online and images of both members' and officers attending public meetings were previously webcast. The available technology does not allow the Council to 'hide' or 'redact' the telephone numbers of persons joining public meetings by telephone. The option to join meetings by Skype Web App, which is freely available online and only displays the information input by the user, is provided. Where a person can only use the telephone they are advised that their number may be displayed, if they do not wish to have their number displayed they may submit a written statement which will be read on their behalf. The data protection implications are deemed to be low.	Head of Policy and Governance
Environment and Sustainability	There are no environmental implications as a result of the recommendation set out in this report.	Head of Housing, Health and Environment

Community Safety	There are no community safety implications as a result of the recommendation set out in the report.	Community Safety Manager
Health and Safety	The changes to the Council's Procedure Rules are a direct consequence of the coronavirus pandemic. However, this report sets out changes which have been made, therefore there are no additional health and safety implications as result of the recommendation in the report.	Head of Policy and Governance
Health and Wellbeing	Remote meetings place demands on a participant's personal space which may be shared with family members and other people. Meetings are held during the day to minimise this impact. Given that it is not possible to hold meetings in the Town Hall at this time, the health and wellbeing implications do not outweigh the public health and legal requirements to hold meetings remotely.	Head of Policy and Governance
Equalities	Remote meetings rely on technology for access, this may disproportionately affect certain demographics. Members of the public have the option to participate by telephone or in writing to minimise this impact. Given that it is not possible to hold meetings in the Town Hall at this time, the equalities implications do not outweigh the public health and legal requirements to hold meetings remotely.	Head of Policy and Governance

9. REPORT APPENDICES

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

- Appendix A: Protocol for Remote Public Meeting document

10. BACKGROUND PAPERS

- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020: <http://www.legislation.gov.uk/uksi/2020/392/made>

PROTOCOLS FOR REMOTE PUBLIC MEETINGS v4

The following protocols have been established for Tunbridge Wells Borough Council when conducting remote Committee meetings.

In drafting the protocols consideration has been given to the flexibility provided by the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

The Regulations override any existing procedure rules/standing orders or other rules authorities may have relating to the governance of meetings. Therefore, there is no need at this stage to make amendments to the Council's Constitution.

The Protocols have been drafted and amended based on the proposals agreed with political group leaders set out in the following papers:

- Protocol for Virtual Meetings (original), April 2020
- Enhancing Scrutiny During Recovery, 11 May 2020

1 Number and frequency of meetings

- 1.1 The number of meetings and their frequency will continue to be reduced until further notice.
- 1.2. Cabinet Advisory Boards and certain working groups of Full Council and/or Cabinet will continue to be suspended until further notice.
- 1.3 Cabinet, Planning, Licensing, Licensing Sub Committees, General Purposes and Audit and Governance will continue to meet when essential decisions need to be made, or to ensure the continued effective economic operation of the area (planning applications for instance).
- 1.4 Overview and Scrutiny will only meet to discharge its statutory duties (review the policy/budgetary framework) and the pre-scrutiny of Cabinet reports. Non-essential scrutiny items and working groups will be suspended until further notice.
- 1.5 Should a member approach the six-month rule for attendance at committees, remote meeting attendance is enough to satisfy this. If the member cannot attend a remote meeting, the Council is able to grant a dispensation.
- 1.6 Meetings times for remote meetings will take place in the daytime, starting at 10.30am. This is to ensure there is time to reschedule/restart the committee meeting (if necessary) should there be technological problems at the 10.30am meeting. It will also ensure there is sufficient ICT/Democratic Services cover available to mitigate or fix any problems.

2 Notice of Meetings

- 2.1 The notice of the meeting will only be published on the website. Hard copy notices will not be placed on the Town Hall notice boards or sent in hard copy to any other council building (such as the Gateway).
- 2.2 The notice will include instructions for the public on how to view the remote meeting webcast.

3 Publishing the Agenda

- 3.1 The agendas will be published in the normal way on the Council's website 5 clear working days before the meeting.
- 3.2 For Cabinet, as the Cabinet Advisory Boards are suspended, the agenda will be published three weeks (15 working days) in advance of the meeting.
- 3.3 Email notification of agenda publication will be sent to Members as normal.
- 3.4 Members of the remote committee may, on request, receive a hard copy of the agenda to assist with virtual attendance, provided that further social distancing restrictions do not prevent the operation of the post room and postal delivery services.

4 Training and practice

- 4.1 Democratic Services will run informal virtual training sessions throughout April and May to assist Members with attendance.
- 4.2 A Chairman's briefing will take place shortly before the meeting, to assist the Chairman in running the meeting.
- 4.3 Each committee will hold a practice session before the actual committee meeting, to allow members time to practice and prepare.

5 Operation of the Meeting (please note, order of business may run differently depending on committee)

5.1 *Public and guest member speaking*

- 5.1.1 Members of the public and Council Members not part of the Committee who wish to speak at the meeting ('visiting members') will be offered the choice of:
 - 1. An independent officer of the Council reading their statement out in full (subject to the normal time-limit).
 - 2. Speaking remotely in person using sign-in details for the Skype meeting, sent to them via email from Democratic Services. Sign in options will be either via a weblink if using a PC, or via telephone.

(Members of the public who want to speak at the committee themselves, but cannot use a computer will be sent a telephone number and code to join the meeting, but will be advised that their telephone number will be displayed on the website through the live stream, unless they are able to hide their number themselves (as hiding the number is dependent on device used, it is up to the individual to do this for themselves).

The council is not obliged to provide any other method for remote attendance at the meeting by members of the public wishing to speak, and is not responsible for providing any equipment and/or training to enable members of the public to speak using the Skype meetings facility.

- 5.1.2 Members of the public and visiting members speaking will join the Skype meeting when the Democratic Services Officer allows them to enter. Once they have spoken, the Democratic Services Officer will exit them from the meeting so that they can no longer take part through Skype. The public speakers will be advised to stream the live webcast to listen to the rest of the meeting.
- 5.1.3 Visiting members must join the meeting as described above in order to manage the meeting correctly. Visiting members should not remain a part of the remote meeting once they have spoken or asked their question. In the same way that members wishing to speak must leave the committee table once they have spoken in a physical meeting – the same applies to remote meetings.
- 5.1.4 All other members of the public will access the meeting via the live webcast stream (and so will not be part of the Skype meeting).

5.2 Committee member access

- 5.2.1 Members of the committee will receive an email before the committee meeting, which will re-iterate the sign-in details if not using the Skype app, the name of the Democratic Services officer running the Skype meeting, and the name of the Democratic Services officer running the webcast.
- 5.2.2 Committee members will sign-in to the meeting using the Skype for Business invitation on their tablet, or by using the weblink access to the meeting on their pc/laptop or a telephone (weblink is preferred).
- 5.2.3 The video conferencing facility in Skype will usually be disabled and only audio will be used. This is to ensure there is enough bandwidth for all members to take part in the committee.
- 5.2.4 If there are no presentations as part of the agenda item, then the Skype meeting application will be displayed and streamed live on the council's website.

- 5.2.5 Members will be asked to sign in 15 minutes before the official start time of the meeting, in order to ensure everyone has joined successfully and is able to hear each other.
- 5.2.6 If an individual member has problems with joining the meeting, it will be their responsibility to contact ICT to resolve any problems. As long as there is a quorate number of members who have successfully joined the meeting and can take part, the meeting will go ahead.

5.3 *Chairman's control and meeting etiquette*

- 5.3.1 The role of the Chairman in managing the speaking, questions and debate at the committee will continue, however the responsibility for facilitating speaking by 'guests' of the committee (i.e. visiting members, members of the public etc.) will be temporarily assigned to the Democratic Services Officer running the Skype meeting. The Democratic Services Officer will be responsible for 'admitting' and 'exiting' the guest through the Skype app at the allotted time.
- 5.3.2 Members will enter the meeting and will be asked to place themselves on 'mute' when not speaking. This is to limit the background noise that is picked up and also to ensure members do not talk over each other.
- 5.3.3 When a member of the committee wishes to speak, they will be asked to use the Instant Messaging (IM) system on Skype to make a request – this is similar to a member raising their hand to speak at a normal committee meeting.
- 5.3.4 For the instances where a member cannot use the Skype app or the weblink on a pc/laptop (i.e. where they have had to telephone in), those members will need to ask the Chairman to speak at the appropriate time, and then wait for their turn.
- 5.3.5 The Chairman will recap the discussion at regular intervals, and regularly ask committee members if they continue to have a full understanding of the relevant issues being discussed.

5.4 *Agenda items*

- 5.4.1 The Chairman will welcome attendees and those watching the webcast to the meeting, confirming the Council name and meeting type (i.e. Tunbridge Wells Borough Council Planning Committee).
- 5.4.2 An attendance register will be taken by the Democratic Services Officer, who will ask Members to confirm they have signed-in successfully, and apologies will be read out.
- 5.4.3 Declarations of interest will be taken by the Chairman. It would be extremely helpful if members of the committee advised the Chairman/Democratic

Services Officer before the start of the meeting whether they have an interest to declare. This will help with smooth progression through the agenda.

- 5.4.4 The Chairman/Democratic Services Officer will note the visiting members who wish to speak on items, as per prior notification.
- 5.4.5 Unless there are proposed changes to the minutes (and we ask that Members advise the Chairman/Democratic Services Officer in advance if they had amendments to the minutes), the minutes will be agreed by a vote.
- 5.4.6 On each substantive item on the agenda, the Chairman will ask the Officer to first present the item.
- 5.4.7 When the officer has presented the item, the Chairman will then hand over to the DSO to manage the public speaking element of the meeting. The DSO will 'admit' any waiting speakers for the item, or read out the representations if the public speakers do not want to attend. When the speaker has spoken (representation been read), the committee will wait for the DSO to 'exit' that speaker from the meeting, and to 'admit' the next speaker if necessary (and so forth).
- 5.4.8 When all the public speaking is completed, the DSO will hand back to the Chairman for progression of the rest of the item.
- 5.4.9 When the public speaking is completed, the Chairman will open to debate, and Members will be asked to IM if they wish to speak. Any IMs requesting to speak before this point will be disregarded. This is to ensure fairness and good management of the meeting.
- 5.4.10 If a Member is late to the meeting they will not take part in the debate or voting for the item that is currently being discussed (as normal). If a Member is present at the start of the meeting or item, but drops out of the call intermittently for technical reasons, as long as the drop out is not substantial, and the Member feels that they still have a full understanding of the discussion and relevant issues, then they can continue to take part in the debate and voting. Members must ask for a recap of the discussion if they feel they have not understood the issues thoroughly.
- 5.4.11 A Member who is required to withdraw from the meeting having disclosed a Disclosable Pecuniary Interest or Other Significant Interest (unless a dispensation is granted) or because they are pre-determined, will be muted by the Democratic Services Officer until such time that they may return to the meeting.

5.5 Voting

- 5.5.1 The usual procedures will be followed in relation to the movement of motions, which should be raised during the debate.

- 5.5.2 When voting on any recommendations/amendments, the committee Chairman will ask the Democratic Services Officer to read out the name of each committee member in person and ask if they are in favour, against or abstaining. This is to ensure transparency for members of the public listening to the webcast, who will not be able to physically see which way members have voted on an item. By voting the Member would be confirming that they have been present for the whole debate on that item.
- 5.5.3 Whilst the method of voting will, in effect, be a recorded vote, the minutes of the meeting will only show the majority view unless a recorded vote is specifically requested by a member before the vote is taken.
- 5.5.4 Once each of the agenda items have been discussed, the DSO will close the meeting. Members will disconnect themselves from the remote meeting.

6 Minutes and webcast archive

- 6.1 The Minutes of the meeting will be circulated to the Chairman and relevant Officers, as per current procedures. The draft minutes will be published on the Council's website for the public to view. Once the Minutes have been approved at the next relevant committee meeting, arrangements will be made for the final minutes to be signed. A record of the final minutes will be retained and published on the Council's website.
- 6.2 The recording of the meeting will be published on the council's website within 24 hours after the meeting event. Recordings of meetings will be verbatim and unedited unless a decision by the Monitoring Officer is made to edit part of the meeting for strong legal reasons.

7 Feedback

- 7.1 Members will be given the opportunity to provide feedback to Democratic Services once a remote meeting has taken place, in order to improve the running of remote meetings. Implementation of any changes as a result will be based on the majority of opinions expressed, subject to the proposed changes being in compliance with the regulations and other statutory requirements.

Full Council

08 July 2020

Election of the Mayor and Deputy Mayor

Procedural Item:

To elect the Mayor and Deputy Mayor for the ensuing municipal year until the date of the annual meeting 2021.

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Full Council

08 July 2020

Questions from members of the public

Procedural Item:

To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8 (as amended), to be submitted and answered.

Details of any questions received will be set out in a supplementary pack to the agenda.

Subject to the approval of the Temporary Changes to the Council Procedure Rules (set out at agenda item 4), the new procedure shall be as follows:

Any member of the public may ask members of the Cabinet or the chairman of a committee or board one question on any matter within the power or remit of the Council or relevant committee.

Questions may be rejected if it:

- a) Is not about a matter for which the Council has responsibility
- b) Is defamatory, frivolous or offensive
- c) Is substantially the same as a question in the past six months
- d) Requires the disclosure of exempt information

Questions will be asked in the order in which notice of the question was received, except that the Mayor may group together similar questions.

All questions will be published as a supplement to the agenda (as normal).

Questions will be received in writing en-bloc at the meeting and questioners will not be required to attend in person to ask the question.

Answers will be provided in writing sent directly to the questioner with a copy distributed to all members and published on the website. Questions and answers will also be recorded in the minutes of the meeting.

There will not be an opportunity to ask supplementary questions.

Questions may be submitted by email to committee@tunbridgewells.gov.uk at any time up until the deadline for consideration at the next meeting. The deadline for questions for this meeting is **midday on Thursday 02 July 2020**.

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Full Council

08 July 2020

Questions from members of the Council

Procedural Item:

To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 10 (as amended), to be submitted and answered.

Details of any questions received will be set out in a supplementary pack to the agenda.

Subject to the approval of the Temporary Changes to the Council Procedure Rules (set out at agenda item 4), the new procedure shall be as follows:

Any member of the Council may ask the Mayor, members of the Cabinet or the chairman of a committee or board one question on any matter within the power or remit of the Council or relevant committee.

Questions may be rejected if it:

- a) Is not about a matter for which the Council has responsibility
- b) Is defamatory, frivolous or offensive
- c) Is substantially the same as a question in the past six months
- d) Requires the disclosure of exempt information
- e) Contains expressions of opinion
- f) Relates to questions of fact

Questions will be asked in the order in which notice of the question was received, except that the Mayor may group together similar questions.

All questions will be published as a supplement to the agenda (as normal).

Questions will be received in writing en-bloc at the meeting and questioners will not be required to attend in person to ask the question.

Answers will be provided in writing sent directly to the questioner with a copy distributed to all members and published on the website. Questions and answers will also be recorded in the minutes of the meeting.

There will not be an opportunity to ask supplementary questions.

Questions may be submitted by email to committee@tunbridgewells.gov.uk at any time up until the deadline for consideration at the next meeting. The deadline for questions for this meeting is **midday on Thursday 02 July 2020**.

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Full Council

08 July 2020

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Community Safety Partnership Plan 2020/21

Final Decision-Maker	Full Council
Portfolio Holder(s)	Councillor Carol Mackonochie, Portfolio Holder for Communities and Wellbeing
Lead Director	Paul Taylor, Director of Change and Communities
Head of Service	Denise Haylett, Head of Facilities & Community Hubs
Lead Officer/Author	Terry Hughes, Community Safety Manager
Classification	Non-exempt
Wards affected	All

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

1. That the Community Safety Partnership Plan 2020/21 be approved.

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

This report links to the Council's 'Our Borough' quadrant, in supporting an inclusive borough; the 'Our Services' quadrant in providing a responsive approach; and the 'Providing Value' quadrant in working closely with partners to deliver confident communities.

Timetable

Meeting	Date
Community Safety Partnership	Thursday 13 February 2020
Management Board	Wednesday 26 February 2020
Cabinet Advisory Board	N/A
Overview and Scrutiny Committee	Monday 22 June 2020
Cabinet	Thursday 25 June 2020
Council	Wednesday 8 July 2020

Tunbridge Wells Committee Report, version: March 2019

Community Safety Partnership Plan 2020/21

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Community Safety Partnership Plan sets out how the Tunbridge Wells Community Safety Partnership (CSP) will address local priorities to reduce crime and disorder across the Borough. The plan is presented to Cabinet for recommendation and to Full Council for adoption.
 - 1.2 Based on intelligence from the Strategic Assessment and local knowledge, actions in the Partnership Plan have been developed in consultation with a range of partners. The plan also complements and supports the delivery of the “Safer in Kent: The Community Safety and Criminal Justice Plan”, published by the Kent Police and Crime Commissioner; and the Kent Community Safety Agreement published by the KCC Community Safety Unit.
 - 1.3 The Strategic Assessment, the identified priorities and the activities for 2020/21 were discussed at a meeting of the Community Safety Partnership on 13 February 2020.
 - 1.4 The Tunbridge Wells Borough Council Constitution and the Local Government (Functions and Responsibilities) (England) Regulations 2000 states that the Partnership Plan must be adopted by Full Council.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 Partners began working together to address crime and disorder in the early 1990s. In 1998, the Crime and Disorder Act was published. This imposed a statutory duty on partners, known as the ‘Responsible Authorities’, to work closely together to reduce crime and anti-social behaviour and reduce the fear of crime. The partnership was formalised and became a Crime and Disorder Reduction Partnership (CDRP). It is now referred to as the 'Tunbridge Wells Community Safety Partnership (CSP)'.
- 2.2 The partners referred to by the Act as ‘Responsible Authorities’ are Tunbridge Wells Borough Council, Kent County Council, Kent Police, Kent Fire and Rescue Service, National Probation Service, Kent Surrey and Sussex Community Rehabilitation Company the NHS West Kent Clinical Commissioning Group. The CSP also has many non-statutory partners including housing associations, voluntary and community sector organisations. The CSP meets on a quarterly basis.
- 2.3 The Community Safety Unit (CSU), based in Tunbridge Wells Town Hall, was set up in 2010 as the operational delivery unit of the CSP. It is a multi-agency office staffed by 2.8 FTE from TWBC; KCC Wardens; Kent Police; and other agencies working together to reduce crime and disorder.

- 2.4 This co-location of partner agencies has facilitated more effective joint working through morning briefings, improved sharing of information (within a formal protocol) and increased co-operation between agencies.
 - 2.5 In the 2019/20 financial year, we were again very well positioned within Kent, coming 1st and 2nd in 12 of the 15 regularly measured crime categories placing Tunbridge Wells amongst the safest place to live in the county.
 - 2.6 The priorities identified in the plan were discussed at a CSP meeting on the 13 February 2020.
 - 2.7 In 2020/21 the key priorities for the CSP have been agreed as follows
 - 1. Domestic abuse
 - 2. Substance misuse and supply, and alcohol abuse (incl. violence-related issues)
 - 3. Anti-social behaviour (incl. violence and risk reductions in CSE and gangs)
 - 4. Road Safety
 - 2.8 The partnership also has a duty to give due regard to the priorities of the Police and Crime Commissioner (PCC). This year, and last, the PCC has placed a focus on violent crime, and would wish our priorities to align with his Violence Reduction Challenge. The types of projects that the PCC would like to see include: raising awareness, night time economy related projects, town centre initiatives, diversionary programmes, community engagement and reassurance activities, drugs and alcohol related projects. The Tunbridge Wells Partnership Plan has been developed to support the work of the PCC whilst we deliver on the local priorities for Tunbridge Wells.
 - 2.9 The Tunbridge Wells Community Safety Partnership Plan 2020/21 outlines how statutory and other agencies will address the key priorities shown above.
 - 2.10 The plan will be monitored on a quarterly basis at CSP which is jointly chaired by Kent Police Chief Inspector and TWBC Head of Service. The CSP will be responsible for holding agencies to account where they have failed to fulfil the actions they committed to within the plan.
-

3. AVAILABLE OPTIONS

- 3.1 Under the Tunbridge Wells Borough Council Constitution and the Local Government (Functions and Responsibilities) (England) Regulations 2000, this plan must be brought in front of Full Council for formal adoption.
 - 3.2 The Partnership Plan presented outlines how the agencies within the CSP will work together to keep residents of the borough safe from crime and anti-social behaviour.
 - 3.3 Full Council has the option of approving the plan, amending the plan or requesting that a new plan be produced.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 This report is designed to inform members of the multi-agency activity which TWBC and partners have committed to undertake to reduce crime and disorder. The preferred option is for the plan to be considered and approved.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The CSP ratified the priorities identified at their meeting on 13 February 2020.

