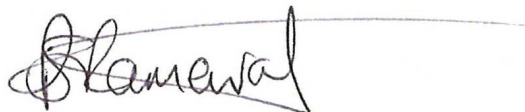


Despatched: 13.07.15

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 21 July 2015 to transact the under-mentioned business.



Chief Executive

AGENDA

Apologies for absence

1. **To approve as a correct record the minutes of the meeting of the Council held on 19 May 2015** (Pages 1 - 14)
2. **To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting**
3. **Chairman's Announcements**
4. **To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.**
5. **To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution:**
 - a) **Petition for the Regeneration of New Ash Green Village Centre** (Pages 15 - 18)
6. **Matters considered by the Cabinet**
 - a) **Otford Palace Tower** (Pages 19 - 62)
 - b) **Property Investment Strategy** (Pages 63 - 74)

7. **Matters considered by other standing committees**
 - a) **The Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 - Appointment and Dismissal of Senior Officers** (Pages 75 - 88)
 - b) **Kent County Council Electoral Division Review** (Pages 89 - 170)
8. **To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:**
 - a) **Committee Memberships** (Pages 171 - 174)
9. **To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
10. **To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
11. **To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.** (Pages 175 - 176)

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

ANNUAL COUNCIL

Minutes of the meeting of the Sevenoaks District Council held on 19 May 2015
commencing at 7.00 pm

Present: Cllr. McGarvey (Chairman)
Cllr. Raikes (Vice Chairman)
Cllrs. Abraham, Ball, Barnes, Mrs. Bayley, Bosley, Mrs. Bosley, Brookbank, Brown, Canet, Clack, Clark, Cooke, Dickins, Edwards Winser, Esler, Eyre, Firth, Fleming, Gaywood, Grint, Halford, Hogarth, Hogg, Horwood, Mrs. Hunter, Kelly, Kitchener, Krogdahl, Lake, Layland, Lindsay, London, Lowe, Maskell, McArthur, McGregor, Mrs. Morris, Parkin, Pearsall, Pett, Piper, Purves, Raikes, Reay, Rosen, Searles, Miss. Stack, Ms. Tennessee, Thornton and Williamson

Apologies for absence were received from Cllrs. Dyball, Parson and Scholey

1. To elect a Member to be Chairman for the ensuing year.

Cllr. Fleming moved and Cllr. Lowe seconded that Cllr. Philip McGarvey be elected Chairman of the Council for the municipal year 2015/16.

Resolved: That Cllr. Philip McGarvey be elected Chairman of the Council for the municipal year, 2015/16.

Cllr. McGarvey made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for his election and expressed his appreciation for the many good wishes he had received. Cllr McGarvey announced that his Escort and Chaplain for the year would be his wife, The Reverend Mrs Dorothy McGarvey was presented with a badge of office and the Chaplain's Cross.

The new Chairman led the Council in expressing thanks to the outgoing Chairman, Mrs Davison, for her service to the Council and to the District. This was strongly supported by other Members who commented on the dedication Mrs Davison had shown to the District both as Deputy Leader of the Council and as Chairman. Members noted that Mrs Davison had attended 300 events and functions as Chairman and had visited schools and voluntary organisations, sharing and celebrating the talents within the District. Members also noted that Mrs Davison had reached out to residents across the District and in turn raised the profile of the District through her use of social media and the Chairman's Twitter account. The new Chairman presented Mrs Davison with the past Chairman's badge an engraved Sevenoaks Shield and flowers. A gift of wine and a past Chairman's Escort badge was given to Mr Davison.

In response Mrs Davison thanked Members for their kind comments highlighting her enjoyment of her year as Chairman. Mrs Davison reported that she and Mr Davison had been made to feel very welcome at all the places they had visited and she thanked her

Agenda Item 1

Annual Council - 19 May 2015

husband, Richard for his support during the course of the year. Mrs Davison ended by thanking Officers for their support and forbearance during the year.

2. To elect a Member to be Vice Chairman for the ensuing year.

Cllr. Fleming moved and Cllr. Lowe seconded that Cllr. Simon Raikes be elected Vice Chairman of the Council for the municipal year 2015/16.

Resolved: That Cllr. Raikes be appointed Vice Chairman of the Council for the municipal year, 2015/16.

Cllr. Raikes then made the Declaration of Acceptance of Office and expressed his thanks to the Council for his appointment.

The Chairman of the Council then presented the new Vice Chairman's Escort, Mrs Christine Raikes, with her badge of office.

3. To approve as a correct record the minutes of the meeting of the Council held on 31 March 2015.

The Chairman moved that the Minutes of the meeting of the Council held on 31 March 2015 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 31 March 2015 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

There were no additional declarations of interest.

5. Chairman's Announcements

There were no additional Chairman's announcements.

6. To elect the Leader of the Council for the next four years.

Councillor Lowe moved and Councillor Dickins seconded that Councillor Peter Fleming appointed to the office of Leader of the Council for the next 4 years.

Resolved: that Councillor Peter Fleming appointed to the office of Leader of the Council for the next 4 years.

7. To appoint the Chairmen, Vice Chairmen and Membership of Committees for the ensuing year.

Cllr. Fleming moved and Cllr. Lowe seconded that the appointments of Chairmen, Vice Chairmen and Membership of Committees for the municipal year 2015/16 as detailed in the Appendix to the report, be approved.

Annual Council - 19 May 2015

Resolved: That the Chairmen, Vice Chairmen and membership of Committees for the municipal year 2015/16 be approved, as set out in Appendix A to these minutes.

8. Scheme of Delegations

Cllr. Fleming moved and Cllr. Ms. Lowe seconded that the delegations to Committees and Officers be agreed and that the delegations of executive functions by the Leader of the Council, and appointments to the Cabinet and the composition of the Cabinet Portfolios (attached to the minutes as Appendix B) be noted.

The Leader of the Council reported that responsibility for Emergency Planning would move to the Economic and Community Development Portfolio.