OVERVIEW AND SCRUTINY COMMITTEE

- 5.2 The Cabinet Advisory Boards, which would normally be consulted as part of the Cabinet decision, were cancelled due to coronavirus. However, the report was considered by the Overview and Scrutiny Committee on 22 June. The Committee raised no objection to the report.

RECOMMENDATION FROM CABINET

- 5.3 That Cabinet considered the report at its meeting on 25 June and resolved to recommend the report to Full Council.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The plan will be made available on the Council's website.
- 6.2 Partner commitments to the plan will be monitored quarterly at CSP meetings
- 6.3 Monitoring information is sent to the Office of the PCC for those priorities or actions funded from the PCC's contribution to CSP funds.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	As detailed in the body of the report the Partnership Plan is formulated as required by the Crime and Disorder Act 1998. Regulation 4 and Schedule 3 of the Local Government (Functions and Responsibilities) (England) Regulations 2000 require Full Council to adopt the Partnership Plan. At this stage there are no direct	Keith Trowell, Team Leader (Corporate Governance), MKLS 19/02/2020

	consequences arising from the recommendation that adversely affect individual's rights and freedoms as set out in the Human Rights Act 1998. Potentially, consequences could arise in the future implementation of the plan that would need to be evaluated at the time.	
Finance and other resources	All actions within the plan will be undertaken from existing resources or funded by the CSP.	Jane Fineman Head of Finance and Procurement
Staffing establishment	No direct implications	Terry Hughes, Community Safety Manager 19/02/2020
Risk Management	No direct risks arise from this report.	Terry Hughes, Community Safety Manager 19/02/2020
Data Protection	The Community Safety Partnership Plan does not present any changes to how personal data is processed in relation to the proposed priorities for 2020-21. The Council has appropriate safeguards in place to keep data secure, including when working with our partners.	Data Protection Officer 20/02/2020
Environment and Sustainability	No direct implications.	Karin Grey, Sustainability Manager 25/02/2020
Community Safety	The activities contained within this plan are designed to build safer communities by tackling the CSP's priorities of: Reducing alcohol and substance misuse, addressing domestic abuse, tackling anti-social behaviour and improving road safety.	Terry Hughes, Community Safety Manager 19/02/2020
Health and Safety	The plan should help to have an overall increase in safety within the Borough. This would have a positive impact on the safety of staff of TWBC as well as showing that the council are taking their responsibilities seriously with regards to reducing anti-social behaviour. Making the communities safer and more secure to work and live for all.	Mike Catling, Corporate Health and Safety Advisor 24/02/2020
Health and Wellbeing	The actions contained within the plan should contribute to increased wellbeing, and the work to reduce the harm caused by alcohol and substance misuse should have a positive impact on the health of those affected.	Health Team Leader

Equalities	Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper could directly impact on end users. The priorities identified support the aim of the public sector equality duty to eliminate unlawful discrimination, harassment or victimisation by: providing support services for women and men who experience domestic abuse	Sarah Lavallie, Corporate Governance Officer 20/02/2020
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8. REPORT APPENDICES

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

- Appendix A: Strategic Assessment and Partnership Plan
- Appendix B: COVID-19 update

9. BACKGROUND PAPERS

None



Strategic Assessment & Partnership Plan 2020/21

Produced by Terry Hughes, Community Safety Manager, Tunbridge Wells Borough Council

Please contact terry.hughes@tunbridgewells.gov.uk

Community Safety Partnership sign-off: 13 February 2020

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Introduction

The Strategic Assessment produced for the Tunbridge Wells Community Safety Partnership (CSP) helps establish priority themes for the 2020/21 Partnership Plan.

Legislation

The Crime and Disorder Act 1998 gave statutory responsibility to local authorities, the police, and key partners to reduce crime and disorder in their communities. Under this, and subsequent legislation, Community Safety Partnerships are required to carry out annual audits and to implement crime reduction strategies.

The Police and Justice Act 2006 introduced scrutiny arrangements in the form of the Crime and Disorder Scrutiny Committee, as well as introducing several amendments to the 1998 Act including the addition of anti-social behaviour (ASB) and substance misuse within the remit of the CSP strategies. Reducing reoffending was subsequently added by the Policing and Crime Act 2009. The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 set out further revisions to the 1998 Act.

The aim of the Strategic Assessment

The analysis of data provided by partners enables the strategic partners to set clear priorities for the coming year.

Part 1 analyses police and partner data for last year's priorities covering the period November 2018 – October 2019. For some crime types more recent data is available and this been appropriately indicated.

Funding for these priorities is provided, in part, by the Kent Police and Crime Commissioner in accordance with the priorities set out in his *Safer in Kent: The Community Safety and Criminal Justice Plan*. Our priorities align with the Commissioner's *violence reduction* themes of prevention, engagement and education, enforcement and rehabilitation.

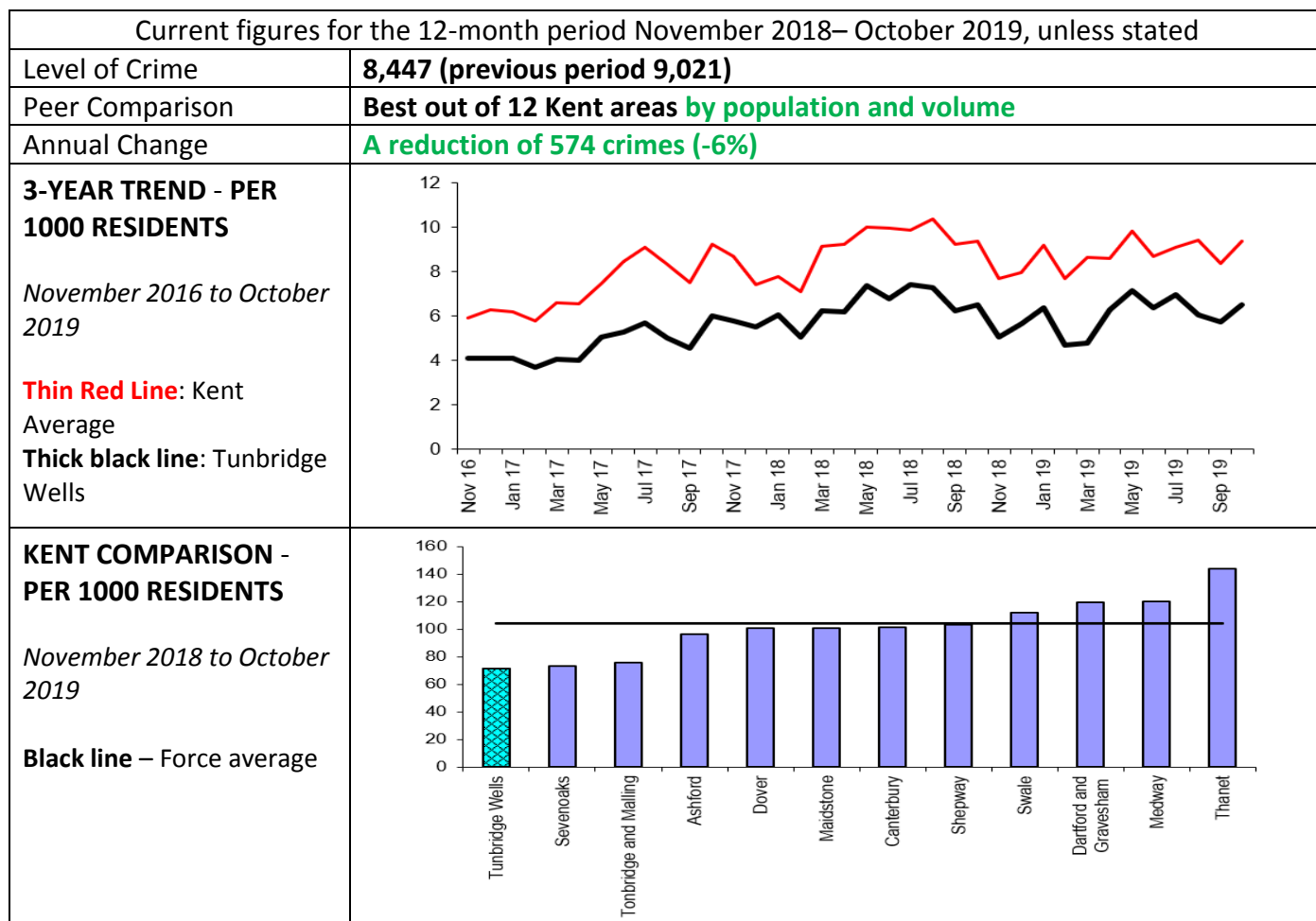
Part 2 draws some conclusions from the data and recommends the priorities for the partnership for the forthcoming financial year.

Part 3 offers a broad outline of how these priorities will be addressed as well as some specific projects that will be undertaken by the Council's community safety team and external partners.

It should be noted that some of the data provided in this document is provisional and may undergo further revision.

Part 1 - Analysis

All recorded crime ↓



Tunbridge Wells had the lowest overall crime rate in Kent for the given period, marginally ahead of Sevenoaks and Tonbridge and Malling.

A reduction of 574 crimes contrasts strongly with an increase of 2,447 crimes during the preceding period; with much of that increase reflecting improvements in the way Kent Police record crime following a 2014 inspection. Last year the force's rating was raised from inadequate to outstanding by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

From the metric of 'all crime' Tunbridge Wells is the safest local authority area in Kent.

The table on the next page provides a breakdown of reported incidents into discrete crime types, the increase or decrease since the last reporting period, and our county position. Subsequent pages provide further details on key crime types, contextual information and some ward data.

Crime types with *direction of travel* and county position (November to October):

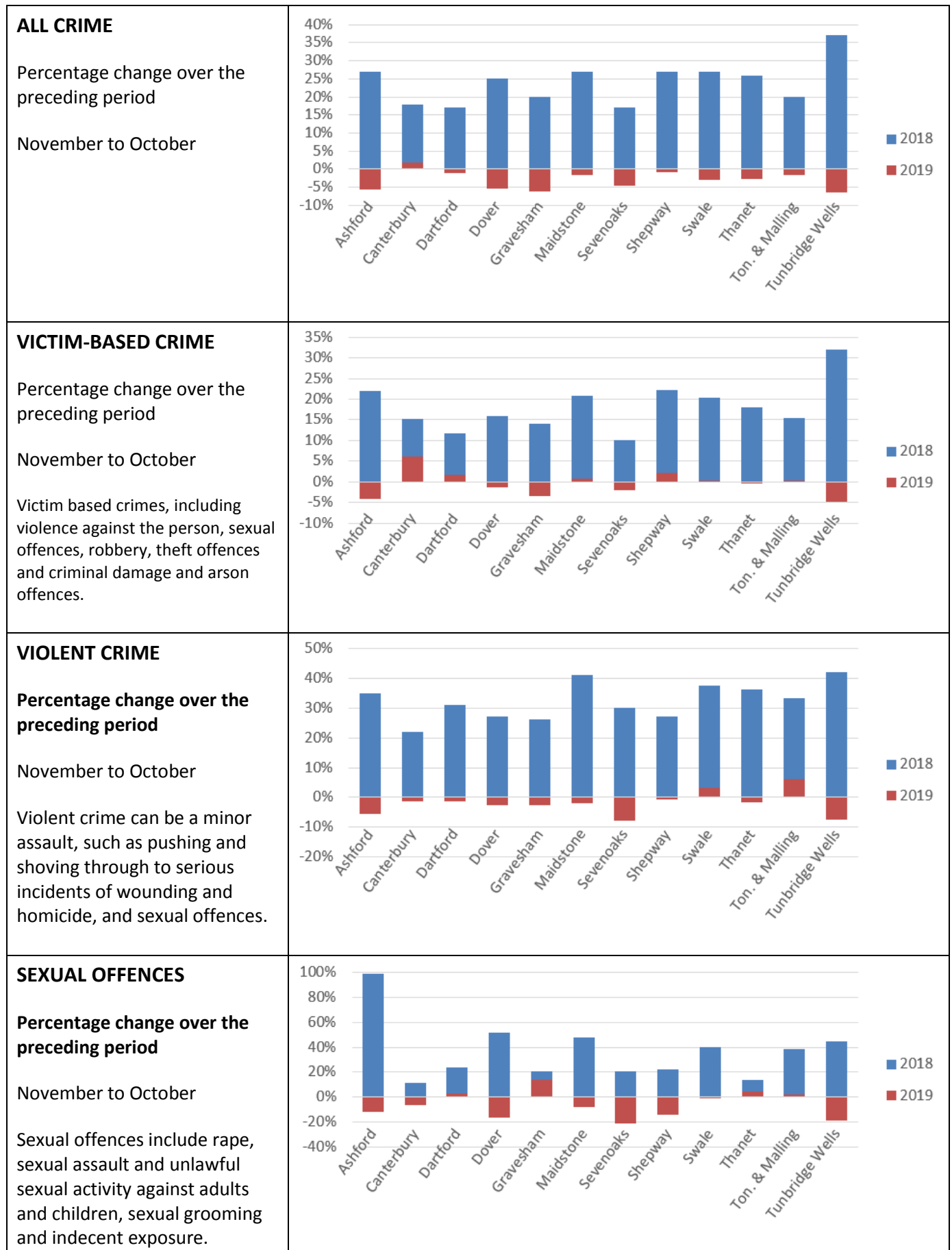
Crime / Disorder Type	Recorded Offences/Incidents					County Position	
	This Year	Last Year	% Change	No. change	Direction	2018	2019
All crime	8,447	9,021	-6.4%	-574	↓	2	1
Victim-based crime	7,319	7,694	-4.9%	-375	↓	2	1
Violent Crime	3,551	3,839	-7.5%	-288	↓	3	2
Sexual offences	282	347	-18.7%	-65	↓	3	2
Hate Crime	197	179	10.1%	18	↑	3	3
ASB Incidents	1,470	1,313	12.0%	157	↑	1	1
Burglary Residential	368	374	-1.6%	-6	↓	1	1
Criminal damage	976	1,048	-6.9%	-72	↓	2	2
Domestic abuse incidents	2,362	2,163	9.2%	199	↑	2	2
DA repeat victims ¹	DA repeat data has not been available since Nov 2018 following an upgrade to Kent Police computer systems						
DA repeat victims %							
Stalking and Harassment	879	939	-6.4%	-60	↓		2
Drug offences	196	155	26.5%	41	↑	8	7
Robbery	66	52	26.9%	14	↑	3	2
Shoplifting	748	741	0.9%	7	↑	5	5
Theft from a motor vehicle	282	264	6.8%	18	↑	2	1
Theft of motor vehicle	146	126	15.9%	20	↑	2	2

¹ Repeat victimisation rate for DAVSS (Domestic Abuse Volunteer Support Services) clients in West Kent for the period 2018/19 was around 6%

Noticeable in this data are:

- Our county position remains strong.
- Welcome reductions in several key crime types, including violent crime and sexual offences.
- Domestic abuse incidents continue to rise but Tunbridge Wells still well placed in Kent.
- A modest increase in anti-social behaviour.
- Small increases in drug offences but a slight improvement in our county position.
- Small increase in shoplifting offences

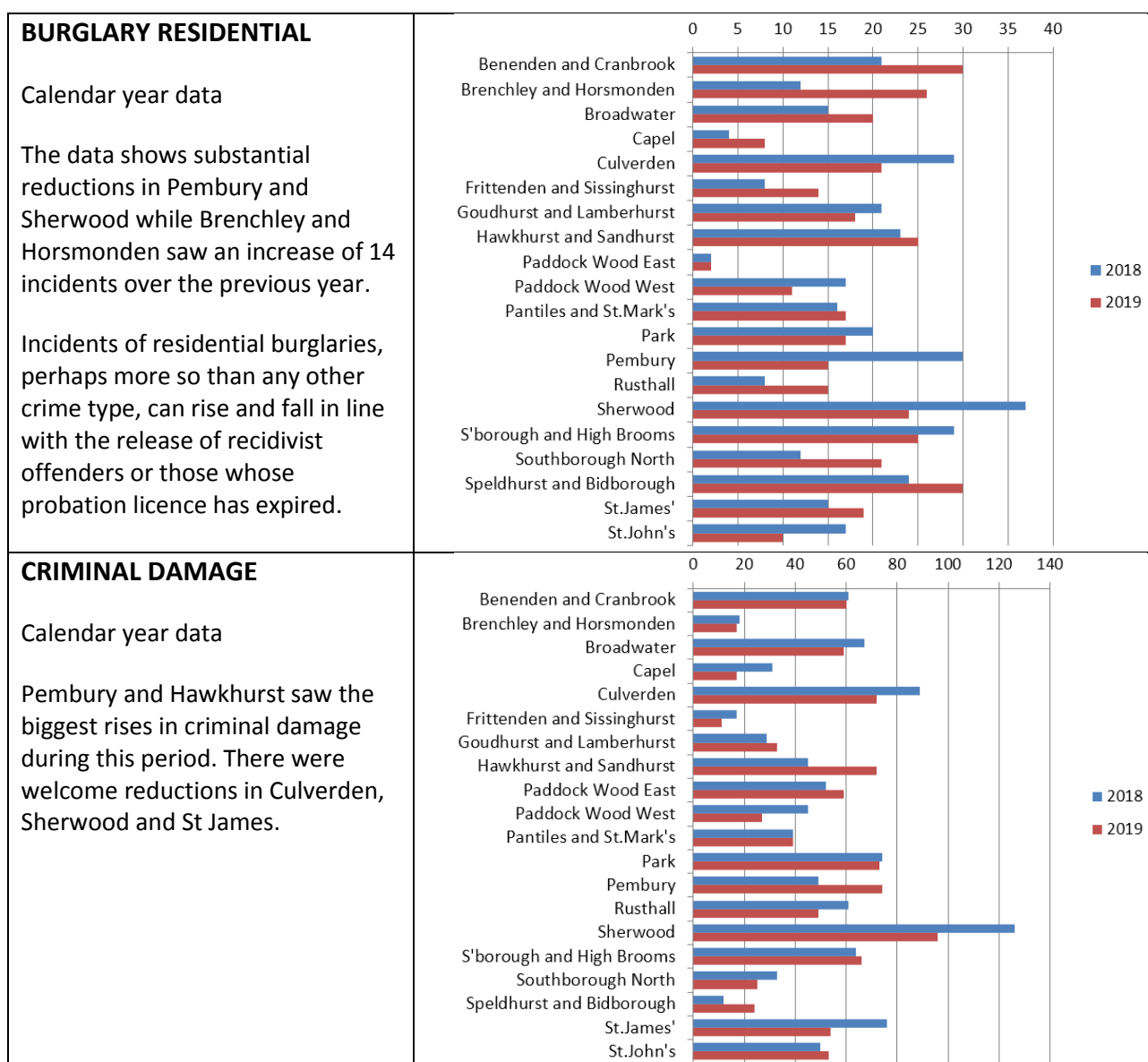
Last year we reported that all Kent Local Authorities experienced seemingly alarming rises in key *high-harm* crime types such as violence and sexual offences. In Tunbridge Wells we were confident that the steep rises we saw did not reflect a substantial increase in crimes. A deeper analysis showed this to be the case. The charts on the following page, also presented last year, compare the percentage change of key crime types across Kent over the two-year period.

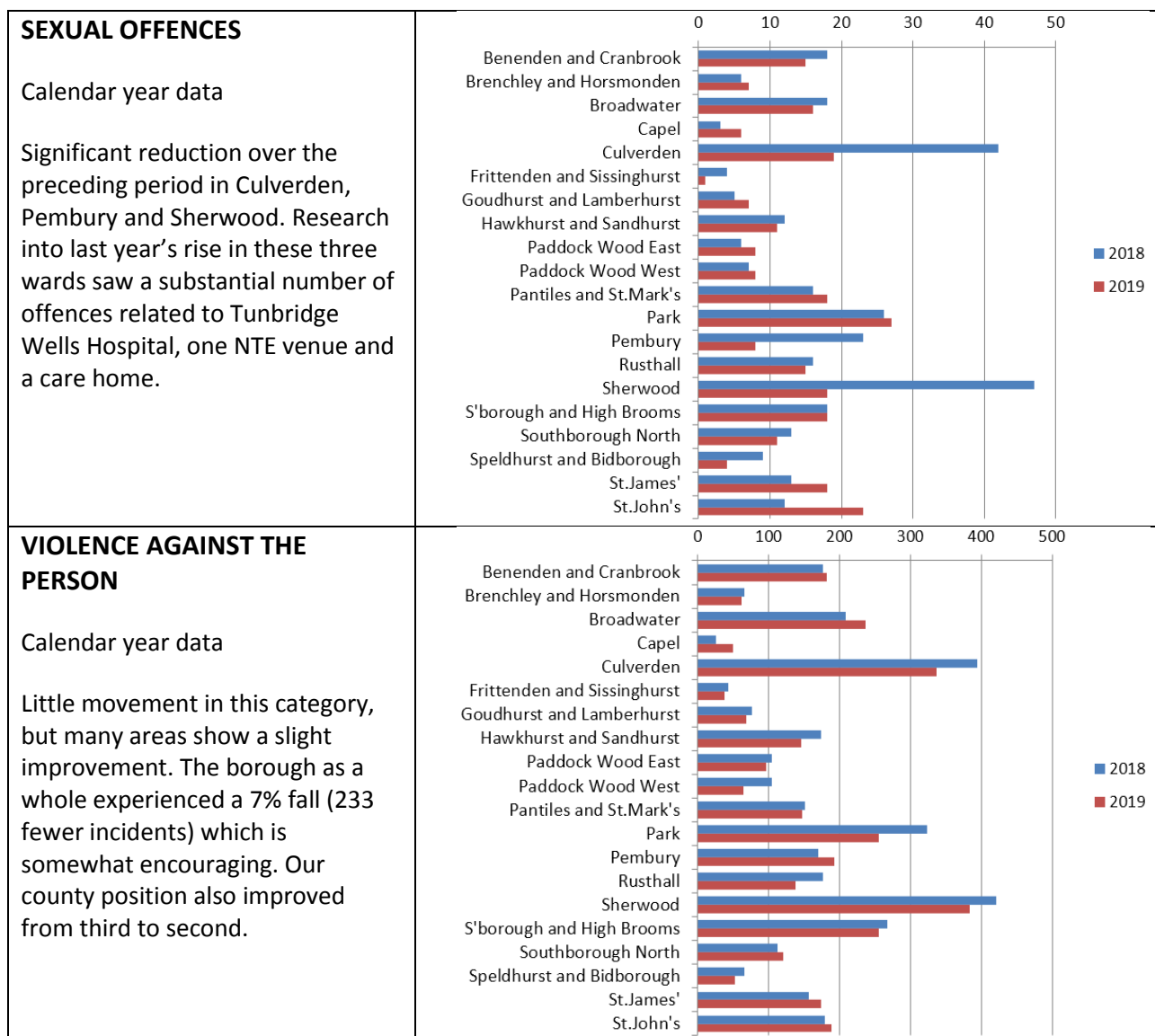


Ward data

The charts below and on the following pages provide ward-based data for residential burglaries, criminal damage, anti-social behaviour, sexual offences and violence against the person. More ward data is available but an issue with Kent Police computers has made this more difficult to extract.

We have also analysed this data against ward population, as requested by a member of the Cabinet last year. This data has not been included in this year's Strategic Assessment as it would require some contextual information to make good sense of it and to add clarity.





Prolific Offenders

The Integrated Offender Management (IOM) process is a multi-agency approach to manage individuals, both young and adult, who are at risk of causing the most harm to their communities. This year the emphasis has moved away from solely Serious Acquisitive Crime (SAC) to a more Threat, Risk and Harm approach which includes not only SAC, but domestic abuse, those seen as vulnerable to gang involvement and complex cases that require a multi-agency approach.

The length of time and offender can spend on IOM can range from months to years. Currently the average length of time spent on IOM is 13 months. Presently, Tunbridge Wells has an IOM cohort of 16 persons, with nine (adults) in custody and seven (six adults and one youth) being monitored and worked with in the community.

Further, Kent, Surrey & Sussex Community Rehabilitation Company (KSS CRC) manage low to medium risk offenders with community orders, suspended sentence orders, post release

licences and post sentence supervision. Tunbridge Wells has the second lowest cohort (behind Folkestone and Hythe) of individuals working with KSS CRC. High risk offenders are managed by the National Probation Service (NPS). Tunbridge Wells has the second lowest cohort (behind Sevenoaks) of individuals registered with NPS.

A note on shoplifting

A 1% rise in shoplifting this period contrasts strongly with the 50% rise during the preceding period. Last year CSU officers secured three-year Criminal Behaviour Orders (CBO) on two persistent shoplifters. Consequently, we heard very little from either recipient during the past twelve months.

CBOs are time-consuming to achieve but we're fortunate to have a robust policing team in the CSU, a solid town centre policing team and a strong Safe Town Partnership with 100+ retail and night-time economy members.

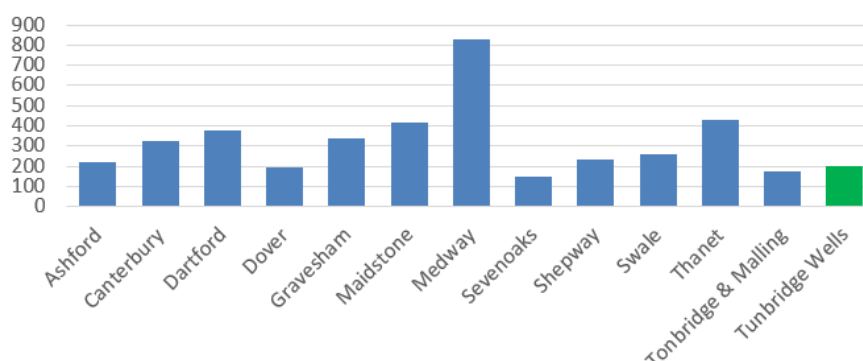
Not all shoplifting offences are perpetrated by individuals who can't afford basic provisions or drug addicts looking to supplement their income. In Tunbridge Wells (and elsewhere) organised 'gangs', typically from outside the borough, take advantage of a thriving town centre and busy retail park with easy access to the A21.

It's worth mentioning again that a greater level of engagement between retailers and town centre police officers has resulted in an increased willingness for shop staff and security teams to be far more proactive. This has led to more shopliftings being detected, and reported, by staff.

That said, some retailers are better at deterring or reporting shoplifters than others. We will continue to press the more lenient or lackadaisical retailers to take firmer action because there's an attraction, particularly for young people after school, to take advantage of shops that appear not to care when thefts take place.

Hate Crime

The chart below shows the level of hate crime across Kent from November 2018 to October 2019 during which time 197 incidents were recorded in Tunbridge Wells. This is up on last year's total of 179 incidents.

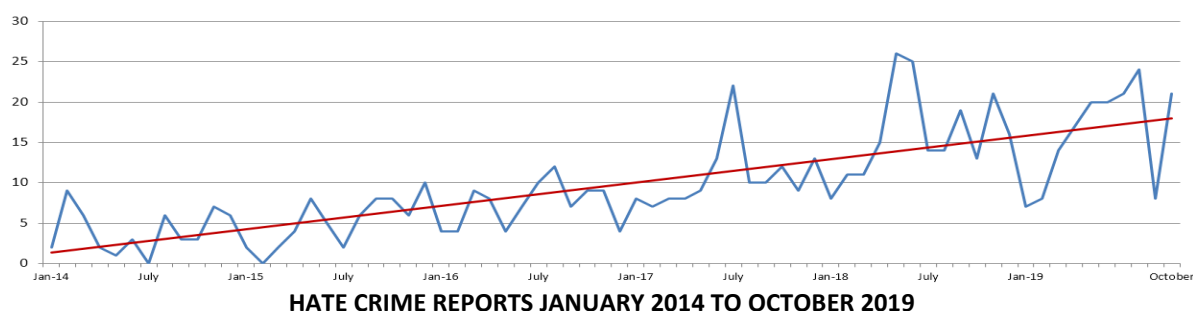


A further breakdown of hate crimes reviewed and managed by Kent Police's Community Liaison Officer (CLO) shows race to be the predominant driving factor. A lower number of other reports involve multiple motivations. Some common acts of abuse are directed towards traffic wardens, taxi drivers, security guards and police officers.

Calendar Year	Race	Disability	Religion/faith/belief	Transgender	Gender	Sexual orientation	Age
2019	128	32	10	1	0	29	1
2018	132	24	12	0	9	26	6
2017	103	17	6	0	0	12	1

All hate crimes within the borough are reviewed by the CSU-based CLO with suitable interventions and signposting made as appropriate.

While hate crime is not categorised as a priority within the Partnership Plan, CSU-based officers have daily sight of all reports and these may be discussed at multi-agency morning briefings if a partnership approach is seen as helpful. Further, hate crime is a standing agenda item at our monthly multi-agency Vulnerability Board meeting.



A hate crime against any resident with a protected characteristic is always unacceptable and efforts are always made to support victims and prevent a repeat occurrence.

Nationally, antisemitism appears to be on the rise. During a six-month period in 2019 offences increased by 10% on the same period in 2018, with over 100 incidents per month for the third year running. Within our borough, two offences relating to neo-Nazi/antisemitic comments were recorded within the last calendar year. While this number is low the Borough Council, and the Community Safety Partnership supports the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism:

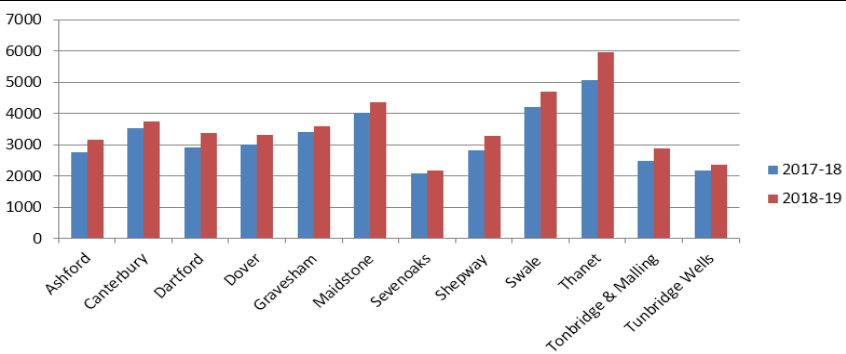
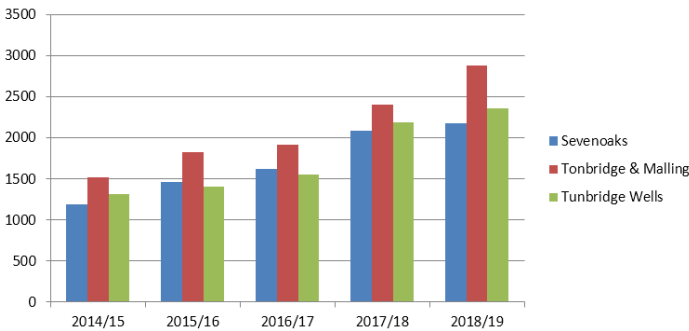
“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

We will consider the practical application of this definition, its use in awareness-raising and for monitoring and responding to reports of antisemitism.

A selection of hate-related initiatives that took place this year

- Arranged training for police staff and partner agencies to recognise and communicate with people living with dementia.
- Visits to hate crime victims including Syrian families who have just moved into the area.
- Working with Aspens to raise awareness of disability hate crime reporting.
- Completed numerous community impact assessments for incidents which may increase community tension
- Training for partners, including KFRS, on working more closely with gypsy/traveller community.
- Addressed the Polish community and a Czech contact to offer Brexit advice/support.
- Liaised with Turkish contact – regarding intel of drugs, human trafficking and fake IDs.
- Liaised with the Be You project (an LGBTQ+ organisation) and service users about how police deal with hate crimes.
- Liaised with deaf community to gauge how easy/difficult it is to interact with police during times of crisis.
- Hate crime awareness stand at Tunbridge Wells hospital with input given to new starters from countries including Philippines, Egypt and Pakistan.
- Interfaith week involvement with local churches & mosque.
- The CLO helped prepared a Prayer Room at Tunbridge Wells Police Station to provide a quiet space for reflection, relaxation and prayers. The room contains various religious sculptures and scriptures, also includes mindfulness appliances and gadgets to create an atmosphere that promotes better mental health.
- Attended community stand at Cranbrook library advertising police recruitment and hate crime awareness.

Priority 1: Domestic abuse ↑

Current figures refer to the 12-month period from November 2018 – October 2019	
Level of Crime	2,362 crimes (last year 2,163)
Peer Comparison	Second out of 12 Kent areas
Annual Change	Increase of 199 crimes (+9%)
KENT COMPARISON Tunbridge Wells' total of 2,362 is an increase of 199 incidents (9%) over the same period last year.	
REPEAT VICTIMS Repeat victims as a percentage of total incidents.	See next page
WEST KENT Five-year comparison of domestic abuse incidents.	

The Government defines domestic abuse as ‘Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.’ This includes coercive and controlling behaviour, harassment and can include assault.

During the 12 months from November 2018 to October 2019, there were 2,362 recorded incidents of domestic abuse in Tunbridge Wells reported to Kent Police. This is an increase of 9% against a 33% increase during the period 2017-18. All districts in Kent experienced an increase in recorded domestic abuse offences over the 2018/19 period.

While we saw a 9% increase in recorded incidents, we have the second lowest recorded offences per-1000 residents in Kent.

Repeat victims

Repeat victim data has not been available since an upgrade to Kent Police computer systems in November 2018. Data for the period November 2017 to October 2018 show repeat offences accounted for 25% of all reported domestic abuse reports in Tunbridge Wells. This repeat rate is very much in line with all other Kent local authority areas which has tended to hover between 24% and 26% over the past five years.

The repeat victimisation rate for DAVSS clients in West Kent was around 9% during 2017/18 and 6% during the first three quarters of 2018/19. We believe this demonstrates the effectiveness of DAVSS' holistic approach and the extended support offered to clients.

The Support Plus Transformation Project, funded by the Home Office for three years, has contributed to this extremely low repeat victimisation rate. Funding for this Project comes to end on 31 March 2020. DAVSS continues to seek replacement funding for this extended service which sees survivors of domestic abuse supported well beyond the point of crisis.

Funded outcomes

Provider	Funding
Domestic Abuse Volunteers and Support Service (DAVSS)	£18,000 (PCC, TWBC)

Service: Provide domestic abuse support services to men and women at all levels of risk. Encourage early reporting by promoting the helpline and available services. Provide workshops and training to raise awareness and promote prevention.

Outcomes: DAVSS received 266 referrals in Q1-Q3 against 187 referrals received during the same period in 2017/18.

Further data and contextual information from DAVSS

There has been a notable rise in the number of clients calling the helpline from all three local authority areas (TWBC, TMBC & SDC). Many clients have reported poor mental wellbeing at point of entry and some have disclosed information that has required immediate emergency services intervention.

DAVSS saw a marked increase in the number of men accessing their services. In previous years the service took on 5-6 new male clients each quarter. However, during Q1-Q3 of this period 25 male clients were receiving specialist support from DAVSS. Due in part, perhaps, to increased efforts to advertise DAVSS services to men.

DAVSS Support to Court project and flagship Support Plus Transformation project remain in high demand.

In delivering awareness of domestic abuse and the challenges faced by victims and services, the DAVSS CEO and support staff delivered:

- General DA Awareness training to nine Community Wardens in West Kent.
- Presentation to 14 Domestic Homicide Panel members on Honour Based Violence (HBV), Forced Marriage and cultural implications.
- Five DA Awareness Raising training sessions to Kent Police with a total of 79 West Kent police staff in attendance.
- DAVSS CEO delivered a presentation to Kent Critical Law society about volunteering on the Support to Court project as well as a short talk on “Philanthropy and Charity” at a Kent Community Foundation event.

Awards

In 2019 DAVSS received the Queens Award for Voluntary Service, the highest award given to volunteer groups across the UK in recognition of exceptional service within the community. DAVSS is one of only three Kent-based recipients out of thousands of nominations across the charity and voluntary sector. The awards exist to acknowledge “exceptional volunteer groups across the UK who are making a positive impact on the lives of others.” During the three quarters of this period DAVSS volunteers, which number around 50, contributed over 26,000 hours to the service.

Further, DAVSS were finalists for the Tunbridge Wells “Love Where You Live Awards” in the category Charity of the Year 2019. DAVSS were also delighted to have won a Kent Housing Group Excellence Award in the category of Excellence in Delivering Services to Vulnerable People. Last, but not least, DAVSS received two awards at the Kent Volunteer Awards in the category of Top ‘Emergency Services’ Volunteer Group and Top Overall ‘Emergency Services’ Volunteer Group.

One Stop Shop

DAVSS staffed 18 sessions at the One Stop Shop in Tonbridge during Q1-Q3. These sessions saw 30 clients picked up for ongoing support and advice, four of whom are high risk.

During Q1-Q3 the following support was provided:

- 843 legal advice sessions
- 138 court attendances (122 to Civil Court and 16 to Criminal Court)
- 215 Solicitor meetings

This support work has achieved the following Protective Orders:

- 87 Non-molestation Orders
- 13 Prohibited Steps Orders
- 63 Child Arrangement Orders
- 15 Prison sentences or other punitive measures

For young people the DAY Programme has been run in the following schools:

- Benenden (67 students)
- West Heath (7)
- Bennett Memorial (178)
- 17 students attended a follow up session at TWGGS

In addition to the above Tunbridge Wells residents and young people also accessed the Freedom Programme, the Children's Freedom Programme and the ACE Recovery Toolkit.

Provider	Funding
Community Domestic Abuse Programme (CDAP)	£3,000 (PCC)

Service: Provide support to male perpetrators of domestic abuse to change their behaviour through the Community Domestic Abuse Programme (CDAP)

Outcomes: Of the 17 men active on the 28-week programme during Q1 five were from Tunbridge Wells, all within the age range 20-44. Two Tunbridge Wells males remained on the programme during Q2, which the other three males having completed the course. The initiative to encourage men in custody who may be cautioned or released NFA (no further action) has produce one referral. The responsibility to progress this project has now been picked up by a sergeant, with a lead on DA, who attends the quarterly WK DA Forum.

Priority 2: Substance misuse and alcohol abuse ↑

Current figures refer to the 12-month period from November 2018 – October 2019

Drug Offences (**Possession**)

124 incidents (last year 109)

Peer Comparison

Fourth lowest out of 12 Kent areas (previously fifth)

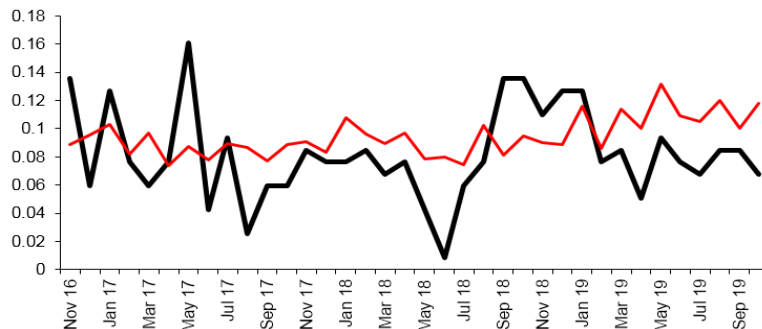
Annual Change

Up 15 (14%)

3-YEAR TREND (POSSESSION)

Thin Red Line: Kent Average

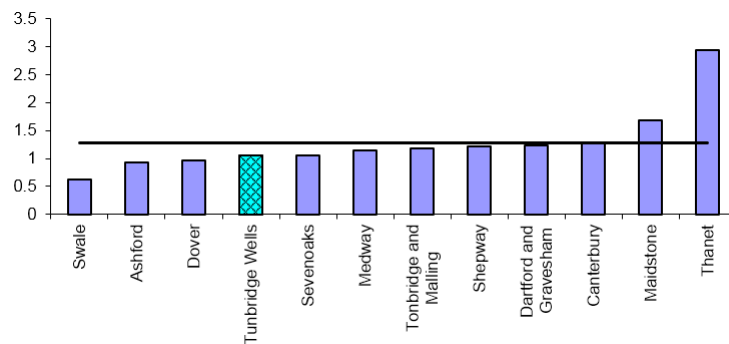
Thick black line: Tunbridge Wells



KENT COMPARISON

Possession offences per 1000 residents

Black line: Force average



Drug Offences (**Trafficking**)

72 incidents (last year 46)

Peer Comparison

Eighth lowest out of 12 Kent areas (previously fifth)

Annual Change

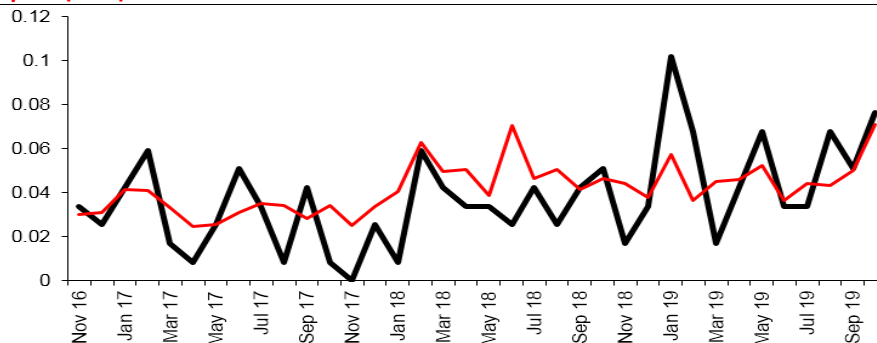
Up 26 (57%)

3-YEAR TREND (TRAFFICKING)

In the context of this measure the term trafficking means 'dealing'.