Resolved: That

- (a) the delegations to Committees (as set out in Parts 3 8 and Parts 9 12 of the Constitution) and the delegations to Officers (as set out in Part 13 of the Constitution) be confirmed;
- (b) the delegations of executive functions and appointments to the Cabinet made by the Leader, be noted.

9. To confirm the Calendar of Meetings for the ensuing year.

Councillor Fleming moved and Councillor Lowe seconded that the revised Calendar of ordinary meetings for the municipal year 2015/16 be confirmed.

The Leader of the Council reported that there had been a number of changes to the Calendar of Meetings in the days running up to the Annual Council meeting and further minor changes could be made during the municipal year.

Resolved that the revised Calendar of ordinary meetings for the municipal year 2015/16 be confirmed.

10. To appoint representative on other organisations.

Cllr. Fleming moved and Cllr. Ms. Lowe seconded that the appointment of representatives on outside organisations for the municipal year 2015/16 be agreed (attached to the minutes as Appendix C).

Resolved: That the non executive appointments to other organisations for the municipal year 2015/16 be confirmed.

11. Returning Officer's Report

Councillor Fleming moved and Cllr Lowe seconded that the Returning Officer's report be noted.

Resolved: that the Returning Officer's report be noted.

12. To note the outgoing Chairman's Report

The report was noted.

THE MEETING WAS CONCLUDED AT 7.43 PM

CHAIRMAN

CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2015-16

Scrutiny Committee

(11 Members: 7 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr London

Vice-Chairman: Cllr Brown

Cllrs Ball, Brookbank, Clack, Hogg, Kitchener, Lindsay, McArthur, Purves and Reay

Governance Committee

(7 Members: 6 Conservative, 1 Liberal Democrat)

Chairman: Cllr Pett

Vice-Chairman: Cllr Ms Tennessee

Cllrs. Canet, Clack, Halford, Layland and London

Audit Committee

(9 Members: 8 Conservative, 1 Liberal Democrat)

Chairman: Cllr Grint

Vice Chairman: Cllr Brookbank

Cllrs. Clack, Dyball, Edwards Winsler, Layland, Purves, Reay and a vacancy

Appointments Committee

(10 Members: 5 Conservatives 1 Liberal Democrat, plus Leader of the Council and 3 appropriate Portfolio Holders)

Cllrs. Clark, Grint, London, Purves, Scholey and Miss Stack

(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)

Development Control Committee

(19 Members: 15 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr Williamson

Vice-Chairman: Cllr Thornton

Cllrs. Ball, Barnes, Bosley, Brown, Clark, Cooke, Edwards Winser, Mrs Hunter, Hogg, Gaywood, Kitchener, Layland, Lindsay, Parkin, Purves, Raikes and Miss Stack

Licensing Committee

(13 Members: 12 Conservative, 1 Liberal Democrat)

Chairman: Cllr Mrs Morris

Vice-Chairman: Cllr Clark

Cllrs. Abraham, Cooke, Esler, Kelly, Lake, McArthur, Parkin, Pett, Purves, Raikes and Scholey

Standards Committee

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 7 Conservative,)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011.

Up to 2 co opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Bosley, McArthur, McGregor, Morris and Reay

Homelessness Review Board

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing & Health to be Chairman of the Board and the membership to be drawn from the Council.

Sevenoaks Joint Transportation Board

(7 District Council Members: (7 Conservative), 7 Kent Council Council Members and 1 Town/Parish Council Representative)

Chairman: Cllr London

Vice-Chairman: County Councillor tbc.

(The position of Chairman is on a yearly alternate basis between the District Council and County Council and appointed under respective constitutional arrangements. This year it is the District Council's turn.)

District Council Membership: Cllrs. Barnes, Clack, Edwards Winsler, Esler, Layland and Williamson.

County Council Membership: County Councillors: Brazier, Brookbank, Chard, Mrs. Crabtree, Gough, Parry and Pearman

Town/Parish Council Representative: (nominated by the Area Committee of the Kent Association of Local Councils)

(The Board comprises of all Kent County Council local members for divisions in the Sevenoaks District Council area, an equal number of Sevenoaks District Council Members and a Town/Parish Council Representative (of which a substitute member may be nominated) who may speak but not vote, nor propose a motion or amendment.)

Health Liaison Board

(8 Members: 7 Conservative, 1 Liberal Democrat)

Chairman: Cllr. Mrs Bosley

Vice-Chairman: Cllr. Brookbank

Cllrs. Abraham, Canet, Clark, Dyball, McArthur and Parkin

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Cabinet Membership

(7 Members: 7 Conservatives) Cllrs. Fleming, (Chairman), Dickins, Firth, Hogarth, Ms Lowe, Piper and Searles

Portfolio Holders 2015/16 (Annex to Appendix H of the Constitution - revised May 2015)

Cllr. Peter Fleming	Leader Policy & Performance	Corporate Policy & Performance, Communications, Customer Service Standards, Business Transformation, Special Projects (Asset Acquisition, Disposal & Redevelopment), Digital, Human Resources.
Cllr. Matthew Dickins	Direct & Trading Services	Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Markets, Parking, Pest Control
Cllr. Roddy Hogarth	Economic & Community Development	Economic Development, Business Continuity, Emergency Planning, Regeneration, Town Centres, Tourism, West Kent Partnership, West Kent Leader Programme, Community Grants, Community Plan, Community Safety, Youth, Parishes
Cllr. Tony Searles	Finance	Audit & Corporate Governance, Budget & Financial Strategy, Local Tax, Procurement Policy, Facilities Management, Strategic Risk, Housing Benefit, Fraud, Operational Assets,
Cllr. Michelle Lowe	Housing	Housing Strategy & Policy, Housing Standards, Housing Needs, Empty Homes, Gypsy and Traveller, DFG, Health, Energy Efficiency, Fuel Poverty, Leisure.
Cllr Anna Firth	Legal & Democratic	Corporate Health and Safety, Equality, Democratic Services, Elections, Legal, Licensing, Trading Company, Shared Service Programme, Governance.
Cllr. Robert Piper	Planning	Conservation, Development Services, Development Control, Local Plan, Planning Policy, Building control, Transport policy, Enforcement.