Thin Red Line: Kent Average

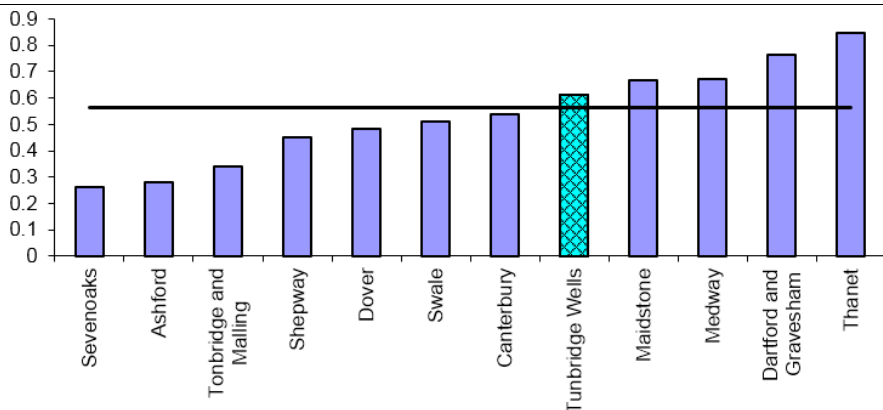
Thick black line: Tunbridge Wells

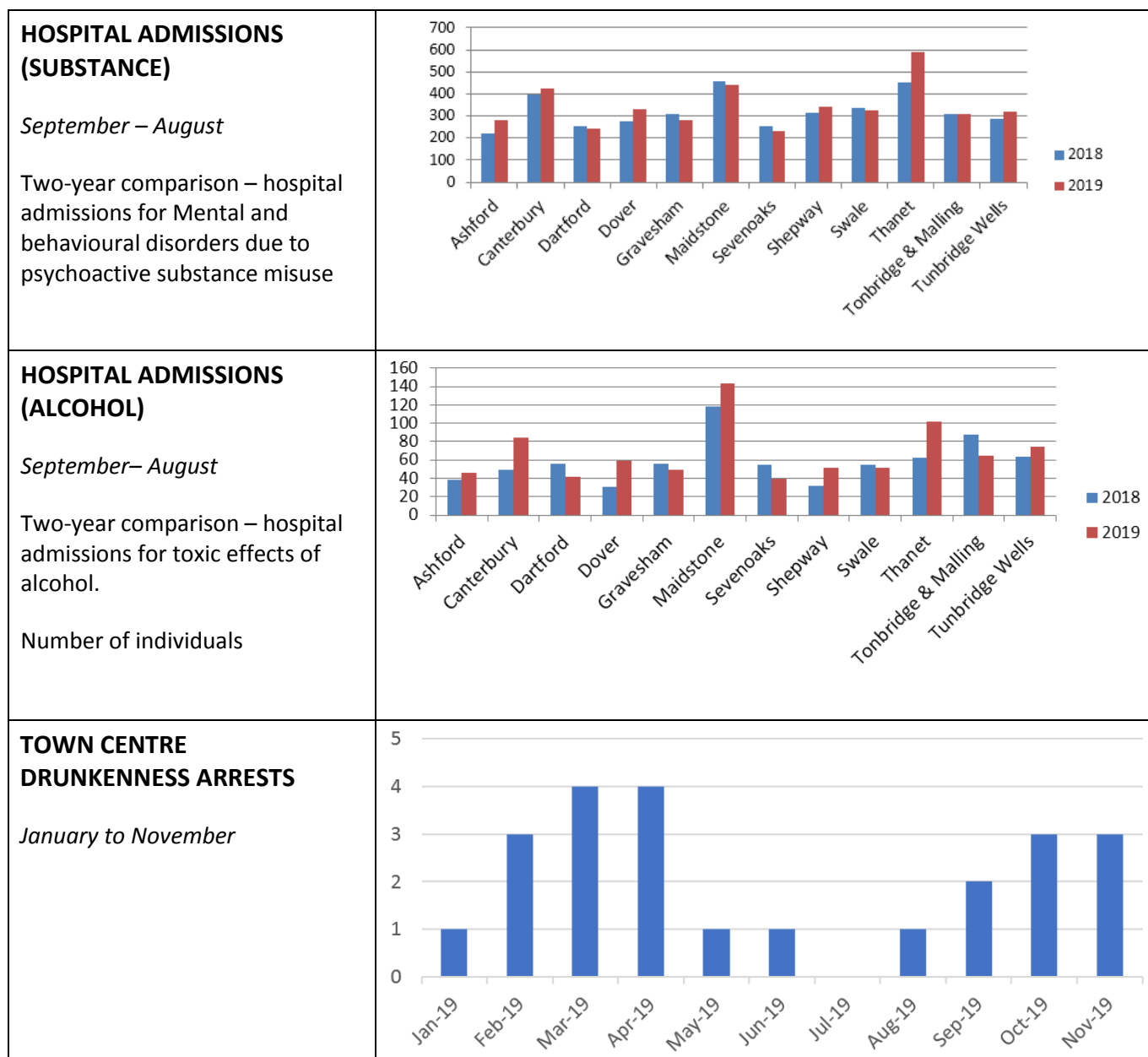


KENT COMPARISON

Trafficking offences per 1000 residents

Black line: Force average





Arrests for drug offences (combined possession and trafficking offences)

Between November 2018 and October 2019, there were 1.7 recorded drug offences per 1,000 population in Tunbridge Wells (up from 1.3), placing us sixth lowest in Kent. The Kent district average for the same period is 1.9 (up from 1.6).

Trafficking

There was a 57% increase in trafficking offences during the period, up from 46 to 72. This is a bigger rise than we experienced during the previous reporting period but a fully resourced Community Policing Team with a particular focus on substance misuse, particularly Class A drug dealing (trafficking) involving members of South London and Eastern European gangs, is believed to account for some of the increase.

Arrests were made in and around the town centre, Ramslye, Southborough and Tonbridge town centre as suspicious behaviour in vehicles piqued the interest of well-placed officers. Significant jail sentences were secured for a number of Eastern European and South London drug dealers.

Possession

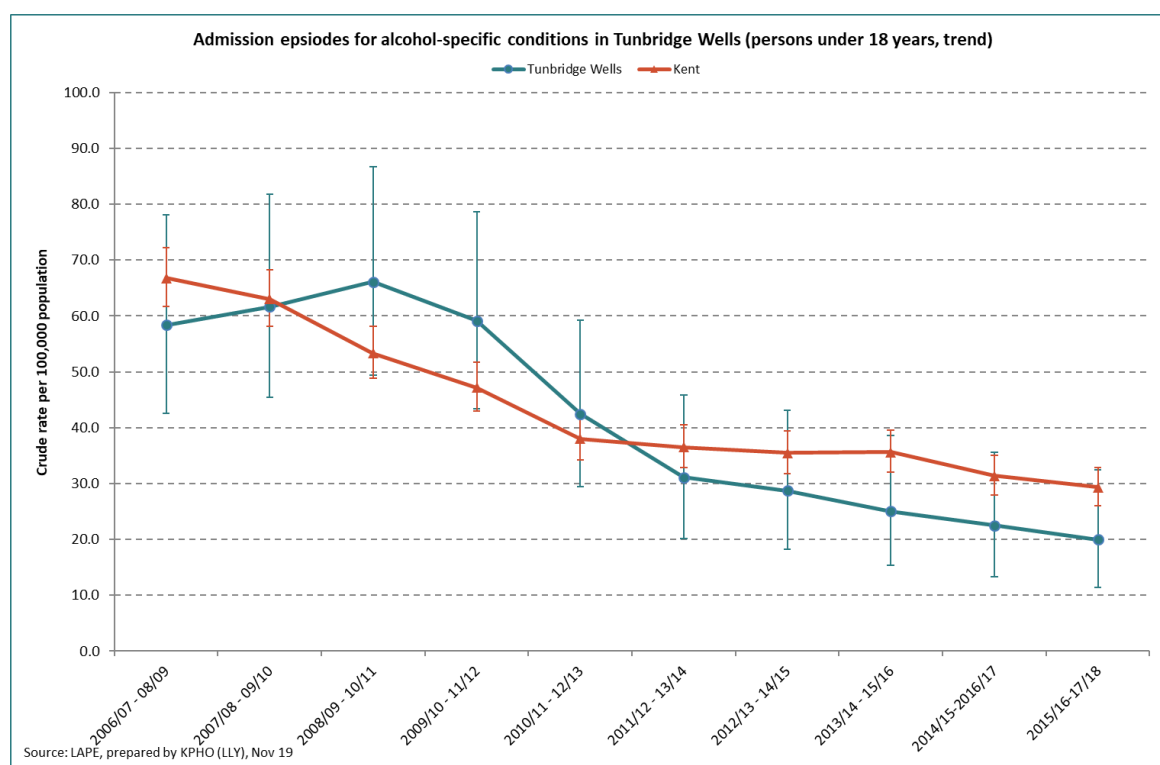
Possession of drugs offences were up by 15 this period, following reductions of six and 58 offences in the two previous periods. Tunbridge Wells remains slightly below the Kent average and fourth lowest in the county (we sat fifth in 2017 and 2018).

Hospital admissions for toxic effects of alcohol

There were 78 hospital admissions due to the toxic effects of alcohol during the period September 2018 – August 2019, an increase of eight compared to the preceding period.

Sherwood saw the highest admissions (15) with St James' the next highest (eight). Following closely with seven each were Benenden & Cranbrook and Southborough & High Brooms. All other wards had six admissions or less (numbers less than seven withheld to preserve anonymity of individuals).

Admissions for alcohol specific conditions in the under-18 age group continues to fall.



The table on the following page lists the total number of hospital admissions (including repeat admissions) due to evidence of alcohol involvement by blood alcohol level or level of intoxication. These 78 admissions relate to 74 individuals.

Hospital admissions due to psychoactive substance misuse

There were 441 hospital admissions in 2018/19, an increase of 64 over the preceding period and slightly lower than the increase of 88 during the preceding year.

The table below lists the total number of hospital admissions (including repeat admissions) for mental and behavioural disorders due to psychoactive substance misuse. These 441 admissions relate to 319 individuals.

Hospital admissions - September 2018 - August 2019

For toxic effects of alcohol		Due to psychoactive substance misuse	
Sherwood	15	Southborough & High Brooms	49
St James'	8	Culverden	42
Benenden & Cranbrook	7	Sherwood	36
Southborough & High Brooms	7	St John's	35
Hawkhurst & Sandhurst	< 7	Brenchley & Horsmonden	35
Culverden	< 7	Park	31
Pembury	< 7	Rusthall	28
Rusthall	< 7	St James'	24
Brenchley & Horsmonden	< 7	Pantiles & St Mark's	24
Broadwater	< 7	Hawkhurst & Sandhurst	23
Goudhurst & Lamberhurst	< 7	Southborough North	21
Paddock Wood West	< 7	Goudhurst & Lamberhurst	15
Pantiles & St Mark's	< 7	Speldhurst & Bidborough	14
Park	< 7	Benenden & Cranbrook	14
St John's	< 7	Broadwater	13
Speldhurst & Bidborough	< 7	Paddock Wood East	10
Capel	< 7	Pembury	9
Frittenden & Sissinghurst	< 7	Frittenden & Sissinghurst	7
Paddock Wood East	< 7	Paddock Wood West	< 7
Southborough North	< 7	Capel	< 7

Funded outcomes

Provider	Funding
Kenward Trust	£7,000 (PCC)

Service: To deploy substance misuse workers to hotspots within the borough to carry out 1:1 and group work with adults and young people.

Outcomes: 26 sessions providing two or more outreach workers to locations identified with young people drinking alcohol and smoking cannabis where anti-social behaviour may also be a factor. There follows a snapshot of the work undertaken by Kenward in Q3.

Tunbridge Wells: The Grove, Calverley Grounds, Great Hall car park, Grosvenor skate park, High Street, St Johns Park.

Paddock Wood: Train Station, Commercial Road and surroundings, recreation ground, Waitrose car park

The Kenward team look to engage with young people during two time periods; immediately after school and early evening. The after-school input is directed more towards educational information on the risks and dangers of alcohol and drug abuse. The early evening approach is guided by what is going on 'on the ground' with the behaviour of groups a focus and the effects of the intimidation that residents can feel when large groups of young people become rowdy in public spaces.

Aside from the standard information given out to young people about the dangers of substances like cannabis, ketamine and nitrous oxide young people have also initiated conversations around the chemical makeup of certain substances and the accessibility of drugs on the dark web.

The age range of young people seen during outreach sessions typically ranges from 14 to early-20s. Occasionally children as young as 11 are seen within the groups.

Kenward report that an increase in youths using bicycles has made some engagement more difficult.

Provider	Funding
Street Pastors Tunbridge Wells	£2,500 (PCC)

Service: Provide a positive presence in the night-time economy.

Outcomes: During the year street pastors engaged with around 1,500 people during weekend evenings (Thurs-Sat) and into the early hours of the morning. They provide dynamic safeguarding and advice to, primarily, young adults and occasionally are a helpful link to emergency services. The Safe Town Partnership provides 2-way radios, free of charge, so they can link in with the town centre CCTV Control Room.

Stories from the Streets – A Street Pastor view

- A young girl has suddenly collapsed, her mother has been phoned and is coming. An ambulance has been called as she is still on the ground.
- In grounds of Trinity – young man on the ground, unresponsive – friends have called ambulance – think he has taken overdose of MDMA. She and another SP (Street Pastor) are taking him and a friend to hospital as advised by ambulance team over the phone.
- A man had been bottled and walked up to Hoopers, a woman was with him. Street pastors were following the couple to direct the ambulance. A policeman turned up to help the injured man.
- Lady who has been homeless for years approached the street pastors and said that she now has accommodation in Rusthall and been having some rehab.

- Some guys got out of a taxi and went straight to the street pastors and thanked them and said how amazing they are and that they had helped him in the past.
- Team met the last train from London –everyone keen to get home, some had missed their stops! Now off to P&P. All very quiet.
- Some aggression when P&P closed – two groups of lads, SP team helping to keep calm. Some gone on to the kebab shop. Team going to check at the kebab shop on the way back.
- A drunk man is upset because he has been assaulted, but he is drunk and was verbal to the police, they hung up on him. Another man is being a bit verbal to the SP's at the train station.
- At the clock a young lady is distressed as she can't find her phone or her friend. The distressed girl and her underaged friend are eventually reunited.
- Young girl very drunk and was shown out of club by the bouncers. Her friends did not seem to be concerned.
- Group of 15-20 young people getting ready for a fight outside the town hall. Team have called the police who were aware of it. They are going to stay and monitor the situation.
- A man was assaulted in Bar & Grill. The offender left the bar in a taxi. The victim reported the incident and the vehicle index number to the police.
- Two girls, one being very sick by Lloyds Bank. SP's seeing if they can help.
- Helped a man outside Maplins, medically unwell – was being sick., Returned to base to get sleeping bag for him. Lots of glass and bottles picked up tonight. Met a van full of friendly policemen!
- A young man has drunk far too much, being sick, his girlfriend has phoned her mother to come and pick them up.
- Heard over the radio there has been an assault outside the club. SPs notified. It appears a man fell over in the queue and doorman wouldn't let him in so he swung a punch at him.
- Helped a girl who was sitting on the road who had drunk too much. SP's had a conversation with a lady who works with the elderly in Hastings.
- Radio alert that there might be a fight starting near Subway. Police alerted. Lot of shouting/chanting in the High Street.
- Team trying to help a girl get cash out of a machine who can't remember her number and another who has lost her passport.
- Call from CCTV for Street Pastors to attend to a semi-conscious female at Envoy's. Team had only just got their teas but abandoned them and went to attend.
- SPs have found a man slumped in the car park. Paramedics have arrived.
- The SP's have received a number of supportive, encouraging comments from people whilst out first thing.
- Two men, one in his 50's, came out of Moo Moos, took their belts off and wrapped them around their knuckles. SP went up to them and said hello and asked about the belts. The men moved on to P & P but were denied entrance.

An info-graphic provided by the Street Pastor service to summarise some of the engagement work they perform.



Other activities

Community Alcohol Partnership

A Community Alcohol Partnership (CAP) for Tunbridge Wells was launched at the Ice Rink in Calverley Grounds on Friday, 15 November 2019.

CAP schemes are set up to address underage drinking and the resulting harm to young people and the communities they live in. Schemes are managed and delivered locally through a partnership between local authorities, police, retailers, schools, neighbourhood groups and health providers.

Priority 3: Anti-social behaviour ↑	
Current figures refer to the 12-month period from November 2018 – October 2019 unless stated	
Level of Incidents	1,470 (previous period 1,313)
Peer Comparison	Best out of 12 Kent areas by volume and population
Annual Change	Increase of 157 reports (12%)

Over the next couple of years the Community Alcohol Partnership scheme will focus on:

- Enforcing the laws relating to young people and alcohol.
- Developing a responsible retailing approach for 18 to 25-year-olds.
- Education and awareness for young people and parents.

The Tunbridge Wells Community Safety Unit is responsible for coordinating the CAP and we are working with representatives from local licensed businesses including retailers, schools, Kent Police, youth services and charities. A monthly working group will look at the day-to-day operation of the CAP through the implementation of a shared action plan.

We know through work done by Kenward Trust Outreach Workers and others that young people are attracted to public spaces in Tunbridge Wells town centre where they gather in numbers during the early-to-late evening. Some drink and some choose to cause anti-social behaviour and criminal damage.

Just as importantly, young people who choose to drink risk harming themselves while also making themselves vulnerable to harm from others.

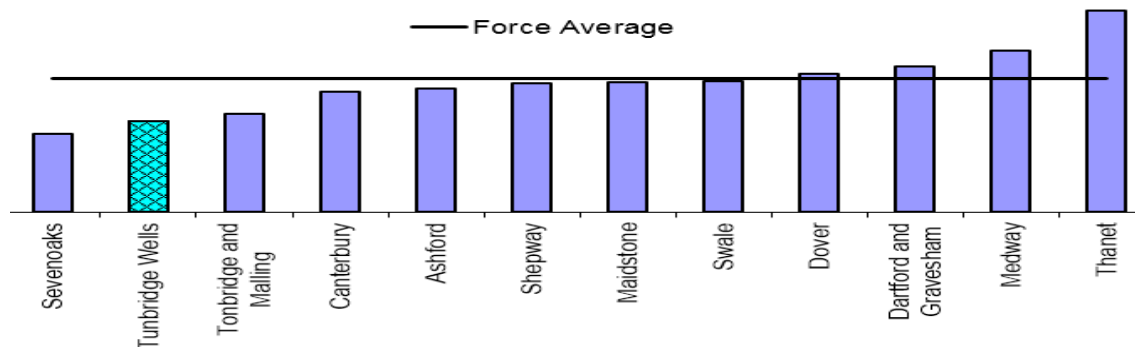
The anti-social behaviour and the vulnerability of young people are what we'd like to address through this programme.



As mentioned earlier in this document a change to the way anti-social behaviour is recorded resulted in a significant decrease in recorded offences and a substantial increase in Public Order offences during the previous reporting period with every ward in every local authority area in Kent experiencing similar reductions. In Tunbridge Wells, and elsewhere, the number of Public Order reports jumped from 399 to 919 (+130%).

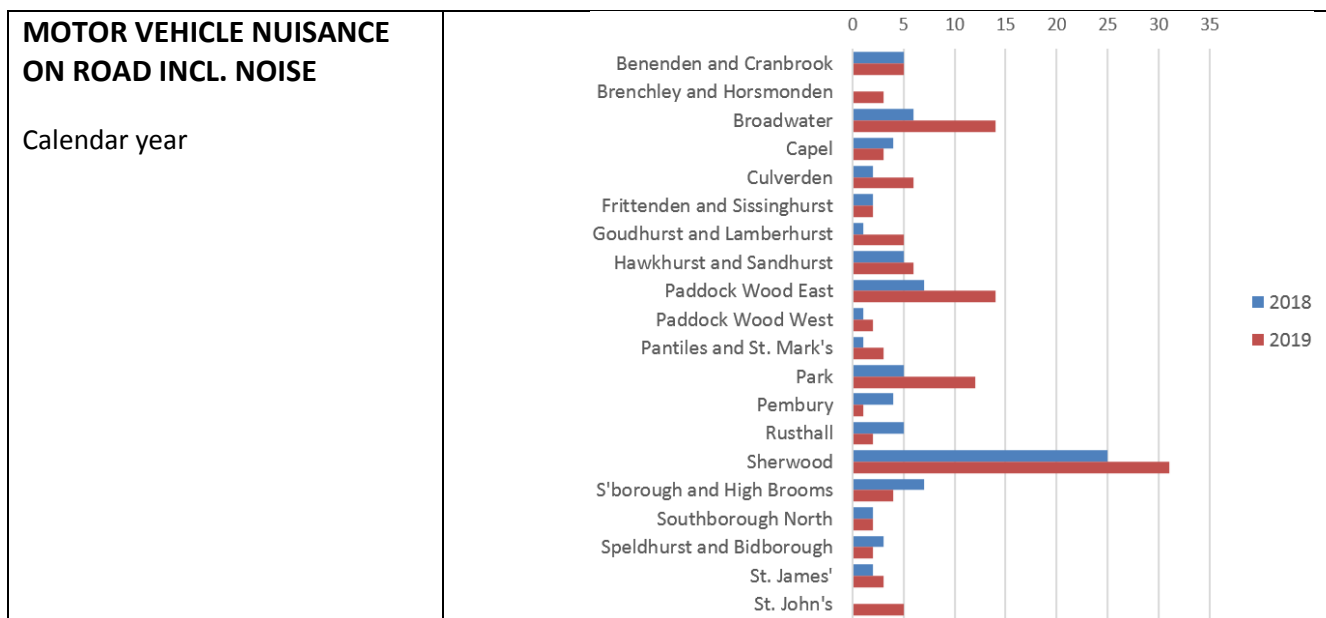
This year, along with a modest increase in anti-social behaviour, we're pleased to see a substantial reduction in Public Order offences; down from 919 to 688 (-25%). Other areas in

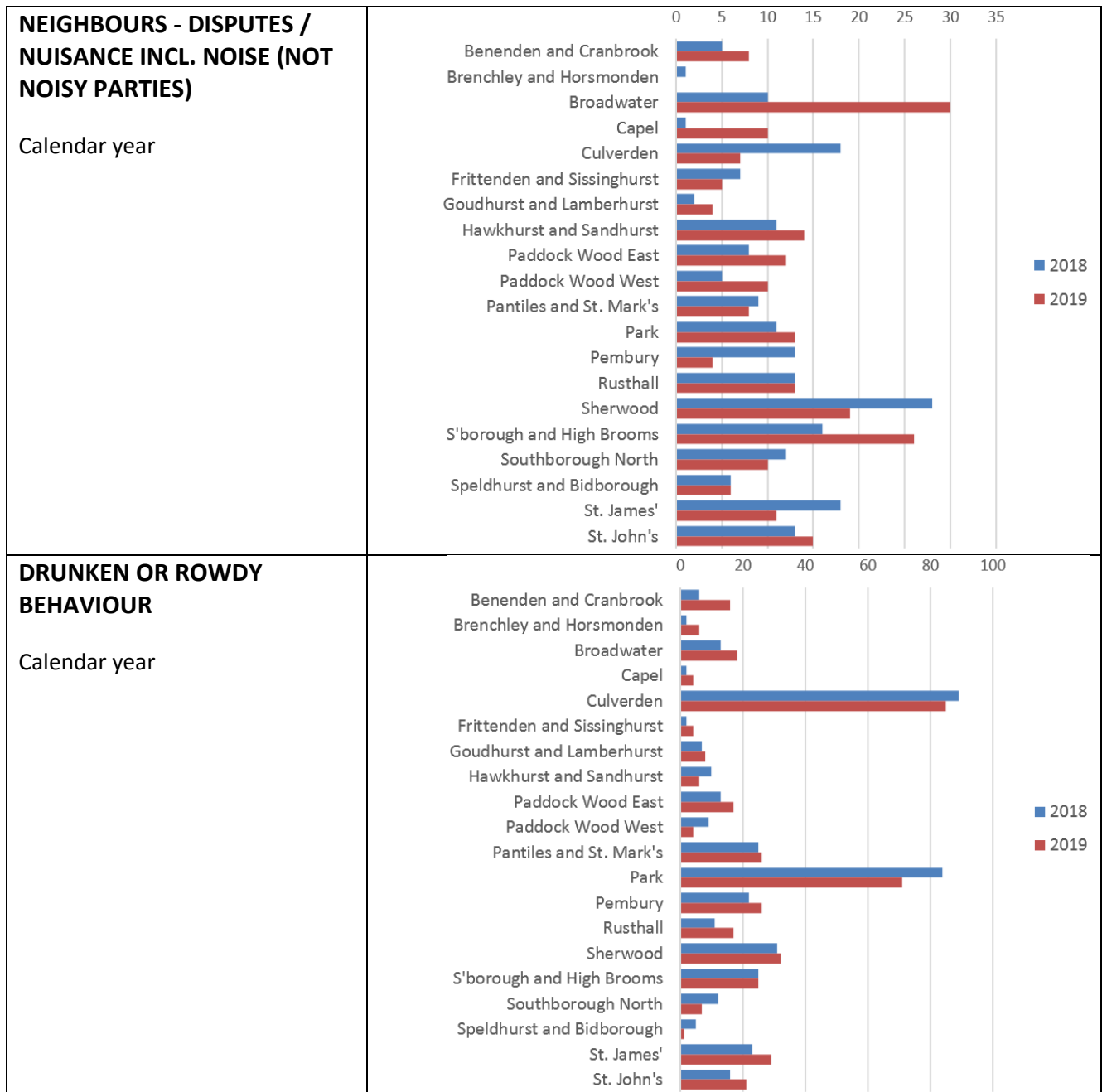
Kent saw similar reductions in Public Order offences but Tunbridge Wells maintained its strong position, as illustrated in the graph below.

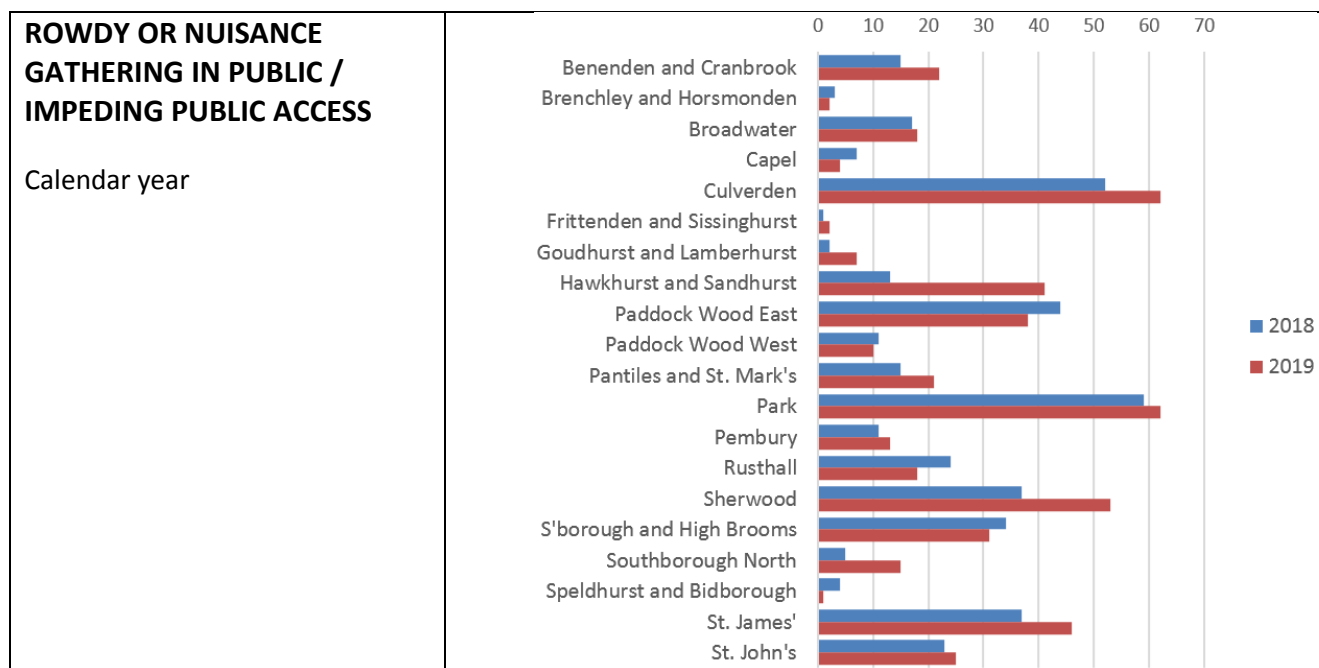


Anti-social behaviour covers a range of behaviours that can include animal nuisance (dog bites, strays on road), fireworks (noise or inappropriate use), noisy parties (or event, rave), rubbish (incl. discarded drugs paraphernalia), abandoned vehicles, parking nuisance, riding or driving on land other than a road, rowdy or nuisance gatherings in public (and impeding public access), neighbour disputes (or nuisance) and drunken or rowdy behaviour.

This wide range of behaviours contributes to a headline rate categorised as ‘anti-social behaviour’. All things being equal we compare favourably against other local authorities in Kent. However, with anti-social behaviour set as a priority last year we’ve extracted, below, some of the major sub-categories by ward.







Ward-based data and district-based data cover slightly different time periods, but the four categories above form the bulk of reports during a 12-month period (roughly 1,200 of 1,400 reports).

Nuisance/noisy vehicles figure highly in Sherwood. Further analysis would likely show most of the 31 calls (up from 25) relate to vehicle noise around North Farm industrial estate and Knights Park. While the figures for Broadwater may relate to Sainsbury's car park at Linden Road.

An increase in calls in Paddock Wood East likely reflect the reports of nuisance at the train station, the Wesley Centre and Commercial Road.

Neighbour disputes (225) form a large part of the anti-social behaviour category with the highest number of calls coming from Broadwater and Southborough and High Brooms.

As perhaps expected, drunken/rowdy behaviour and nuisance gatherings tend to occur more frequently in busier areas with a 'town centre'. Sherwood figures highly in the rowdy behaviour category while Hawkhurst and Sandhurst also saw a significant bump during this period.

A recent trend for 'ride-outs', whereby large groups of young people ride bicycles through town centre areas, has been seen in Tunbridge Wells. The pedestrian-friendly area near the Millennium Clock is particularly attractive to young people performing wheelies and riding *en masse* in a way that many shoppers find intimidating or dangerous.

As alluded to above, incidents of anti-social behaviour are raised and discussed at the thrice-weekly multi-agency morning briefing chaired by a Kent Police officer based in the CSU. This allows partners to quickly respond to, and resource, incidents that require a swift follow up.

Other activities of note

- 1,080 actions for partners and the community safety team as outcomes from well-attended morning briefings – a high proportion relate to anti-social behaviour.
- Community Protection Warning and Notice, and subsequent penalty notice served on a resident causing a nuisance to their neighbours.
- Launch of the Community Alcohol Partnership to address underage drinking and help reduce town centre anti-social behaviour. First stage included 50+ retailers visits and 20+ test purchases undertaken at off licences.
- Tied in with Trading Standards to effect multiple raids on licenced premises resulting in the seizure of thousands of illegal and counterfeit cigarettes and non-duty-paid alcohol. Community Protection Notice served on one repeat offender resulting in the shop being closed.
- New out-of-court approach taken for two unauthorised encampments resulting in a very quick eviction.
- Partner visits to a number of hotels and B&Bs re Child Exploitation training.
- Child Exploitation awareness delivery to social landlords and taxi drivers.
- Training for licensees' security teams on responsible enforcement.
- Funded and deployed Kenward Outreach workers to town centre and Paddock Wood hotspot areas.
- Funded and deployed a local security detail to town centre and Paddock Wood hotspot areas.
- Four big outreach days to engage with young people (incl. two in Cranbrook, one in Tunbridge Wells and a truancy sweep in Paddock Wood).
- Multiple positive engagements with rough sleepers, beggars and buskers to modify their behaviour with the threat of a PSPO fixed penalty notice for non-compliance.
- Served six Acceptable Behaviour Agreements on young people to good effect.
- Delivered six workshops for young people on knife crime, online safety, grooming and exploitation.
- Multiple discrete 'all out' events in the south of the town on Thursday evenings during the summer.
- Spring cleaning and community cohesion event at children's play area in Rusthall.
- Cuckooing awareness input to Landlords forum.
- Ongoing work with developers to resolve vehicle nuisance at Knights Park.
- Assisted 85 events through the Safety Advisory Group in 2019, including 11 firework displays, nine remembrance parades and six big summer events.

All Out days and the Youth Project

I think it's worth noting here the Youth Project that was borne out of several All Out days in the borough. The All Out programme, effectively a flooding of local hotspots by responsible adults from a range of agencies, itself arose from local knowledge of issues in and around the town centre with groups of 14 to 18 year-olds hanging out in large groups in open spaces and shopping areas during weekends and summer evenings. Thursday evenings, especially, became a focus for young people with the regular Jazz on the Pantiles events creating a buzz in the southern part of the town.

The Pantiles events were well managed and young people were successfully discouraged from attending the area. Instead, they gathered in numbers at Calverley Grounds, the Common near The Forum, The Grove and several car parks. Young people were known to be using and abusing alcohol and drugs leading to an increase in anti-social behaviour and crime.

To ensure young people remained engaged with services the Borough Council's Community Safety Officer, Kent Police's ASB Officer and Early Help Workers developed a six-week engagement programme. The aim was to bring greater awareness to young people of the effects of their behaviour and the risks they are taking with their own health and wellbeing. The officers wanted young people "to feel part of the community and to respect themselves and the people they share it with".

The Program

Week 1 – Lifelong learning. Career prospects with National Citizens Service (NCS). St Giles Trust attend with a former gang member to discuss his journey back to employment with young attendees. Town and Country Housing Community Engagement officer attend to discuss apprenticeships. Kenward Trust, TWBC's Community Safety Officer and Kent Police's ASB Officer also attend to support the young people and colleagues.

Week 2 – Gang Awareness. Further input from St Giles Trust, to include creative work and an introduction of mentors and gang prevention advice.

Week 3 – Healthy Relationships. DAVSS Support Officer and Domestic Abuse Specialist PCSO delivering input about healthy relationships and consent. Bicycle Bakery on Camden Road provided a venue for the young people to make pizza. TWBC Community Safety Officer and Kent Police ASB Officer in attendance and supporting.

Week 4 – Drugs and Alcohol. Trip to Kenward Trust in Yalding for input on drugs and alcohol and the long- and short-term effects. Opportunity to enrol in Kenward's First Chance programme.

Priority 4: Road safety ↑	
Current figures refer to the 12-month period from July 2018 – June 2019 unless stated	
Level of Concern	326 Casualties (previous period 294)
Peer Comparison	Second best out of 12 Kent areas by volume and population
Annual Change	Increase of 32 casualties (11%)

Week 5 – Sexual and Physical Health. Addaction input on sexual health. Tunbridge Wells Borough Council Health Team cooking some healthy snacks. TWBC Community Safety Officer and Kent Police ASB Officer in attendance and supporting.

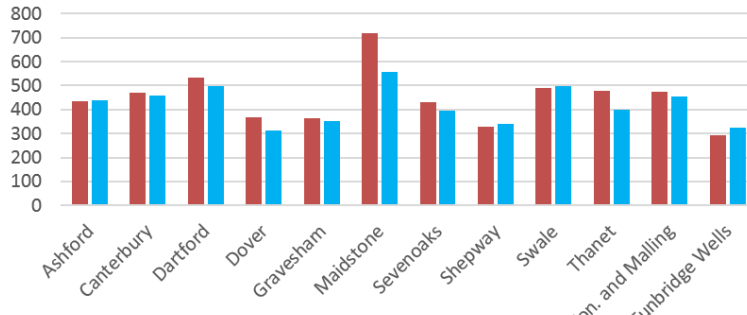
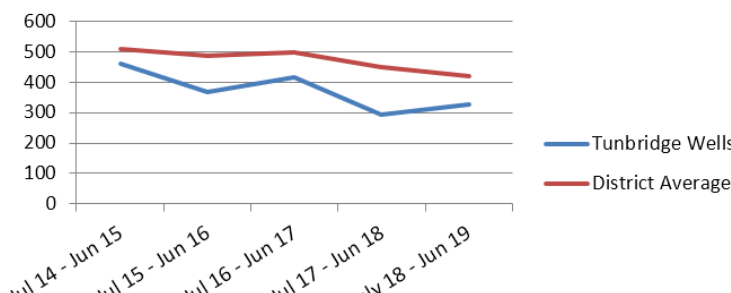
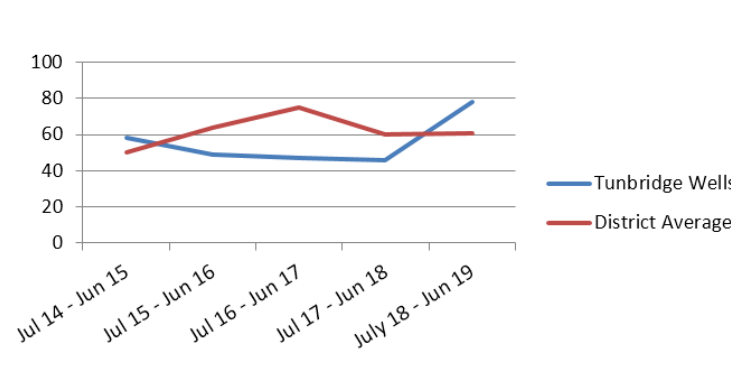
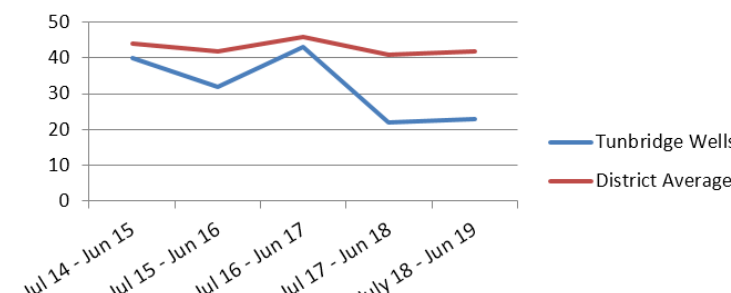
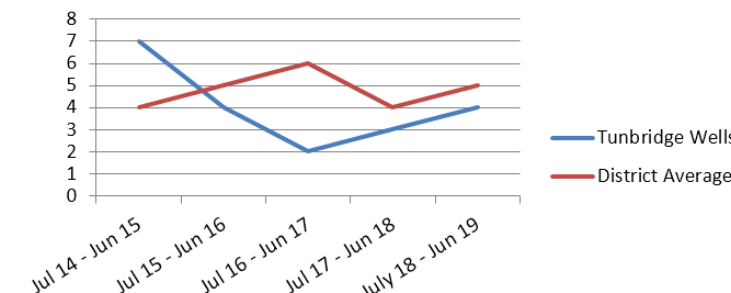
Week 6 – Field Trip. St Giles Trust and Kent High Weald Partnership providing a trip to the Sherwood lake and woods to do outside cooking, mentoring and gang prevention advice.

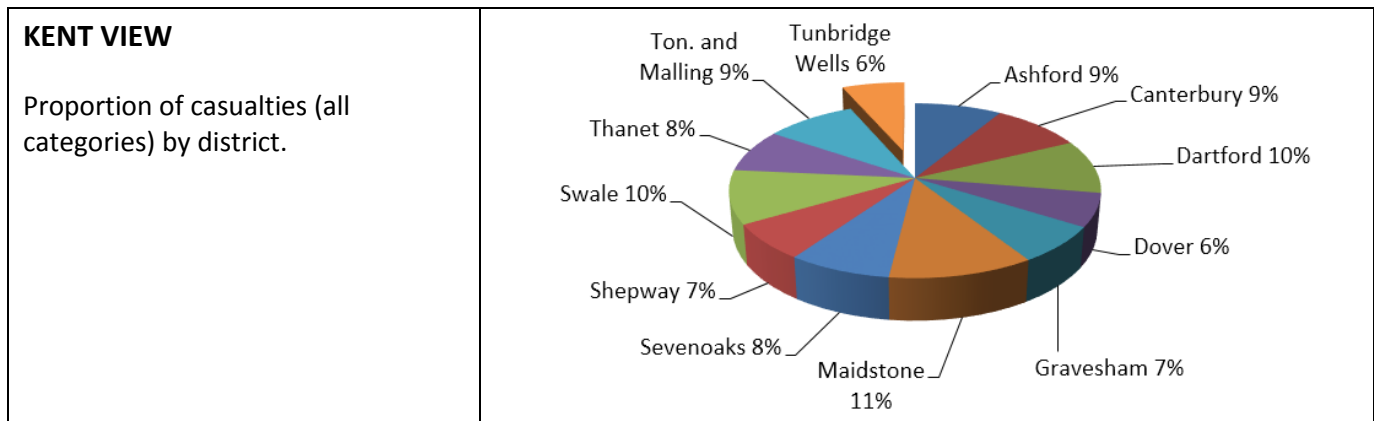
Some success stories from an early run of the programme: One youth from the travelling fraternity, and home schooled, attended the Youth Caution Clinic for a community resolution (CR) following a number of thefts in the town centre. She was aggressive to police upon her arrest. At the Clinic she was given the opportunity to attend this programme as an outcome for the CR. She attended every session and continued to work with Early Help on her CV while seeking to obtain qualifications. She expressed an interest in becoming a Youth Offending Worker and a mentor such for future youth groups. She has been a very good influence on this group of young people.