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**APPOINTMENTS TO OTHER ORGANISATIONS 2015/16 – NON-EXECUTIVE –
TO BE APPROVED BY COUNCIL**

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2015/16</u>
Action with Communities in Rural Kent	yearly	May 2015 2016	2	Cllr. Clark Cllr. Thornton
Age UK:				
Darent Valley	yearly	May 2015 2016	2	Cllr. Mrs. Parkin Cllr. Gaywood
Sevenoaks, Tonbridge & District	yearly	May 2015 2016	1	Cllr. Edwards Winser
Biggin Hill Airport Consultative Committee	yearly	May 2015 2016	1	Cllr. Hogarth
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	yearly	May 2015 2016	1	Cllr. Cooke
Citizens Advice Bureau:				
Edenbridge & Westerham	yearly	May 2015 2016	2	Cllr. Maskell Cllr. Cooke
North & West Kent	yearly	May 2015 2016	1	Cllr. Mrs. Hunter (Reserve: Cllr. Dyball)
Health & Wellbeing Boards:				
Dartford, Gravesham and Swanley	yearly	May 2015 2016	1	Cllr. Searles
West Kent and Weald	yearly	May 2015 2016	1	Cllr. Mrs. Bosley
Clinical Commissioning Groups (Observers):				
Dartford, Gravesham and Swanley			1	Cllr. Searles

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2015/16</u>
West Kent and Weald			1	Cllr. Mrs. Bosley
Kent County Council's Health Overview and Scrutiny Committee	On rota system	Next appt. not to be made until May 2016		
Kent County Playing Fields Association	yearly	May 2015 2016	1	Cllr. Abraham
Local Democracy & Accountability Network for Councillors (SEE)	yearly	May 2015 2016	1 (+ 1 deputy)	Cllr. Raikes (Cllr. Stack)
RELATE: West Kent & Tunbridge Wells	yearly	May 2015 2016	1	Cllr. Esler
Sevenoaks Churches Group for Social Concern	yearly	May 2015 2016	2	Cllr. Mrs. Hunter Cllr. McGarvey
Sevenoaks Conservation Council	yearly	May 2015 2016	4	Cllr. Clack Cllr. Edwards Winser Cllr. Piper Cllr. Purves
Sevenoaks District Access Group	yearly	May 2015 2016	5	Cllr. McArthur Cllr. Mrs. Parkin Cllr. Pett Cllr. Piper Cllr. Canet TBC
Sevenoaks Leisure Board of Trustees	yearly	May 2015 2016	2	Cllr. Lowe Cllr. Canet
Volunteer Bureau:				
Sevenoaks Volunteer Transport Group	yearly	May 2015 2016	1	Mr. R.J. Davison
Edenbridge Volunteer Transport Service	yearly	May 2015 2016	1	Cllr. Layland

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2015/16</u>
North West Kent Volunteer Centre (Swanley)	yearly	May 2016	1	Cllr. Pett

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PETITIONS FROM MEMBERS OF THE PUBLIC – PETITION FOR THE REGENERATION OF NEW ASH GREEN VILLAGE CENTRE

Council – 21 July 2015

Report of Chief Officer Legal & Governance

Status: For Decision

Key Decision: No

Contact Officer Christine Nuttall Ext. 7245

Recommendation to Council:

That, in accordance with the Council's Petition Scheme, the Council consider the petition submitted by Councillor Cameron Clark and the Lead Petitioner, Victoria Barnard, on 18 June 2015 and determine any action that it wishes to take in response.

Introduction and Background

1 Councillor Cameron Clark and the Lead Petitioner, Victoria Barnard, have submitted a petition with 1,550 signatures in the following terms:

“We, the undersigned, call upon Sevenoaks District Council to take a more active role in ensuring the current landowners (Piperton Finance, Gable Holt Ltd and the Co-operative Society Ltd) bring New Ash Green Village Centre up to an acceptable standard (details of major issues listed below):

- Upper Street South: semi derelict appearance of the walkways/paving slabs/empty units. Rat traps left for 2+ years without being changed/removed, rats living in empty units with pest control not carried out regularly. Trees/plants growing where they shouldn't be. Bridge over Link in very poor condition, stairs and railings covered in pigeon droppings.
- Upper Street North: derelict, evident damage caused by water, damaged windows, walkways/paving slabs in a bad state, pigeons living/breeding inside the empty units (with many dead pigeons inside empty units and the floors thick with pigeon droppings), empty units not boarded up properly (being constantly ripped down by vandals), broken cladding, barbed wire hanging down, unsightly boarding, woodwork rotting, inside of the units in a derelict state.
- The Row: Many empty units which cannot be filled due to the derelict state of the interiors. Landowners will not spend money to bring them up to standard for tenants to move in. Security shutters dirty and unsightly. Rats have been seen. Pigeons roosting above shops, anti-pigeon spikes do nothing to deter them. Pigeons now laying eggs and breeding above shops. Canopies either

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filthy or missing, clock tower flaking paint. Bus stop in centre inhabited by rats. Boarded up toilets and doors near the bus stop. Overall appearance of the centre downstairs (most of upstairs is not accessible) is neglected and derelict/borderline derelict.

The neglect and lack of care and maintenance over a number of years in the village centre has reached its limit and cannot be allowed to deteriorate any longer.

The residents of Upper Street South, the village shop owners and the residents of New Ash Green are not prepared to tolerate the neglect and derelict appearance of the centre. It is affecting home owners and shop owners alike.

We urge the council to ensure the landowners make the necessary improvements and regenerate the village centre as a matter of urgency.

We urge the council to take urgent steps towards making sure the landowners achieve this so the village centre is brought back to an acceptable standard so it can thrive for the local community.”