As a result of the programme officers were able to identify some individuals who had been causing anti-social behaviour and low-level crime in the town centre and at the Co-Op on Silverdale Road; with one arrest effected. This person had so far experienced a challenging childhood and has used various drugs since the age of nine. The young person, now 16, has a social worker and is working positively to address their drug misuse, anti-social behaviour and educational needs.

These are just two outcomes of many. The six-week programme has been picked up by other Early Help teams across Kent who wish to embed similar projects within their communities. The programme can be resource-intensive, but the outcomes are clear – better engagement, reduced anti-social behaviour and reduced risk for young people with challenging lives.

The officers who created this project have given Tunbridge Wells something it can be rightly proud of.

<div><div>ALL AGES - ALL CASUALTIES</div><div>District comparison 2017/18 to 2018/19</div></div>	<div><table><caption>All Ages - All Casualties (District Comparison)</caption><thead><tr><th>District</th><th>Tunbridge Wells (Blue)</th><th>District Average (Red)</th></tr></thead><tbody><tr><td>Ashford</td><td>450</td><td>450</td></tr><tr><td>Canterbury</td><td>450</td><td>450</td></tr><tr><td>Dartford</td><td>500</td><td>500</td></tr><tr><td>Dover</td><td>350</td><td>350</td></tr><tr><td>Gravesham</td><td>350</td><td>350</td></tr><tr><td>Maidstone</td><td>550</td><td>700</td></tr><tr><td>Sevenoaks</td><td>400</td><td>400</td></tr><tr><td>Shepway</td><td>350</td><td>350</td></tr><tr><td>Swale</td><td>500</td><td>500</td></tr><tr><td>Thanet</td><td>450</td><td>450</td></tr><tr><td>Ton. and Malling</td><td>450</td><td>450</td></tr><tr><td>Tunbridge Wells</td><td>300</td><td>300</td></tr></tbody></table></div>	District	Tunbridge Wells (Blue)	District Average (Red)	Ashford	450	450	Canterbury	450	450	Dartford	500	500	Dover	350	350	Gravesham	350	350	Maidstone	550	700	Sevenoaks	400	400	Shepway	350	350	Swale	500	500	Thanet	450	450	Ton. and Malling	450	450	Tunbridge Wells	300	300
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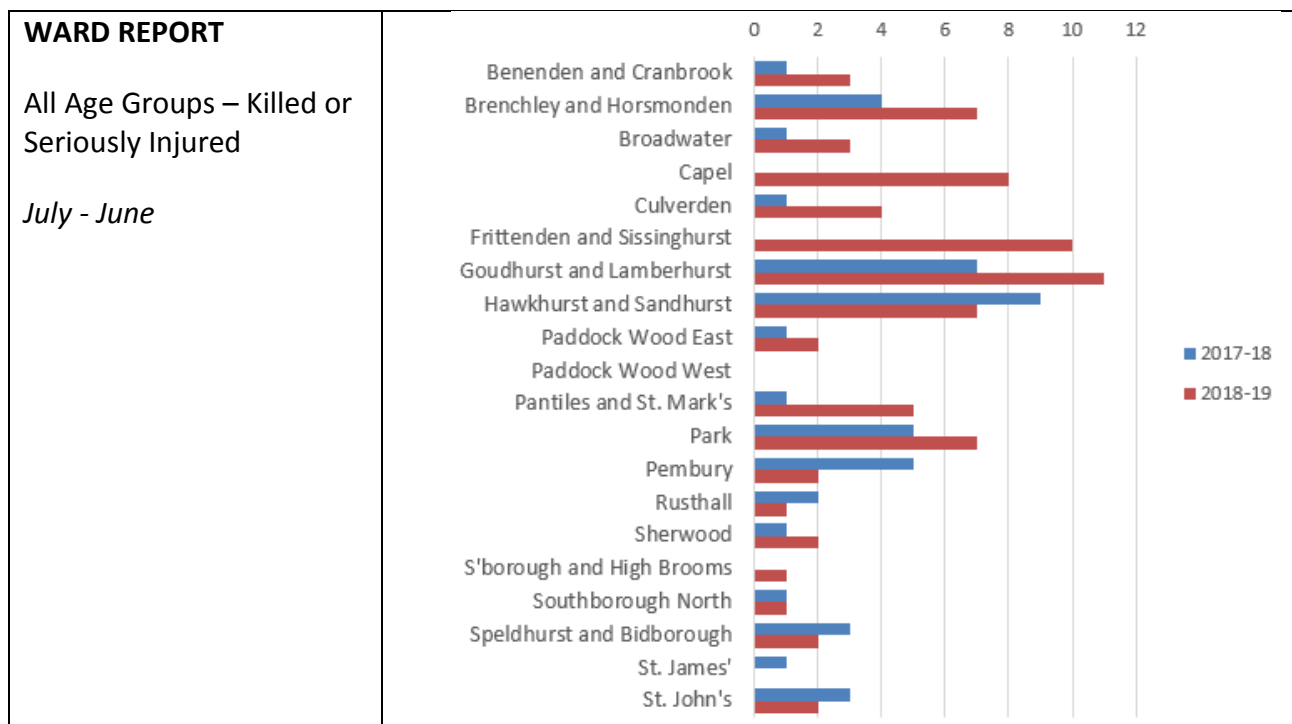


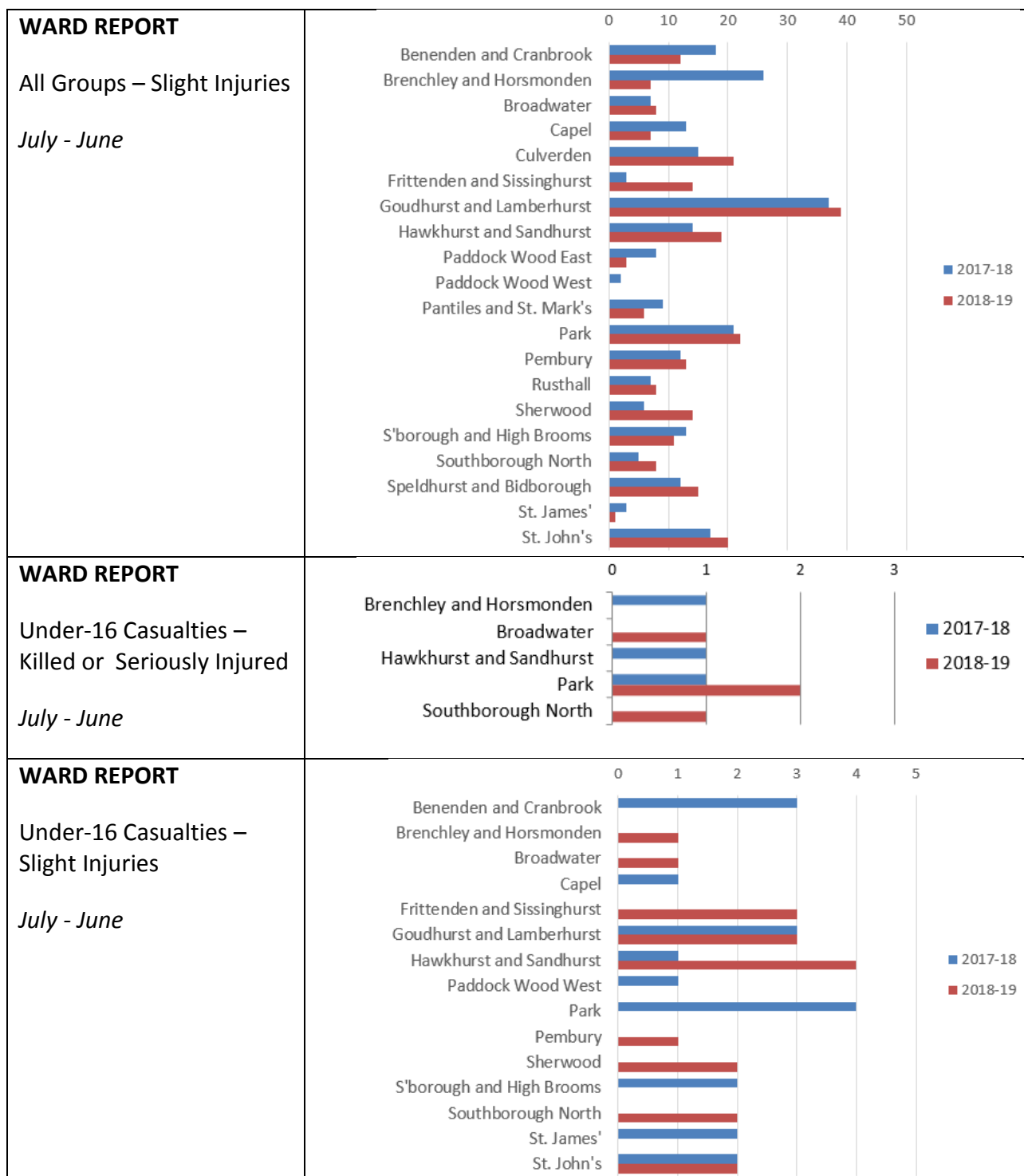
Data for July 2018 – June 2019 saw an 11% increase in casualties over the preceding period. This increase of 32 casualties (all KSI) follows reductions of 122 casualties (29%) in 2016-17 and 48 (13%) casualties in 2017-18.

When calculated against population, Tunbridge Wells, at 2.8 casualties per 1000 residents (previously, 2.53) is below the Kent average of 3.34 (previously, 3.55).

Ward reports

The charts below show the distribution of Killed or *Seriously Injured* and *Slight Injuries* across the borough over a two year period.





Funded outcomes

Provider	Funding
Dave Allen, TWBC Community Safety Team	£700 (TWBC)

Service: The Captain Safety Show runs in November and is offered to primary schools for children in KS1 and KS2.

Outcome: Held in November at the Assembly Hall Theatre for urban schools and Hawkhurst Primary School for rural pupils. Around 665 children attended from 12 schools across the borough (22 primary schools were invited). Eight schools completed and returned the questionnaire

CAPTAIN SAFETY ROAD SHOW 19TH NOVEMBER 2019

How satisfied were you with the event? (10 being excellent and 0 being poor)

	St Marks	Broadwater	St Peters	St Barnabus	Goudhurst	Hawkhurst	Siss'hurst	The Wells	Totals
Location	10	10	8	9	3	10	9	10	69
Venue/Facilities	10	10	7	9	6	10	9	10	71
Length of Performance	8	6	8	7	8	0	9	10	56
Date and Time	10	10	8	7	8	10	8	10	71
Entertainer	10	8	8	7	10	8	9	9	69
Materials used on stage	10	8	8	7	10	9	9	10	71
Getting the Road Safety Message across	10	8	9	7	10	10	9	10	73
How likely is your school to attend a similar event in the future	10	0	8	7	10	8	9	10	62

Previous years

In 2015, 14 schools (10 urban / 4 rural) sent 675 children. The rural show was held at Hawkhurst Primary School.

In 2016, 13 schools (10 urban / 3 rural) sent 900 children. The rural show was held at Goudhurst and Kilndown Primary School.

In 2017, 12 schools (9 urban / 3 rural) sent 800 children. The rural show was held at Cranbrook Primary School.

In 2018, 11 schools (8 urban / 3 rural) sent 665 children. The rural show was held at Hawkhurst Primary School.

Other outcomes

CSU and Early Help staff took 25-30 young people, by coach, to the KFRS Road Safety Experience at Rochester as a reward for improved behaviour and involvement in Early Help/CSU youth activities.

KCC Wardens continue to deliver road safety messages at schools, coffee mornings, residents' groups, family fun days, youth clubs, social care groups and other gatherings and events throughout the year.

Road safety advice to school children (and staff) at primary schools is of particular value and is often reinforced by advice to parents outside the school gates where inconsiderate parking occasionally contributes to unsafe crossing conditions for pupils as well as increased danger to other road users. One or two schools in particular have been in touch to discuss intimidating behaviour by inconsiderate drivers and intolerant residents.

We're aware of issues of pedestrian safety at Carr's Corner which gathered some momentum on social media and in the local press. Following a meeting with a local resident we put forward some suggestions to Kent Highways. These included a reconstruction, a 20 MPH speed limit, traffic calming measures and a bypass. We were pleased to receive a response from KCC in November 2019. Needless to say, some suggestions are more viable than others. KCC are in the very early stages of considering a scheme to improve facilities for all road users in this location. They have further committed to carrying out a speed survey to ascertain existing traffic speed. The result of this will determine the inclusion of a 20 MPH zone to incorporate into any design changes. We are keen to stress, however, that this is very early in the design process and there is not currently any funding available to implement any proposals, but it is something KCC Highways are investigating.

Another issue that arose during the autumn was the number of vehicles driving on the pavement at Prospect Road. Again, social media captured several vehicles driving with two wheels on the pavement for a significant distance. We were able to resource a PCSO to be in the area at key times (morning rush hour) to deter such behaviour but this is far from being a sustainable solution

Provider	Funding
Safety in Action, Project Salus	£1250 (PCC)

'Safety in Action' is an annual interactive event that ran between 22 April – 3 May 2019 for Yr 6 children in West Kent schools. Students learn about some of the risks they may face as they become more independent and prepare for transition to secondary school.

The event has been running in Kent since the early 1990's and is supported by many organisations including Salus, Kent Police, Kent Fire and Rescue Service, RNLI, KCC, British Transport Police and UK Power Networks.

A number of scenarios were set up by different organisations, including drugs and alcohol, online safety, road safety and peer pressure.

Around 700 children from 15 Tunbridge Wells schools attended the event this year.

Part 2 - Conclusion

This strategic assessment sets out the priorities that the Community Safety Partnership should focus on for the forthcoming financial year (2019/20) and helps us to determine what services should be funded.

Crime figures are, as always, presented with a number of caveats; particularly with respect to long-term trends. However, we are fortunate to live in a low crime area and we're pleased the data shows Tunbridge Wells to be the safest place in Kent; albeit by small margins over our West Kent neighbours.

Overall crime

During the previous reporting period Tunbridge Wells experienced a pronounced rise in the catch-all categories of *all crime*, *victim-based crime*, *violent crime* and *sexual offences*. A Kent Police analyst was tasked to analyse the data and found no specific causes for concern and determined that no crime series required specific attention or additional resources. Further, significant reductions were noted over a period of several subsequent months for each of the above series, giving us confidence that improved recording likely had a substantial effect on the 'rise in crime'.

This year we are pleased to see appreciable reductions in *all crime*, *victim-based crime*, *violent crime* and *sexual offences*.

Anti-social behaviour

Also, during the previous reporting period we experienced a surprising 30% reduction in anti-social behaviour. As with the unexpected increases described above, we looked more closely at this. We found that all local authority areas experienced similar reductions during the period. The reduction coincided with increases in other crime types, including public order offences and this again pointed to improved recording of offences.

This year we're pleased to have experienced a very modest increase of 157 reports of anti-social behaviour over the reporting period, while public order offences saw a healthy reduction.

Drug offences

Drug offences, on the other hand, is a category of offence, and public health concern, in which we perform poorly in comparison to all other crime types. That said, it is important to note that Kent Police's Community Policing Team retain a strong focus on trafficking and County Lines activity. During the past twelve months there have been significant arrests, and prison sentences, in respect of individuals coming to Tunbridge Wells from 'no fixed address' locations. So while we may consider that our position within Kent can be improved

it's not at all clear if that improvement should be measured by a *reduction* in offences and arrests or an *increase* in the same.

Shoplifting

Shoplifting increased by just seven offences over the previous period but from our vantage point in the CSU we know a great many more potential offences are deterred by vigilant officers on the ground, in the CCTV Control Room and through the excellent co-ordination of intelligence and information between the Safe Town Partnership's Business Crime Manager and retailers.

Domestic abuse

Domestic abuse offences continue to rise across Kent with Tunbridge Wells experiencing a 9% increase in reported offences (fifth highest rise in Kent). Access to repeat victim data is not available at this time but it has remained steady over a number of years at 24% - 26% for all Kent local authority areas.

We're pleased to report a healthy reduction in repeat victims for clients who are supported by DAVSS. Typically around 9%, this has reduced to around 3% since we secured three years funding from the Home Office Violence Against Women and Girls (VAWG) fund in 2017.

Knife crime

The Office of the Police and Crime Commissioner has set up a Violence Reduction Unit to tackle knife crime and serious violence offences. We're fortunate in Tunbridge Wells to have experienced low levels of knife crime and offensive weapons over the past decade; though possession of such items is unquantifiable. However, there has not been an absence of such offences and we are mindful that drug-related offences, particularly trafficking, can involve serious violence. Domestic incidents, also, often involve an offensive weapon.

There has been an increase in knife related incidents, principally related to possession rather than use, over the past 12 months but this may be related to increased searches of people involved in other incidents given the focus on knife crime across the country.

With that in mind and while knife crime is not a priority for Tunbridge Wells some analytical work and violence reduction projects will be on the community safety agenda for 2020-21.

Road safety

In terms of reported data Tunbridge Wells is, overall, well-placed in terms of road safety when compared to other Kent local authorities. However, we are now above the Kent average for KSI for the first time in at least five years. The borough may benefit from a

deeper analysis of the 79 incidents (18 of which occurred in Frittenden and Sissinghurst and Capel).

In general terms, the Community Safety Partnership works to educate young people, pedestrians and other road users through school engagements, theatre and social media. We engage with Community Speed Watch who attempt, with varying degrees of success, to enforce speed limits in rural and urban areas. But our influence is limited in respect of long-term casualty reduction solutions that could be brought about by design and engineering.

Recommended priorities for 2020/21

1. Domestic Abuse
2. Substance misuse and supply, and alcohol abuse (including violence-related issues)
3. Anti-social behaviour and violence reduction (incl. risk reductions in CSE and gangs)
4. Road Safety

Part 3 - Actions and recommendations for 2020/21

Priority 1: Domestic abuse

Action	Primary agency/agencies	Measure
Provide DA support services to men and women at all levels of risk. Encourage early reporting by promoting the helpline and available services. Provide training aimed at awareness raising and prevention.	DAVSS	No. of high, medium and standard risk referrals managed / Number & types of training provided.
Prioritise high-risk cases to a Multi-Agency Risk Assessment Conference (MARAC), and regularly assess volatility of risk in all other cases and refer to MARAC as necessary.	DAVSS, Kent Police, West Kent MARAC Co-ordinator	Number of cases referred to/supported at MARAC number of repeat cases.
Refer women to the Freedom programme for domestic abuse awareness and support.	DAVSS, DA Forum	Number of programmes run.
Provide support to perpetrators of domestic abuse to change their behaviour through the Community Domestic Abuse Programme (CDAP).	Kent CDAP	Number of men supported through CDAP.
Provide support to victims through the independent sexual violence advisor.	Family Matters	Number of victims supported.
Continue to work with shared services and other local authorities to ensure joined up working, value for money and positive outcome for victims through the WK DA Forum.	WK DA Forum	Joint West Kent action plan.
Provide the sanctuary scheme to victims of DA, securing properties to allow them to remain in their own home.	TWBC Housing, Look Ahead	Number of properties secured.
Seek White Ribbon status for TWBC through the implementation of a suitable Action Plan.	TWBC CSU, other departments	Status achieved.
Work with Kent Police and CDAP (perpetrator programme) to ensure un-charged or cautioned perpetrators are offered support to change through the Custody Initiative.	WK DA Forum	CDAP receiving referrals from Kent Police.
Attend and contribute to a West Kent DA Conference organised by Look Ahead.	Look Ahead, Community Safety Manager	Attendance and contribution to conference.
Use Kent Police SARA plan (Scanning, Analysis, Response, Assess) for DA to drive actions through a local working group to address repeat victims and offenders.	Kent Police, TWBC CSU	Implementation of actions intended to reduce repeat victimisation.

Other opportunities

- Work with Offender Management (Probation, KSSCRC) to address DA related issues while an offender is under sentence

Priority 2: Substance misuse and supply, and alcohol abuse (including violence-related issues)

Action	Primary agency/agencies	Measure
To deploy substance misuse workers to hotspots within the borough to carry out one-to-one and group work with young people.	Kenward Trust	Number of individuals engaged with.
Work with Trading Standards on a Community Alcohol Partnership (CAP) to address issues around underage drinking in Tunbridge Wells.	Trading Standards, CAP, TWBC (CSU), Kenward Trust, KCC Wardens, Kent Police	Action plan developed and programmes in place to address hotspots and relevant cohorts.
Provide a positive presence in the night-time economy.	Street Pastors	Number of people engaged and services called.
Carry out targeted work for those identified with substance-related offending/ASB.	CGL	Individuals engaged thru group and 1:1 work.
Provide drug and alcohol misuse services for 10-17-year olds including 1:1 and group work.	Addaction, Kent Police	Number of young people worked with.
Deliver Drug Use Screening Tool (DUST) training to professionals.	Addaction, Early Help	Number of professionals trained.
Ensure frontline officers access IBA (Identification and Brief Advice) training to reduce risky drinking amongst client groups.	Various providers	Number of professionals trained.
Exclude individuals convicted of violence offences from Pubwatch members' licensed premises.	Safe Town Partnership (STP), CCTV, Kent Police	Number of exclusions in force.
Use Safe Town radios to prevent and detect violent crime, by sharing intelligence between licensees/retailers, CCTV control room and police.	STP, TWBC CCTV, Kent Police	Pubwatch instigated incidents monitored by CCTV.
Use deployable CCTV to assist with preventing and detecting violent crime.	TWBC, Kent Police	Violent offences monitored.
Tackle criminal gangs that target Tunbridge Wells residents.	Kent Police	Number of arrests and prosecutions.
Provide training to licensed premises around responsibilities when serving alcohol and dealing with aggressive customers.	Kent Police, STP	Number of training sessions offered.
Use PCC funding to purchase Emergency Trauma Packs (ETPs) and metal-detecting wands to ensure knives are not brought to pubs and clubs.	CSU, Safe Town Partnership	Deployment of ETPs and availability of wands in NTE.

Other opportunities

- Link in with Licensing Team to promote zero-tolerance of sexual harassment in NTE venues
- Encourage frontline professionals to promote the Know Your Score online evaluation tool for alcohol consumption for over-18

Priority 3: Anti-social behaviour and violence reduction (incl. risk reductions in CSE and gangs)

Action	Proposed primary agency* / Other agencies	Outcome/measure
Continue to share agency knowledge and awareness of Child Sexual Exploitation (CSE) and gang issues, reporting routes with safeguarding leads.	Community Safety Team* (CST), statutory partners, key agencies	An understanding of agency needs/gaps and relevant contacts established with key agencies.
Identify graffiti-taggers through improved overt surveillance.	CST*, local agencies	Strategic camera deployments, stronger links to CCTV Control Room through briefings.
Encourage speedier removal of graffiti; providing cleaning kits where appropriate.	CST*, Street Scene, developers, property owners	Tags in high profile locations identified; landowners encouraged to remove them ASAP.
Expand awareness in child exploitation to Pupil Referral Units and other YP educators (ie. Horizon Project, YMCA, Early Help Hub).	CST*, Early Help, KCC, key agencies	CSE/Gangs training delivered or offered.
Regular attendance at county/regional MASE/Vulnerability meetings.	Community Safety Officer	To feed into the national picture and pick up good practice.
Exclude individuals, incl. YP, from Safe Town members' retail premises where anti-social behaviour is a factor.	Business Crime Co-ordinator	Number of YP excluded through the use of evidence provided by retailers and agencies.
Work with partners to address disorder at popular NTE venues that are frequent sources of disorder, but which may not breach licensing conditions.	CST, Kent Police, Safe Town Partnership, TWBC Licensing	To effect a reduction in the number of reports or improve the perception of 'troublesome' NTE venues.
Continue to target specific individuals causing ASB in TW and Paddock Wood.	Community Safety Officer	Warning Letters and Acceptable Behaviour Agreements etc served on repeat offenders.
Organise knife sales test purchases at a number of town centre, North Farm outlets.	Kent Police (CSU and cadets), TWBC Community Safety team	Number of outlets visited and confronted if sales are made without an age check.
Exclude aggressive individuals from Safe Town member premises for proven confrontations with Civil (and Litter) Enforcement Officers.	CSU Officers, Safe Town Partnership Board	Exclusions in place.
Organise three multi-agency parents' information evenings at key schools.	Kent Police Youth Engagement Officer, CS officers	Successful and well-attended events.
Implement an Action Plan for TW town centre (north and south) for youth engagement during summer months with a focus on Thursday evenings.	CSU Officers and partners	Agencies out and about at key times.
Work with Assembly Hall Theatre to create a programme of engagement for young people to tie in with Early Help and CSU cohort.	AHT, EH and CSU	Programme created and relevant young people taking up the opportunity for involvement.
Investigate the possibility of running young people's discos (SNAP) in Tunbridge Wells.	Youth Diversion Forum	Locations and staffing fully explored. Provision in place if feasible.

Other opportunities

- Focus on prevention of gang involvement, risk of exploitation, danger of county lines etc through small workshops with key partners
- Collate requirements for structured youth programmes in urban and rural communities through liaison with KCC Early Help and commissioned providers

Priority 4: Road safety

Action	Primary agency/agencies	Measure
Education in schools and community groups to include various KFRS-led programs.	KFRS, KCC Wardens	Projects completed and feedback provided.
Work with KCC and KFRS to promote messages locally and link in with national and local campaigns including Road Safety Week.	CSU	Number of campaigns supported.
Involve Tunbridge Wells students in innovative new Road Safety Experience (RSE) at Rochester. CSU to support efforts to engage schools.	KFRS, CSU	Number of sessions held / Sessions held, and feedback received.
During Road Safety Week: Provide safety message to primary school children.	CSU, KFRS	Number of presentations/activities.
Organise activity with partners to tackle all road users.		
Direct KCC Warden public engagement opportunities on road safety topics, particularly around schools.	CSU, KCC Wardens	Number and type of engagements, attendee numbers.
Run Captain Safety event during Road Safety Week for KS1 and KS2 students.	CSU, Dave Allen	Number of schools/students attends. Student/school feedback.
Contribute funding for Safety in Action event for Yr 6 students transitioning to high school.	CSU, Project Salus	Number of Tunbridge Wells students attending.
Direct KCC Warden service to engage with over-65s at appropriate clubs and coffee mornings etc.	KCC Wardens and other partners	Attendance at suitable gatherings.
Seek to understand the recent rise in KSI numbers which has taken us above the Kent average.	CSU, Kent Road Safety Team, KFRS	A halt in the rise of KSI casualties.
Use Highways resources and publicly available crash data to identify accident hot spots.	CSU and partners	Better identification of repeat of vulnerable locations.
Engage TWBC parking Enforcement team to attend schools to enforce parking restrictions when complaints are received.	CSU and TWBC parking staff	Attendance at key locations.

Other recommendations

- Deploy officers to areas where traffic offences (such as driving on pavements) have been brought to our attention.
- Engage Tunbridge Wells' residents locally with RSE resources (Engagement Van, Seatbelt Slide demo).
- Further engage with KCC Road Safety Officers to ensure both KCC and TWBC are sighted on local issues.
- If specific drivers are repeatedly causing issues at schools while not contravening traffic laws consider writing to them (with assistance from police to identify them).

A COVID-19 related update for the Partnership Plan

Since the Partnership Plan was written in January 2020 much has changed. This addendum is intended to provide an update on services during what is clearly a developing situation.

FUNDING 2020/21

Police and Crime Commissioner (PCC): £31,332

Tunbridge Wells Borough Council: £12,000

We have received confirmation from the PCC that the business case (the funding requests to support our priorities) submitted to his office on 6 April has been approved.

Our request for funding includes services that provide:

- Domestic abuse support for victims.
- Domestic abuse support for perpetrators who have accepted responsibility for their behaviour.
- Training and awareness of stalking for agencies and organisations, including retailers.
- Outreach support for young people with a focus on alcohol and substance misuse.
- Outreach/presence in the night-time economy (Street Pastors).
- Engagement with students transitioning from primary to secondary school.
- One-on-one support for young people causing significant issues in public and/or known to be 'ringleaders.'

Clearly, since lockdown conditions have been in place just prior to the beginning of the 2020/21 financial year some of these services have not been required or are unable to provide a service due to government guidelines.

I'll briefly expand on the above and offer a broader picture of ongoing CSU work.

DOMESTIC ABUSE

Calls to Kent Police:

2019								2020			
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
215	166	254	223	227	192	186	148	160	153	179	172

Signposting is always offered to victims of domestic abuse, either at the time of the call, by a police officer attending the scene or through Victim Support. However, not all calls result in a referral to DAVSS, the Kent Integrated Domestic Abuse Service (that's Look Ahead/Choices in West Kent) or other support agency.

Choices provide for an Independent Domestic Abuse Advisor (IDVA) for one-to-one advocacy and support for high risk victims of domestic abuse across West Kent.

They also provide advice, emotional support, safety-planning, refuge-search and a signposting service for all victims of domestic abuse across the whole of Kent.

So far this FY there has been no noticeable increase in referrals to the refuge service or the IDVA service but telephone calls to the IDVA helpline increased 30% during April.

Domestic Abuse Volunteer Support Services (DAVSS)

General support service for Tunbridge Wells residents: Although face-to-face engagement is not an option currently, the helpdesk is now open for six-hours-a-day (up from three hours a day), five days a week.

Referrals are still being accepted and although the numbers have not increased the risk-assessment process has shown that many cases of a high need:

Month	Jan	Feb	Mar	Apr
Referrals	30	17	15	14

Apr. Refs	Female	Male	Std/Med R	High R	High Need	HBV	% High R
14	14	0	6	8	11	4	57%

Other issues of note:

- Face-to-face contacts are now handled online and by phone
- Support to Court is being managed by secure email and direct contact with courts and judges
- Group meeting are on hold
- Facebook peer support is still available
- Non-Molestation Orders and Forced Marriage Orders are still being sought and granted

Freedom programme: The PCC contribution is for creche facilities for one 12-week programme. We expect the Freedom Programme will run later in the year.

Volunteer training: Fourteen volunteers were being trained (in Town Hall committee rooms) when the lockdown was imposed. DAVSS expect volunteer training to resume at some point during this financial year. In respect of funding, volunteers expenses may be reduced but this likely will be offset by an increased workload at the end of the lockdown.

DAVSS have a COVID-19 Risk Register in place and this is reviewed daily by management, and fortnightly by the Board of Trustees.

Community Domestic Abuse Programme (CDAP)

The programme's weekly evening group sessions are now being delivered 1-1 by phone, supported by additional internet-based resources. Men have a workbook that they are required to complete and send to the co-ordinator to ensure they're on track.

Four Tunbridge Wells men were active on the 27-week awareness programme at the end of FY 2019/20. Referrals to CDAP have changed little over the past two months. Five males (three from Tunbridge Wells) have contacted CDAP about the programme this FY and three of these (one from Tunbridge Wells) have been accepted onto the programme.

Men already on the programme have been asked to forward words of encouragement to the three new referrals who joined during the lockdown. This is an important function as the opening sessions often generate a group dynamic that brings accountability, acceptance and a knowledge that behaviour can be changed.

The White Ribbon charity invited CDAP to be part of a worldwide video 'Zoom' conference 'Working with Perpetrators during COVID-19 crisis' while their Women's Safety Worker has taken stock of 'lockdown lessons learnt' from both Italy & USA where perpetrator programmes have also been affected ahead. There's also a stronger focus on safety and risk as abusive partners remain in close proximity.

Protection Against Stalking (PAS)

PAS has been around for some time but last year made a renewed push to restructure and seek further funding. PAS workers have been operating out of the CSU and they've applied for funding for three awareness/training sessions in Tunbridge Wells during this FY. As of 15 May 2020, PAS still expect to deliver on this training.

Referrals into PAS have increased steadily over the past 12-months and may have increase further, more recently. Referrals now stand at 40 per month across West Kent (up from 20). Overall, 50% ex-intimates; 50% strangers, friends, neighbours etc

While it's not yet clear if COVID-19 has specifically contributed to this increase, there has been a noticeable rise in anonymous emails and calls for advice about stalking, some of which may go on to become referrals into the service.

Current cases are being kept open longer due to the lockdown and waiting lists for counselling services have also increased. Both factors are impacting PAS volunteers and the level of care they can provide for each individual referral.

There has been an increase in cyber stalking calls and referrals. Plans are underway for a cyber-stalking clinic to be run once a month for a full day in Tunbridge to serve West Kent. Additionally, PAS have a technician within their ranks who can check victims' devices for 'backdoors' and other vulnerabilities and means of access. PAS are also liaising with the Kent Police DA Specialist to facilitate cyberstalking input to schools.

PAS are working with Kent Police to secure Stalking Protection Orders and better data. Helpfully, Kent Police are now able to provide PAS and the CSP with meaningful stalking data. Stalking data was previously bundled with harassment and did not present a clear picture.

So far, PAS has secured 11 non-molestation orders and seven more applications are underway. These are facilitated by telephone calls with the court and the judge. It

was 'a bit wobbly' to being with but it's working better now. No application has yet been turned down.

SUBSTANCE AND ALCOHOL ABUSE, ANTI-SOCIAL BEHAVIOUR

Kenward Trust Outreach

Outreach workers are obviously deployed less than usual but they are still attending some key areas across West Kent. In April in Tunbridge Wells they occasionally 'patrolled' our town centre car parks and found some youngsters taking the opportunity to skateboard in relative safety and during some warm spells there was small groups of young people sunbathing and playing football on the top level of Great Hall.

In Paddock Wood Recreational Ground outreach workers came across small groups of young people, some smoking cannabis. The outreach worker states, "They did have enough respect to move on after we had spoken to them".

As the lockdown continues funding for Kenward may be adjusted but as we only fund 26 sessions throughout the year we might still expect to fully utilise the service during Q2-Q4.

Street Pastors

Not deployed at this time. Co-ordinator has been furloughed until at least 31 May. We will discuss funding with the church management team when the service resumes.

Clean Slate Counselling

We have applied for funding for 3 x 24 weekly counselling sessions over a six-month period; slated for Q1 and Q2 but now delayed. If this funding is granted we would expect this to be delivered.

Safety in Action

Safety in Action typically runs during Apr/May but was quickly postponed until June. We would expect a further postponement until later in the year.

LOOKING FORWARD: Post-Lockdown Considerations

Domestic abuse service providers are aware of the potential for an increase in the need for support that may come about when victims or their perpetrators are afforded greater freedom from the family home.

Similarly, young people may be seen in greater numbers in public spaces and exuberant behaviour – or excessive anti-social behaviour – may result from the extended lockdown and from being separated for some time from their friends and social groups.

What's not clear at this time is how sudden this may come about.

Domestic abuse

The Borough Council works closely with service provider DAVSS and will link in with the Board of Trustees with more regularity over the coming weeks and months to better understand the expected pressure on their service as the lockdown eases.

DAVSS provides a service for the three West Kent local authorities and we jointly chair a West Kent DA Forum. We cancelled April's Forum as agencies worked hard to put in place work plans for the lockdown period. We plan to bring forward the next Forum with a focus on post-lockdown resources and initiatives.

In January 2020, the CSU Inspector drafted an OSARA document to look at repeat victimisation and reduce the number of occasions when victims do not support police investigations. An OSARA document is a problem-oriented approach to policing and stands for "Objective, Scanning, Analysis, Response, Assessment".

The initiative was parked while partners grappled with new working and living conditions but the objectives and focus of the OSARA document are as relevant today as they were in January. In June, the data that drove the initial objectives will be reviewed and the CSU will set up a local working group to run alongside the West Kent DA Forum, meeting more frequently and ultimately feeding into the Forum for the benefit of our West Kent neighbours.

Young People

All service providers have been working virtually, with some outreach to engage with groups of young people who chose to ignore the lockdown rules or who now, since the early-May rule change, might be congregating more than the regulations would allow.

The CSU's Youth Diversion Forum (YDF) has been meeting (Skyping) weekly since early April. The YDF includes attendees from KCC's Early Help, Project Salus, Kenward Trust, St Giles Trust, YMCA, KCC Education, Kent Police and more recently, the Community Alcohol Partnership Co-ordinator. The focus has been on service provision during lockdown and the wellbeing of some key difficult-to-reach and difficult-to-management individuals.

A small number of these individuals were causing significant disorder in Tunbridge Wells town centre during January and February drawing large numbers of followers resulting in frequent weekend Dispersal Orders being imposed on the town centre. Several of these young people continued to struggle as the lockdown began but have since been moved out of our area through voluntary social care arrangements.

The partnership meeting, which also links into the Social Isolation Group, will continue to meet weekly for the foreseeable future, though we expect the agenda to change over the coming weeks to encompass recovery and increased opportunities for face-to-face engagement.

The Community Alcohol Partnership (CAP), which was launched in December 2019 was mostly set aside while the strict lockdown regulations were in place but work to engage with schools continued. Now, as the town returns to some form of normality there will be greater opportunities for young people to gather in public spaces and this will undoubtedly see the return of some underage drinking and cannabis use.

The CAP team, including Kenward Trust, are ready to pick up where they left off following a review of the action plan by key agencies.

Through the YDF, Kent Police Youth Engagement Officer will lead on two 'All Out events' in July and August (23rd and 20th, respectively, have been pencilled in). These events allow agencies to engage with young people and seek their thoughts on how life is for them and how local services could support them, while at the same time allowing us to gathering intelligence and trends that we can use to focus our resources.

The Early Help Youth Hub will be offering support Mondays and Wednesdays, through outreach, with flexibility on days if needed.

Salus will run their projects through the summer, with a focus on the rural areas.

To ensure we're addressing West Kent cross-border issues we will work with other Sevenoaks and Tonbridge CSU's and involve British Transport Police and Rail Enforcement Officers (primarily on the 'All Out days').

Fearless (Crimestoppers for kids) will hopefully be able to offer the AdVan event in the summer which was meant to take place during Easter, this is to be confirmed. They have offered support to Early Help, with group sessions and workshops.

Kent Police are hoping to run a number of bike marking events which can run alongside youth provisions in target areas.

We're also looking at commissioning Somerset's Escape Cell double-decker bus to engage with young people in Tunbridge Wells and rural areas. We would look to tie this in with advice on substance misuse and knife crime.

Substance Misuse and Alcohol Abuse

The key drivers for this CSP priority are the safety and wellbeing of vulnerable people and the associated crime that often results from dependency.

There are support pathways helpful for both adults and young people through Kenward Trust, 'We are With You' (formerly Addaction) and 'Change. Grow. Live' (CGL).

In terms of adult vulnerability and crime we work closely with CGL to provide support for the small minority of their cohort who cause issues in public or for their neighbours. This partnership continued during the lockdown with CGL linking in with the Community Hub to ensure prescriptions were fulfilled and safeguarding was continually evaluated.

The monthly Vulnerability Board (VB) has continued to meet via Skype with good attendance from the majority of key agencies. Through the VB we have addressed key concerns for repeat and vulnerable victims as well as repeat offenders living in the community or due for prison release. The thrice weekly morning briefings have also continued throughout the lockdown period providing good updates, intelligence and anecdotal reporting on known individuals and addresses.

Prior to the lockdown a regular operation was run through the Vulnerability Board whereby officers from TWBC, KFRS, Kent Police and TCH (Town and Country Housing) would visit between ten and twenty households known to be vulnerable to cuckooing or reported as a source of anti-social behaviour in their local area. These operations were suspended in April but will be resurrected when conditions allow.

In Summary

Despite the difficulties we've all faced since late-March partner engagement and support of the 'community safety' agenda has been very positive.

There's a universal recognition that some issues will likely be exacerbated when the lockdown is lifted but a general easing of the strict conditions will help avoid a sudden spike in unusual behaviour which would further strain service providers.

To ensure we're sighted on the changing landscape:

- Weekly multi-agency youth meetings will continue throughout the summer.
- Safe Town Partnership, RTWT and CSU are discussing the funding of 3-4 weeks of street marshals as more and more businesses open.
- Police DA Specialist, DAVSS and CSU will Skype weekly to evaluate levels of need and assess interventions for perpetrators.
- CSU and CGL (substance abuse) will speak weekly from June to understand any emerging trends.

The CSP is fortunate in having an underspend which may be used to fund extra services and resources if it becomes apparent that an increase in various anti-social behaviours, domestic issues or drug-related harm needs to be quickly addressed. Additionally, I have left an additional 3% of our PCC funding unallocated this year to allow for a little more flexibility this financial year.

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Full Council

08 July 2020

Notice of Use of the Urgency Procedures

Procedural Item:

To note the use of the Council's Urgency Procedures in accordance with the Constitution.