The Council's Petition Scheme

- 2 The Council's Petitions Scheme provides for petitions containing more than 1,000 signatures to be debated at full Council and also that petitions which relate to an issue which affects a particular area of the District and have a significant level of support from people who live, work or study in that area are also likely to be debated at a full Council meeting.
- 3 The Council can take whatever action it deems appropriate to respond to the petition which could include referring the petition to Cabinet or any council committee, to commission further investigation or to take no action at all for reasons put forward in the debate.

Key Implications

Financial

The financial implications would depend upon the action to be taken.

Legal Implications and Risk Assessment Statement

None

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users at this stage.

Conclusions

The Council is asked to consider the petition and to determine what action it wishes to take in response.

Appendices

None

Background Papers:

[Sevenoaks District Council Constitution](#): Appendix Y -
Petition Scheme

Covering letters to petition to Sevenoaks District Council – petition for the Regeneration of New Ash Green Village Centre (rest of petition being exempt from publication under the Local Government Act 1972 Schedule 12A Paragraph 1 (Information relating to any individual))

Christine Nuttall
Chief Officer for Legal and Governance

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Item 6 (a) – Otford Palace Tower

The attached report was considered by the Cabinet on 16 July 2015, the relevant minute extract was not available before the printing of this agenda and will follow.

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OTFORD PALACE TOWER

Council – 21 July 2015

Report of Chief Officer Corporate Support

Status: For Decision

Also considered by: Cabinet – 16 July 2015

Key Decision: No

Executive Summary: This report outlines the immediate requirement to maintain the structural stability of the Otford Palace Tower and requests that the works are authorised with the appropriate budget totalling £130,699 to be allocated from the General Fund Reserve.

As a separate piece of work, options regarding the future use of the building, including funding available to support any proposal, are being looked at and will be reported back to Members at a future date.

Portfolio Holder Cllr. Searles

Contact Officer Emma Vincent Ext. 7304

Recommendation to Cabinet:

To recommend to Council the allocation of £130,699 from the General Fund Reserve for the completion of essential stabilisation works at the Otford Palace Tower.

Recommendation to Council:

That Council approve the allocation of £130,699 from the General Fund Reserve for the completion of essential stabilisation works at the Otford Palace Tower.

Reason for recommendation: Under the Ancient Monuments and Archaeological Areas Act 1979 Sevenoaks District Council have a responsibility to ensure any scheduled monuments in its ownership are structurally maintained.

Introduction and Background

- 1 The Otford Palace Tower is located by the Otford Pond and St Bartholomew's Church in Otford. A plan of the site and the surrounding area is included at appendix a. It consists of the remains of a tower, a gatehouse and other ruins at a site on Bubblestone Road. The actual date of its build is not confirmed but it has been suggested that it could date back to the Saxon era, however it was rebuilt in 1515 and intended for the use of the Archbishops of Canterbury. King Henry VIII

Agenda Item 6a

seized it for himself in 1537 and used it to house his servants whilst he used Knole House as accommodation when he visited Sevenoaks.

- 2 The District Council has been in possession of the Otford Palace Tower since 5 June 1935 (then the Sevenoaks Rural District Council). The tower has been listed as a scheduled monument since 5 December 1928.
- 3 This monument is scheduled under the Ancient Monuments and Archaeological Areas Act 1979 as it appears to the Secretary of State to be of national importance.
- 4 Only some 150 bishops' palaces have been identified and documentary sources confirm that they were widely dispersed throughout England. All positively identified examples are considered to be nationally important.
- 5 The structure had been maintained since acquisition including removal of vegetation and structural repairs to the gatehouse. The flat roof was installed on the tower in the late 1970s. More recently, guttering works commenced in 2003 at the tower and tree removal/fence replacement commenced in 2008 at the Bubblestone Road site. Due to financial constraints, works such as repairing the pigeon netting have not been completed, and the exercise of gaining consent for works from English Heritage (now needing to be obtained from Historic England) under the Ancient Monuments and Archaeological Areas Act 1979 means maintenance has been delayed. During this time, the structure has deteriorated further.

Work carried out in 2014/15

- 6 In recognition of this deterioration, in January 2015 a condition survey was conducted by Thomas Ford and Partners (Chartered Architects and Surveyors) to ascertain the condition of the building structure. A report has been produced by them outlining essential works that should be completed to improve the integrity of the structure, such as fixing the flat roof which has fallen in on one corner, allowing rain water and pigeons into the building, causing further damage. This report is included for information at appendix b. Thomas Ford and Partners have subsequently completed a tender process on behalf of the Council and have gained consent from Historic England for the necessary works. Four tenders have been returned ranging from £116,667 to £148,088. Thomas Ford and Partners have evaluated the responses to the tender and advise that the bid from Pierra Restoration Ltd at £116,667 is an effective option offering the greatest value for money. Advice from the company suggests that works will take 4-8 weeks to complete.
- 7 Alternative sources of funding have been investigated but none are available to assist the currently required works to be carried out.
- 8 The option of delaying the works further is not considered appropriate as the likelihood is the structure will deteriorate further.

Planning feedback on Enabling Development

- 9 Advice from the Development Management team has been sought relating to the possibility of enabling development to offset the current and ongoing costs of works relating to the areas highlighted on the plan in appendix a.
- 10 This advice states that there are a number of designations/considerations that apply to this site. These are:
- Scheduled Ancient Monument
 - Allocated Open Space
 - Conservation Area
 - Setting of listed buildings
- 11 Taking the first of these constraints, development within the site of a Scheduled Ancient Monument would require planning permission, administered by the District Council as the Local Planning Authority and Scheduled Ancient Monument consent which is managed and determined by Historic England. Initial feedback has been sought from Historic England and it is highly unlikely that a development proposal would be supported by them.
- 12 The other constraints present their own challenges. Even if the Historic England concerns could be overcome, policies from a National through to a Local level are not supportive of development on this site.