1. Council Tax Reduction Scheme (Covid-19)

To note the use of the Call-in and Urgency procedure, in accordance with Overview and Scrutiny Procedure Rule 14, in respect of the Delegated Officer Decision: Council Tax Reduction Scheme (Covid-19) made on 14 March 2020

<https://democracy.tunbridgewells.gov.uk/meetings/ieDecisionDetails.aspx?ID=1490>

2. Affordable Housing Commuted Sums – Former Council Offices in Cranbrook

To note the use of (a) the Special Urgency procedure in accordance with Access to Information Procedure Rule 16 and (b) the Call-in and Urgency procedure in accordance with Overview and Scrutiny Procedure Rule 14, both in respect of Cabinet decision: Affordable Housing Commuted Sums – Former Council Offices in Cranbrook made on 25 June 2020

<https://democracy.tunbridgewells.gov.uk/meetings/ieDecisionDetails.aspx?AllId=28960>

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Full Council

08 July 2020

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Changes to the Political Balance of the Council, July 2020

Final Decision-Maker	Full Council
Lead Member	Councillor Tom Dawlings – Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer – Director of Finance, Policy and Development
Head of Service	Jane Clarke – Head of Policy and Governance
Lead Officer/Author	Mathew Jefferys – Democratic and Electoral Services Manager
Classification	Non-exempt
Wards affected	All

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

1. That the allocation of seats on committees as set out in paragraph 2.12 of the report be approved;
2. That the changes to the appointments to committees as set out at Appendix A to the report be noted;
3. That the appointments to Working Groups of Cabinet and the allocation of Cabinet Portfolios made by the Leader of the Council, as set out at Appendices B and C to the report, be noted.

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

- A confident Borough

Timetable

Meeting	Date
Council	08 July 2020

Tunbridge Wells Committee Report, version: June 2018

Changes to the Political Balance of the Council, July 2020

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report set out the results of a review of the political balance of the Council and advises of the necessary changes to the appointments to committees.

2. INTRODUCTION AND BACKGROUND

Context

- 2.1 The local elections in 2019 were cancelled under the Coronavirus Act 2020. Councils were also given the discretion to delay their Annual Meetings. Where an Annual Meeting was delayed, any appointments that were due to expire were automatically carried over.
- 2.2 As a result of the passing of Councillor Horwood (leaving the seat vacant) and Councillor Bruneau joining the Conservative Party (previously an independent), a review of the political balance of the Council has been undertaken.

Political Balance

- 2.3 The political balance of the Council is now as follows:

Political Party	Number of seats on the Council	Proportion expressed as a percentage
Conservatives	28	59.57%
Liberal Democrats	9	19.15%
Labour	4	8.51%
Tunbridge Wells Alliance	4	8.51%
Independent	2	4.26%
Totals	47 (+1 vacancy)	100%

- 2.4 The political balance legislation requires that committees are established to reflect the overall political balance of the Council. The Council must allocate seats on committees and other prescribed bodies so as to give effect to the political balance rules.
- 2.5 Section 15(5) of the Local Government and Housing Act 1989 sets out four rules, and requires authorities to apply them in descending order of priority:
1. When some or all of the members of an authority have formed into two or more political groups, then no committee may comprise just members from one political group;
 2. Where a majority of members of the Council are members of one political group, that political group must have a majority of the seats on each committee;

3. Without being inconsistent with the first two rules, the number of seats allocated to each political group on all the committees taken together be as near as possible proportionate to their strength on the Council; and
4. So far as is consistent with rules 1-3, each political party must be allocated that number of seats on each committee taken individually as is proportionate to their strength on the Council.

Allocation of seats on committees

- 2.6 For the purposes of allocating seats, the Cabinet Advisory Boards are committees of the Full Council and must be treated in the same way as all other committees.
- 2.7 The allocation applies in respect of the number of 'ordinary' seats, but not including substitute seats.
- 2.8 The total allocation of seats applied to each political group does not include the Cabinet (or any Cabinet sub-committees, working groups or Executive appointments), which are not subject to the statutory rules on political balance.
- 2.9 The table below sets out the total number of applicable committee seats:

Applicable committees	Total number of seats on each committee
Appeals Committee	5
Audit & Governance Committee	8
General Purposes Committee	8
Investigating & Disciplinary Committee	5
Licensing Committee	15
Overview & Scrutiny Committee	12
Planning Committee	14
Communities & Economic Development Cabinet Advisory Board	11
Finance & Governance Cabinet Advisory Board	11
Planning & Transportation Cabinet Advisory Board	11
Total	100

- 2.10 The table below sets out the overall allocation of seats to each political group across all committees, in accordance with the above political balance (rule 3):

Political group	Overall allocation of seats to all committees
Conservatives	60
Liberal Democrats	19
Labour	9
Tunbridge Wells Alliance	9
Unallocated seats	3
Total	100

2.11 A political group can only be formed if it has at least two elected members. The political balance legislation requires that the unallocated seats are given to those members who are not part of a political group.

2.12 The table below sets out the allocation of seats to each political group and independents on each committee, in accordance with the above political balance (rule 4):

Committees	CON	LIB	LAB	TWA	IND
Appeals Committee	3	1	0	1	0
Audit & Governance Committee	5	1	1	1	0
General Purposes Committee	4	2	1	1	0
Investigating & Disciplinary Committee	3	1	1	0	0
Licensing Committee	9	3	1	1	1
Overview & Scrutiny Committee	7	2	1	1	1
Planning Committee	8	3	1	1	1
Communities & Economic Development C.A.B.	7	2	1	1	0
Finance & Governance C.A.B.	7	2	1	1	0
Planning & Transportation C.A.B.	7	2	1	1	0
Total	60	19	9	9	3

Other considerations

2.13 The Council's Constitution requires the membership of the Planning Committee to consist of seven members each from the Eastern and the Western areas of the Borough. (TWBC Constitution, Part 3, paragraph 4.3, page 12.)

2.14 Each of the Cabinet Advisory Boards must include at least 8 non-Executive members, plus the relevant Cabinet Portfolio Holder who will be the Chairman. (TWBC Constitution, Part 3, paragraph 3.2, page 10.)

2.15 Other considerations are secondary to the political balance rules noted at paragraph 2.5.

Summary of key changes

2.16 Whilst the effect on the overall balance of the Council is small, the changes have tipped the balance in a number of committees where the allocation had previously been rounded up or down as appropriate.

2.17 The table below sets out the changes to particular committees as a result of rebalancing:

	CON	LIB	TWA	LAB	IND
General Purposes Committee	-1		+1	+1	-1
Communities & Economic Development C.A.B.	+1				-1
Finance and Governance C.A.B.	+1				-1
Planning and Transportation C.A.B.	+1				-1

Appointments to Committees

- 2.18 The four political group leaders and the independent members were provided with a notice indicating the above politically balanced allocations of seats to each committee. The nominations from each group leader are compiled into a full list, Appendix A, for Full Council to note.
- 2.19 Appointments to Working Groups of the Cabinet are executive functions and made by the Leader of the Council. They are not subject to political balance but it remains the policy of the Cabinet to maintain a cross-party approach and Working Groups consist of a broadly balanced representation.
- 2.20 Appointments made by the Leader of the Council to the Working Parties of the Cabinet and allocation of the Cabinet Portfolios are set out at Appendices B and C for noting.
-

3. AVAILABLE OPTIONS

- 3.1 The calculation of political balance (paragraph 2.9) is a statutory process and not subject to approval. However, the rounding applied to actual seats (paragraph 2.12) is for agreement by the Council.
- 3.2 In order for the Council to conduct its business and for the committees to function, formal appointments need to be made to each committee, according to the allocation of seats set out and with a membership determined by each political group leader.
- 3.3 Individual appointees may be substituted at any time provided the political balance is maintained.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That appointments be made to each committee, as set out. Appointees have been consulted by their respective political groups.
- 4.2 The political balance legislation is particularly prescriptive and leaves little opportunity for discretion. The recommendations are based on best practice in accordance with the legislation.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 As an internal matter, no public consultation is required. Members have been consulted.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION

- 6.1 The Council's decision will take effect immediately and be communicated through the publication of the minutes.
-

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The allocation of seats and the appointment of councillors to committees is a statutory requirement, set out in the Local Government and Housing Act 1989, section 15. The Council has a duty to allocate seats to certain committees and ensure that the allocation is proportional to the seats attained for the Council. The appointment to these committees should reflect the wishes of the political groups – Local Government (Committees and Political Groups) Regulations 1990 (as amended).	Keith Trowell, Team Leader (Corporate Governance), MKLS 30 July 2020
Finance and other resources	There are no specific implications as a result of this decision.	Mark O'Callaghan, Scrutiny and Engagement Officer 30 July 2020
Staffing establishment		
Risk management		
Data Protection		
Environment and sustainability		
Community safety		
Health and Safety		
Health and wellbeing		
Equalities		

8. REPORT APPENDICES

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

- Appendix A – Appointments to committees (politically balanced)
- Appendix B – Appointments to working groups of the Cabinet made by the Leader
- Appendix C – Allocation of Cabinet Portfolios made by the Leader

9. BACKGROUND PAPERS

- None



COMMITTEE APPOINTMENTS

APPEALS COMMITTEE

	PREVIOUSLY		NOW	
1	CON	March	CON	March
3	CON	Mrs Thomas	CON	Mrs Thomas
4	CON	Mrs Cobbold	CON	Mrs Cobbold
5	LIB	Morton	LIB	Morton
8	TWA	Willis	TWA	Willis

AUDIT AND GOVERNANCE COMMITTEE

	PREVIOUSLY		NOW	
1	CON	Barrington-King	CON	Barrington-King
2	CON	Reilly	CON	Reilly
3	CON	Horwood	CON	Backhouse
4	CON	Ms Palmer	CON	Ms Palmer
5	CON	Bland	CON	Bland
6	LIB	Rands	LIB	Rands
7	LAB	Everitt	LAB	Everitt
8	TWA	Warne	TWA	Warne

GENERAL PURPOSES COMMITTEE

	PREVIOUSLY		NOW	
1	CON	Podbury	CON	Podbury
2	CON	Mrs Thomas	CON	Mrs Thomas
3	CON	Dr Hall	CON	Dr Hall
4	CON	Williams	CON	Williams
5	CON	Atwood	LIB	Funnell
6	LIB	Funnell	LIB	Rands
7	LIB	Rands	LAB	Lewis
8	IND	Vacant	TWA	Pope

INVESTIGATING AND DISCIPLINARY COMMITTEE

	PREVIOUSLY		NOW	
1	CON	Mrs Soyke	CON	Mrs Soyke
3	CON	Horwood	CON	Bruneau
4	CON	Dawlings	CON	Dawlings
5	LIB	Rands	LIB	Rands
8	LAB	Lewis	LAB	Lewis

LICENSING COMMITTEE

	PREVIOUSLY		NOW	
1	CON	Backhouse	CON	Backhouse
2	CON	Woodward	CON	Woodward
3	CON	Mrs Cobbold	CON	Mrs Cobbold
4	CON	Fairweather	CON	Fairweather
5	CON	Noakes	CON	Noakes
6	CON	Podbury	CON	Podbury
7	CON	Thomson	CON	Thomson
8	CON	Williams	CON	Williams
9	CON	Atwood	CON	Atwood
10	LIB	Ellis	LIB	Ellis
11	LIB	Funnell	LIB	Funnell
12	LIB	Lidstone	LIB	Lidstone
13	LAB	Hill	LAB	Hill
14	TWA	Pope	TWA	Pope
15	IND	Atkins	IND	Atkins

OVERVIEW AND SCRUTINY COMMITTEE

	PREVIOUSLY		NOW	
1	CON	Woodward	CON	Woodward
2	CON	Mrs Soyke	CON	Mrs Soyke
3	CON	Bland	CON	Bland
4	CON	Ms Palmer	CON	Ms Palmer
5	CON	Reilly	CON	Atwood
6	CON	Stanyer	CON	Stanyer
7	CON	Thomson	CON	Thomson
8	LIB	Chapelard	LIB	Chapelard
9	LIB	Morton	LIB	Morton
10	LAB	Pound	LAB	Pound
11	TWA	Hayward	TWA	Hayward
12	IND	Bruneau	IND	Neve

PLANNING COMMITTEE

	PREVIOUSLY		NOW	
1	CON	Noakes (E)	CON	Noakes (E)
2	CON	Bland (E)	CON	Bland (E)
3	CON	Atwood (W)	CON	Atwood (W)
4	CON	Backhouse (W)	CON	Backhouse (W)
5	CON	Mrs Cobbold (W)	CON	Mrs Cobbold (W)
6	CON	Hamilton (E)	CON	Hamilton (E)
7	CON	Podbury (W)	CON	Podbury (W)
8	CON	Mrs Thomas (E)	CON	Mrs Thomas (E)
9	LIB	Poile (W)	LIB	Poile (W)
10	LIB	Vacant	LIB	Funnell (W)
11	LIB	Vacant	LIB	Vacant
12	LAB	Pound (W)	LAB	Pound (W)
13	TWA	Warne (E)	TWA	Warne (E)
14	IND	Vacant	IND	Neve (W)

COMMUNITIES AND ECONOMIC DEVELOPMENT C.A.B.

	PREVIOUSLY		NOW	
1	CON	March	CON	March
2	CON	Mackonochie	CON	Mackonochie
3	CON	Fairweather	CON	Fairweather
4	CON	Ms Palmer	CON	Ms Palmer
5	CON	Simmons	CON	Simmons
6	CON	Thomson	CON	Thomson
7	LIB	Ellis	CON	Bruneau
8	LIB	Rutland	LIB	Ellis
9	LAB	Hill	LIB	Rutland
10	TWA	Pope	LAB	Hill
11	IND	Atkins	TWA	Pope

FINANCE AND GOVERNANCE C.A.B.

	PREVIOUSLY		NOW	
1	CON	Dawlings	CON	Dawlings
2	CON	Scott	CON	Scott
3	CON	Holden	CON	Holden
4	CON	Horwood	CON	Simmons
5	CON	Reilly	CON	Reilly
6	CON	Mrs Soyke	CON	Mrs Soyke
7	LIB	Chapelard	CON	Stanyer
8	LIB	Hickey	LIB	Chapelard
9	LAB	Everitt	LIB	Hickey
10	TWA	Hayward	LAB	Everitt
11	IND	Vacant	TWA	Hayward

PLANNING AND TRANSPORTATION C.A.B.

	PREVIOUSLY		NOW	
1	CON	McDermott	CON	McDermott
2	CON	Bland	CON	Bland
3	CON	Backhouse	CON	Backhouse
4	CON	Bailey	CON	Bailey
5	CON	Hamilton	CON	Hamilton
6	CON	Mrs Soyke	CON	Mrs Soyke
7	LIB	Lidstone	CON	Scott
8	LIB	Rutland	LIB	Lidstone
9	LAB	Lewis	LIB	Rutland
10	TWA	Willis	LAB	Lewis
11	IND	Neve	TWA	Willis



**APPOINTMENTS TO WORKING GROUPS OF THE CABINET
(NOT SUBJECT TO POLITICAL BALANCE)**

COMMUNITY GRANTS' ASSESSMENT PANEL

1.	March	Chairman	Conservative
2.	Mrs Thomas	Vice Chairman	Conservative
3.	Hamilton		Conservative
4.	Atwood		Conservative
5.	Ellis		Lib Dem

JOINT TRANSPORTATION BOARD

1.	Stanyer	Chairman	Conservative
2.	Bruneau		Conservative
3.	Woodward		Conservative
4.	Scott		Conservative
5.	Lidstone		Liberal Democrat
6.	Lewis		Labour

PLANNING POLICY WORKING GROUP

1.	McDermott	Chairman	Conservative
2.	Mrs Thomas	Vice Chairman	Conservative
3.	Hamilton		Conservative
4.	Thomson		Conservative
5.	Backhouse		Conservative
6.	Podbury		Conservative
7.	Dr Hall		Conservative
8.	Mackonochie		Conservative
9.	Noakes		Conservative
10.	Reilly		Conservative
11.	Stanyer		Conservative
12.	Woodward		Conservative
13.	Bland		Conservative
14.	Warne		TW Alliance
15.	Willis		TW Alliance
16.	Hayward		TW Alliance
17.	Pound		Labour
18.	Lewis		Labour
19.	Poile		Liberal Democrat

PUBLIC TRANSPORT FORUM

1.	McDermott	Chairman	Conservative
2.	Williams	Vice Chairman	Conservative

DEVELOPMENT ADVISORY PANEL

1.	McDermott	Chairman	Conservative
2.	Dawlings	Vice Chairman	Conservative
3.	Bruneau		Conservative
4.	Podbury		Conservative
5.	Scott		Conservative
6.	Mrs Soyke		Conservative
7.	Fairweather		Conservative
8.	Chapelard		Liberal Democrat
9.	Hill		Labour
10.	Hayward		TW Alliance

HOUSING ADVISORY PANEL

1.	Mackonochie	Chairman	Conservative
2.	Hill	Vice Chairman	Labour
3.	Dawlings		Conservative
4.	Podbury		Conservative
5.	Morton		Liberal Democrat
6.	Willis		TW Alliance

COVID-19 PANEL

1.	McDermott	Chairman	Cons
2.	March	Vice Chairman	Cons
3.	Bailey		Cons
4.	Dawlings		Cons
5.	Mackonochie		Cons
6.	Woodward		Cons
7.	Podbury		Cons
8.	Chapelard		Lib Dem G Leader
9.	Ellis/Rutland		Lib Dem
10.	Hayward		TWA G Leader
11.	Pope		TWA
12.	Hill		Lab G Leader
13.	Lewis/Everitt		Lab
14.	Adrian Berendt		Chair RTWTF
15.	Charles Mackonochie		Chair KALC
16.	Catherine Rankin		County Councillor
17.	Ross Feeney		CE BID
18.	Alison Parmar		CE FSB
19.	Liz de Villiers		CE CAB

CLIMATE CHANGE EMERGENCY ADVISORY PANEL (PROVISIONAL)

The Climate Emergency Cross-Party Working Group (formed following the Full Council resolution in July 2019) recommended that the Climate Change Emergency Advisory Panel be established as a Working Party of the Cabinet. Ratification pending.

Members of the Climate Emergency CPWG who were expected to be initial members of the Climate Change Emergency AP (unratified):

1.	Bailey	Chairman	Portfolio Holder
2.	March		Conservative
3.	Morton		Liberal Democrat
4.	Everitt		Labour
5.	Warne		TW Alliance

CIVIC COMPLEX CROSS-PARTY WORKING GROUP (INFORMAL)

(Included here for reference. Members are appointed by their respective Group Leaders, not the Cabinet.)

1.	McDermott	Chairman	Leader
2.	Dawlings	Vice Chairman	Conservative
3.	Ellis		Liberal Democrat
4.	Pound		Labour
5.	Hayward		TW Alliance

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ALLOCATION OF CABINET PORTFOLIOS (Made by the Leader)

Councillor Alan McDermott

Leader of the Council

- Planning policy
- Development management
- Heritage and conservation
- Planning Enforcement
- Land charges
- Building control
- Parking (on and off-street)
- Transportation
- Strategic Policy
- Major projects within Portfolio

Councillor Jane March (Deputy Leader)

Culture, Leisure and Economic
Development

- Culture, leisure and the arts
- Economic Development and 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 crematorium
- Business engagement
- Economic Development (Strategic)
- Major projects within Portfolio

Councillor Carol Mackonochie

Communities and Wellbeing

- Housing (including private sector and housing needs)
- Health
- Community centres and hubs
- TN2 and the Camden Centre
- Community partnerships
- Assets of Community Value
- Community safety and CCTV
- Rural communities
- Younger and older people
- Equalities and equal access
- Major projects within Portfolio

Councillor Tom Dawlings

Finance and Governance

- Finance
- Operational partnerships (including Mid Kent Services)
- Revenues and benefits
- Fraud and debt recovery
- Internal audit
- Legal services
- ICT/Digital transformation
- Project & programme management
- Performance management
- Data protection
- Democratic services
- Human resources (including learning and development)
- Property and estates
- Facilities
- Major projects within Portfolio

Councillor Matthew Bailey

Sustainability

- Recycling and waste collection
- Street cleansing and littering
- Fly tipping and abandoned vehicles
- Environmental Protection
- Environmental Health
- Food Hygiene and Health and Safety
- standards in businesses
- Corporate Health and Safety
- Licensing
- Sustainability
- Drainage & Flooding
- Communications
- Major projects within Portfolio

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Full Council	08 July 2020
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Cross-party Motion on Notice on Covid-19

Moved by: TBC

Seconded by: TBC

“This Council sincerely thanks all those who have helped those affected by the Covid-19 Pandemic – frontline workers in health and social care, education, businesses, voluntary and community organisations, residents, community groups and the Council’s own staff and contractors. It calls upon government to provide the Council and its partners with the resources we need to promote a safe and effective recovery and for residents to continue supporting local businesses.”

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Full Council

08 July 2020

Urgent Business

Procedural Item:

To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

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Full Council

08 July 2020

Common Seal of the Council

Procedural Item:

To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council.

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Full Council

08 July 2020

Date of the next meeting

Procedural Item:

To note that the date of the next meeting is Wednesday 23 September 2020.

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