Possible future options

- 13 It is acknowledged that a separate and more detailed piece of work is required to look at a sustainable future use for the building. This will be undertaken and reported back to Members as appropriate.
- 14 As part of this work, the Communities and Business team are researching possible sources of future funding for the tower. It is clear however that any monies that may be achievable are based on the future preservation of the structure once this initial maintenance is complete.
- 15 Initial legal advice has been sought regarding the future transfer of the site once these stabilisation works have been completed. This initial advice suggests it may be possible to transfer the ownership of the site as part of any future use, however further clarification is to be sought as part of the wider work in investigating future options for the site.
- 16 The essential works outlined in this report are therefore a minimum requirement and pre-requisite to any future use.

Key Implications

Financial

- 7 The tender process indicated Pierra Restoration Ltd as the preferred applicant at £116,667 to complete the works. A further £14,032 is required for allocation of bat liaison, architects, Principal Designer and Archaeologist. A total sum of £130,699 is therefore requested for the stabilisation works at the Otford Palace

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Tower. These works are those referenced in sections 6.1 and 6.3 of the report at Appendix B and exclude the items in sections 6.2 and 6.4.

Legal Implications and Risk Assessment Statement.

- 8 Under the Ancient Monuments and Archaeological Areas Act 1979, Sevenoaks District Council has a responsibility to continue maintaining any scheduled monuments in their possession.

Equality Assessment

- 9 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Community Impact and Outcomes

- 10 The community have shown a high level of interest in the Otford Palace Tower for a number of years. It is seen as a tourist attraction that potentially brings trade to the area. It is also of historic interest due to it being used by Henry VIII, therefore linking Otford to Knole House and Hever Castle. Members of the Otford Historical Society along with local Ward members of the District Council have been liaising with the Council throughout this process.

Conclusions

- 11 For the works to be completed a sum of £130,699 is required. This will stabilise the fabric of the Otford Palace Tower. Future use of the building and any subsequent works required will be looked at separately with Members and in conjunction with the community.

Background Papers: None

Jim Carrington-West
Chief Officer for Corporate Support

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THOMAS
FORD
& PARTNERS
CHARTERED
ARCHITECTS
SURVEYORS

INSPECTION



ARCHBISHOP'S PALACE, OTFORD

January 2015
867501

177 KIRKDALE SYDENHAM LONDON SE26 4QH 020 8659 3250

Archbishop's Palace, Otford : Inspection 2015

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1. Introduction

The Report

- 1.1 This is a summary report **only** and is not a specification for the execution of the recommended work and must not be used as such.
- 1.2 The Inspecting Architect is willing to advise on the recommendations arising from the survey, to draw up a specification for **dealing with them**, invite competitive tenders and inspect the work during progress and on completion.
- 1.3 It is recommended that the Inspecting Architect be involved in any substantial work. It is appreciated that funds are often limited, however it is our experience that repairs carried out solely by a builder can sometimes be **ineffective** and may in the long term prove **uneconomic**.

The Limitations of the Report

- 1.4 This report is based on the findings of an inspection from **the ground** or other places which can be easily and safely reached, using any ladder provided.
- 1.5 We have not inspected **woodwork** or other parts of **the structure** which are covered, unexposed or inaccessible and we are **therefore unable to report that any** such part of the property is free from defects.

2. Generally

Location

- 2.1 **Oxford Palace** lies to the south of the **Parish Church** of St Bartholomew, close to the intersection of the High Street and the A225.

Orientation

- 2.2 The points of the compass are used as reference.

Jurisdiction

- 2.3 The Palace is owned by Sevenoaks District Council and is a **Scheduled Ancient Monument**.

Accommodation

- 2.4 The Palace fragment consists of the **outer courtyard**, **North-West Tower** and a fragment of the main gatehouse.

Construction and Development

- 2.5 The Palace was the conversion of a **manor house** by Archbishop Warham and was **in use** by 1518. The outer courtyard was 238 feet wide but only the **North-West Tower** and fragments of the north wall of the courtyard and gatehouse survive.

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Architect/Date of Inspection/Weather

- 2.6 The inspection was undertaken in January 2015 over two days. The weather was cold (1° to 2°) on both days but it was dry.

Previous Inspections

- 2.7 There have been no previous inspection.

Areas Not Inspected

- 2.8 Any areas not inspected are listed in the body of the text.

3. Tower Interior

Generally

- 3.1 Entry into the interior of the Tower is via a doorway on the south side of the Tower which was originally internal to the Palace and gives access to the ground floor area. There are no internal floors within the Tower and an internal scaffold was erected over the Christmas period of 2014 to allow an inspection and emergency repair.
- 3.2 The inspection will be made on a lift by lift basis using the points of the compass for reference. For those reading the inspection on site, easy reference can be made to the adjacent Parish Church of St Bartholomew and the south wall faces you.

GROUND FLOOR

- 3.3 The ground floor area of the Tower has an earthen floor covered in rubble. At this stage it is not known if the earth covering masks the remains of an original floor surface. The base of the Tower is not quite octagonal and the inspection will look at each facet with description and repair needs noted as necessary.
- 3.4 The adjacent staircase structure to the south-east and the probable garderobe tower to the south will be dealt with as separate structures.

South Wall

- 3.5 The south wall contains the entrance doorway into the space. The walls are constructed of 16th century red brickwork with possible remains of render just about surviving at low level, but this could be a later repair. The doorway is outlined with Reigate stone dressings with a timber lintel which will be inspected from above. The doorway is late mediaeval 16th century in style in Reigate stone and contains a modern iron gate for security.
- 3.6 Entry into the garderobe is via a second doorway with a concrete lintel above.
- 3.7 The doorway lintel suffers from water penetration from above and there are also worm and other infestations. It would be prudent to assume that this lintel may need to be replaced as part of the emergency repairs. It consists of two sections of oak.

- 3.8 The external stonework of the doorway is heavily weathered and some inappropriate sand and cement repairs have been carried out at the base. This stonework will need some careful conservation in the longer term to ensure it does not deteriorate any further, the sand and cement repairs removed and replaced with more appropriate materials and the insertion of a more appropriate gate and door. However, these are not emergency structural repairs.
- 3.9 The internal jamb stones on the right hand side are in good condition but those to the left are suffering and have lost surface. They are thought to be stable at present but a decision will need to be made whether further intervention will be required for conservation purposes.
- 3.10 The iron fixings for the gate are splitting the stonework at the upper level. The iron bar at high level across the opening to prevent access will have to be removed. Some repointing will be necessary in the brick reveals in the longer term and the hard cement renders will also need to be removed.
- 3.11 The main expanse of walling is in reasonable condition, although there is some weathering to bricks and some pockets and holes which will have to be carefully conserved or replaced in the longer term. However, for emergency purposes, no significant work is required. Careful repointing will be required in the future as it has been heavily repointed in inappropriate materials, probably sand and cement.
- 3.12 There will be longer term need from a conservation point of view to carry out some brick repairs holding the concrete lintel up in the doorway opening to the garderobe but it is generally in reasonable condition, although very weathered. It has been robbed out at the bottom and a decision should be taken on whether this should be left or reinstated for aesthetic reasons in the longer term.

South-West Elevation

- 3.13 This facet is also constructed of brickwork with the bottom half of a window with Reigate stone jambs with a brick reveal and brick cill. The window has been blocked with modern iron grilles and significant amounts of hard cementitious pointing has been carried out in the past
- 3.14 The brickwork is in reasonable condition, although a little weathered. The hard cementitious pointing should be removed in the longer term.
- 3.15 There are some large cement based repairs to at least two of the quoins and these should be removed. All quoins have evidence of a degree of salt action and salts and at least two are cracked but they are probably still stable. Conservation and repair is required but it is not likely to collapse in the near future. The grille needs replacement urgently for anti-pigeon protection.

West Elevation

- 3.16 The west elevation is slightly wider than its companion on the south-west and it also constructed of red brickwork with a brick cill and there is a wider two-light window in the opening with Reigate stone jambs.

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- 3.17 It is clear that brickwork below the window has been rebuilt at some time, probably as an emergency repair. There is evidence of heavy areas of sand and cement repair in the brick reveals and the jamb stones and this should be removed in the longer term for conservation purposes. All the jambs are weathered but they are probably still structurally sound. Conservation and repair is thought to be the best way forward, although a small amount of work on the brick reveals would be beneficial and, in the longer term, once the hard cement render has been removed it must be assumed that either brick repairs or rendering will have to be undertaken.
- 3.18 The window is heavily sand and cement repaired, which is causing problems. The cill is badly weathered but is probably structurally sound but not capable of being carefully weathered with new windows. If the aim is to bring the lower back into use, an imaginative system of conservation repair and then glazing will have to be devised.

North-West Elevation

- 3.19 This elevation is in 16th century brickwork but contains an original fireplace with all the surviving jamb stones and head stones with carefully carved spandrels. This space contains a large amount of rubble.
- 3.20 The overall impression is that there have been some hard sand and cement repairs carried out to brickwork, which need to come off. The brickwork is fairly thin above the fireplace opening and some minor repair and longer term conservation will be needed with possibly the replacement of two or three bricks. The hard cementitious pointing is not helping.
- 3.21 The chimney flue survives intact full height but it is difficult to inspect this. It appears to be rendered internally and there is soot on it. It is in remarkably good condition but some areas of careful repointing will be required in the longer term. Bricks have been robbed out on the left side and it is suspected there might have been a small niche or alcove for the storage of important items or for carefully heating items. This could be tidied up in the longer term but this is not required for structural reasons.

North Elevation

- 3.22 The north elevation is the bottom part of a two-light window with surrounding brickwork and Reigate stone jambs. The brickwork below and including window cill level was significantly rebuilt in the 20th century. The jambs have been heavily sand and cement repaired, both completely across the stonework and on the edges. It is likely that this will have to be removed for the longer term conservation of the building and the ability for the building to breathe but will almost certainly require quite extensive longer term conservation. This also extends to the jambs generally which have been sand and cement pointed at high level around brickwork, which is disappointing.
- 3.23 Modern bars have been inserted into the window and the cill is significantly weathered, as are the jambs and it has a modern concrete mullion. There are occasional surviving remains of sockets for external ferramenta in the jambs. This is probably structurally sound from an internal point of view but it is difficult to see how the building could be weathered in the longer term.

North-East Elevation

- 3.24 The north-east elevation is similar to the north elevation. There are significant areas of replacement 20th century brickwork below window cill level. The Reigate stone jambs are heavily weathered, sand and cement repaired and with bricks inserted and they will need some careful conservation if they are to be stabilised in the longer term and the inappropriate materials will need to be removed. At present, it all appears structurally sound.
- 3.25 The cill and mullion of the two-light window are concrete, the jamb stones are original but heavily weathered. From the interior, these appear to be structurally sound but it is difficult to visualise how these would be weathered if the building was brought back into use. The modern internal grilles are built into the stonework.

East Elevation

- 3.26 The east elevation is from the previous elevation up to the entrance door and is also constructed of original brickwork, including the panel beneath the cill. It has a two-light window with Reigate jambs on the right hand side but the left hand side has been rebuilt in modern brickwork, probably in the 20th century. The two-light window is in Reigate stone, the central mullion is a concrete replacement but the remainder appears to be original with modern bars internally.
- 3.27 The brickwork is in reasonable condition, although there are areas where careful conservation and removal of hard pointing and perhaps some piecing-in is required. However, none of this is required in the short term for the structural stability of the building. The jamb stones have been heavily repaired with sand and cement and it is likely that one will have to be replaced and all the inappropriate materials will have to be removed.
- 3.28 The jambs of the window opening are heavily weathered but they appear to be structurally sound. The cill is badly weathered and that might need some piecing-in if it is to remain structurally sound for the longer term.

FIRST SCAFFOLD LIFT

South Elevation

- 3.29 The south elevation is primarily original brickwork with surviving recesses for the floor structure above, as well as a slot that was presumably for a ceiling board to go into the wall. The opening into the garderobe has a modern concrete lintel and the opening to the doorway at ground floor level has a timber lintel which is likely to be a reused timber as it has mortices within it. A plastic downpipe from the roof at high level passes around the doorway. There is also an opening for a doorway into this first floor room from a walkway to the south.
- 3.30 Despite the lack of timbers in the pockets for the floor structure, there is very little evidence of structural collapse or significant problems. No immediately work is needed for structural reasons but longer term issues about presentation and aesthetics will need to be discussed. It is very interesting to see historic plaster surviving where the ceiling boards went in and these are of historic importance and should not be removed.
- 3.31 There are some isolated loose bricks on top of the offset for the ceiling are loose and it would be beneficial to bed these to ensure they are not lost.

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- 3.32 There is a great deal of disturbed brickwork in the entrance from the southern walkway at first floor level and it is collapsing and bricks are fracturing below due to water retention and freezing. The jamb is in a similar condition and there is a large tree, possibly Elder, growing out the side and it is suspected that the downpipe is also leaking.
- 3.33 Significant work is required as a matter of urgency for structural reasons in this corner to consolidate but a longer term decision on rebuilding will have to be taken when the funding bid goes in.
- 3.34 The timber lintel to the doorway below is at the point of collapse and should be urgently replaced with simple concrete lintels at this stage to give structural stability.
- 3.35 The brickwork has been previously patch repaired, particularly around the concrete lintel. There are bands of weathered brickwork but these do not need to be replaced for structural reasons at present and the presentation of the Tower in the longer term will determine whether they should be repaired or just left as part of the story.

South-West Elevation

- 3.36 This elevation is also in brickwork and contains the head of the window which is a concrete lintel. The offset for the floor survives at first floor level but there has been significant patching in with modern brickwork. The bottom of the opening into the first floor garderobe space is also visible from this elevation.
- 3.37 The modern building in of brickwork is hollow with a very large void behind. It is suspected this will have to be rebuilt and the void packed properly for structural reasons to ensure this corner remains stable.
- 3.38 The concrete lintel to the window appears to be in reasonable condition as does the stonework in the head of the window. There might also be some surviving render, which is of interest. All works in the window reveal will be longer term conservation works rather than structural work.
- 3.39 There is loose brickwork in the robbed out doorway into the garderobe but it is not structural and therefore could be part of the more significant bid in due course.

West Elevation

- 3.40 This elevation is brickwork with timber lintels to the two-light window opening. There are major areas of cementitious render on the right hand side within the window reveals around the jamb stones and heavy sand and cement pointing around the jamb stones and brickwork on the left hand reveal. Most of the brickwork above the lintel has been rebuilt, probably in the 20th century, to give structural stability. The window heads are original.
- 3.41 There is a major void in the wall at the junction of this elevation and the south-west elevation. This is presumed to be for a principal timber for the floor. All the modern brickwork is hollow and clearly the void behind was never properly packed and repaired.
- 3.42 Concern is expressed that there is movement as the timber bressumer is moving, the left hand side is rotten with very little bearing left. The replacement of this lintel or providing secondary support is required as an emergency measure for structural reasons. It would also be worth removing some of the brickwork above to see the condition of the void behind and to allow for structural packing. This will mean that the brickwork above will act as a beam rather than put pressure on the timber bressumer below.

- 3.43 Significant conservation will be needed of the Reigate stone jambs and the hard cementitious pointing should be removed as a matter of urgency to allow them to breathe.
- 3.44 The window stonework at the window head appears to be in a stable condition but has been heavily sand and cement repaired and therefore does not need to be interfered with at this stage.

North-West Elevation

- 3.45 This is the elevation above the fireplace at ground floor level and the top of the brick relieving arch can be seen. The elevation is constructed of the original brickwork, with modern brickwork at the scar of the former first floor timber structure and this goes up to the first floor fireplace, which will be inspected from the level above this.
- 3.46 There are remains of render on this elevation but they do not appear to be of any great age but go over the historic brickwork and discussions will need to be held to decide if they are of significance.
- 3.47 The modern brickwork repairs are hollow when banged. It is suspected that the voids behind were never properly packed and grouted but it does not appear from this level to be under any particular distress. It is therefore best left alone at present and its longer term conservation and repair form part of a proper bid in due course.
- 3.48 The inspecting architect spent some time trying to work out the original floor structure. It is thought that there were principal timbers, at least one running from the joint of the south-west and west elevation through to a corresponding joint on the other side and possibly another adjacent, with all the other floor joists going in at an angle, hence the unusual orientation of the slots for the timber beams. This is an exciting floor structure and if the floor is to be reinserted, this pattern should be followed.

North Elevation

- 3.49 The lintel above the two-light window has been replaced with modern concrete, all the historic brickwork has been heavily over-pointed with sand and cement, there is a patch of modern pointing where the floor would have been and floor joist holes have also been bricked up.
- 3.50 The modern brickwork sounds hollow but there is no evidence of distress in it, so it should be left alone at present. Longer term conservation plans can be dealt with at a later date.
- 3.51 The concrete lintel above the window appears secure. The window heads are heavily sand and cement repaired but are stable. The amount of sand and cement renders and pointing on the window reveals are unfortunate and it would be good to remove that now to allow the building to breathe. The modern metal grilles are probably not causing undue damage to the window reveals at present.

North-East Elevation

- 3.52 The north-east elevation consists of a two-light window with timber lintels or bressumers above surrounded by original brickwork. The scars for the pockets for the roof structure above are still visible but were bricked in in the 20th century. The window reveals are in Reigate stone but heavily sand and cement repaired. A great deal of make-up has also been inserted using a modern cementitious material.

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- 3.53 The blockings to the floor structure reveal voids behind as they were never fully packed. This is not a structural problem at present but discussions will be needed on the longer term proposals.
- 3.54 There is a bow on the timber bressumer and there is some loss of bearing on the left hand side and a large sand and cement repair was removed. This is probably stable and could be propped as a temporary measure, rather than replaced at this stage. Some of the original brickwork above is loose and some work is therefore required as a temporary measure.
- 3.55 Concern is expressed about the condition of the original jambs around this window and all the cementitious material must be removed urgently to allow them to breathe and a proper assessment should be made on the extent of the repair necessary, either as an emergency measure or in the longer term. This window reveal is in the worst condition.
- 3.56 All the heads of the two-light window have been heavily sand and cement repaired but they appear stable. Long term conservation issues will need to be discussed

East Elevation

- 3.57 The east elevation also has a two-light window but this contains a modern concrete bressumer. The reveals have been discussed separately and the window heads are all heavily sand and cement repaired.
- 3.58 Most of the brickwork above is a modern insertion over the scars of the former floor. To the right there is an expanse of original brickwork leading into the doorway at first floor level on the south side, with an area of rebuilt brickwork from the 20th century.
- 3.59 This area of 20th century brickwork is in imminent danger of collapse and water is cascading into the void behind from the failed roof at high level. The surrounding surviving original brickwork is in imminent danger of loss. Large tree roots are growing through this space and urgent work is required immediately if we are to avoid losing significant fabric. The wall below has been so saturated that it is likely that when it dries out significant faces of bricks will also be lost and allowance should be made for repair.
- 3.60 The brickwork above the modern lintel is completely hollow. Buried within the brickwork are the remains of what is thought to have been the ceiling boards. These are rotten but are of historic interest. Packing behind the voids will be required in the longer term but this is not needed at this stage.
- 3.61 The hard cementitious material should be removed from the voids to allow them to breathe. There is significant loss of surface on the jamb stones on the right hand side of the window due to the water cascading from first floor level. Once these dry out, significant areas are likely to be lost in the longer term.

SECOND SCAFFOLD LIFT

South Elevation

- 3.62 The south elevation is in original brickwork with the remains of base coats of render the timber bands inserted in the wall are presumed to be for panelling but it is not known if it was originally rendered and the panelling was provided later or the panelling removed and then it was rendered.

- 3.63 The first floor opening to the left side of the wall has Reigate stone jambs and head and would have led to the south and the south range of buildings. To the right is a good quality Reigate stone archway leading into the garderobe.
- 3.64 The doorway leading into the southern range has suffered from significant water penetration, freeze/thaw action and other problems. The right hand jambs are disintegrating completely and will not survive much longer, nor will the external brickwork which will be discussed externally. This archway now needs to be braced as a matter of urgency with centring, including the heads and the left hand jambs, to ensure it does not collapse and a decision taken to see if it can be saved or if it needs to be replaced. Unfortunately, it is likely that most of the stonework will need to be replaced but, whatever happens, it needs urgent structural support.
- 3.65 The voids above the archway need to be pointed and grouted to ensure it does not collapse.
- 3.66 The timber battens in the main expanse of walling are rotten but they are not affecting the structural stability of the building and could therefore be left at this stage and properly archaeologically recorded before a decision about their removal is taken. The wall does not need any urgent repair at present.
- 3.67 The archway into the garderobe has also suffered from saturation and salt action but it is structurally stable at present. However, it would probably be worth putting some centring in it to ensure it remains stable. There are voids surrounding it on all sides and it has a timber bressumer on the other side with a void above so some immediate packing of that would be needed for structural reasons.
- 3.68 The adjacent jambs have the remains of possible renders and they should not be removed at this stage. One of the stones above is disintegrating, although is probably secure at present, but it should be observed regularly for changes.

South-West Elevation

- 3.69 This is a short elevation in brickwork with a single light window with stone and brick jambs and holes that were presumably originally for the fixing of panelling.
- 3.70 The anti-bird mesh has been lost and needs to be replaced as a matter of urgency to prevent birds entering the interior. The cill is concrete and this is not helping the saturation and ideally this should be removed and replaced with lime to allow the structure beneath to breathe. The modern brickwork below is saturated and moving.
- 3.71 The rest of the brickwork is in reasonable condition and the jamb stones, whilst weathered, appear structurally sound, although discussions need to be held in the longer term about one of them.
- 3.72 The stonework to the window is in reasonable condition. It is weathered and the cill is also weathered but there are techniques to ensure its preservation. This comment does not include the exterior. The concrete above will be discussed on the next lift.

West Elevation

- 3.73 This is a brickwork elevation with a two-light window with Reigate stone jambs to the reveals. The window has a modern stone mullion, original surrounding stonework that is heavily sand and cement repaired and a concrete lintel above.

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3.74 Slots are visible in the brickwork and these are presumed to be for battens for fixing the internal panelling. One can see the voids behind the modern brickwork in the lift below. There is significant weathering through the surviving jamb stones and hard cement repairs have not helped this position. It is probably stable but conservation and/or repair or replacement will be required depending on the extent of the interpretation of the Tower in the longer term.

3.75 The anti-bird mesh should be replaced with something more secure. The hard cementitious repairs should be removed to allow the building to breathe. The window appears structurally sound at present but will need longer term conservation.

North-West Elevation

3.76 This elevation is in brickwork with battens that are presumed to be for panelling and contains the most complete original fireplace with head stones with carved spandrels. There are a number of large holes drilled in these, presumably for the fixing of something on the exterior at some time. The fire back is virtually complete, with wonderful quality brickwork but the fire hearth has been almost completely robbed out.

3.77 The chimney flue is completely rendered and in beautiful condition.

3.78 The immediate conservation needs of this section of the building are relatively minor and it probably should be left alone at present. In the longer term, the replacement of the bricks in the fire back should be considered and also the cill if it is to be brought back into use.

North Elevation

3.79 The north elevation follows a similar pattern and there are recesses for battens for panelling that have almost all been removed. The north facing two-light window has been bricked up at some time and the reveal and jamb stones are therefore in better condition, although the inappropriate materials have not helped. However, everything appears structurally sound at present.

3.80 This elevation does not need any immediate structural repairs but some conservation and repair will be required in the longer term if the room is to be brought back into use.

North-East Elevation

3.81 The north-east elevation is also in original brickwork and contains a two-light window. The central mullion of the window has been replaced with modern stonework but the rest of the surrounding masonry is original Reigate, although very heavily sand and cement repaired with sand and cement pointing in some of the brickwork. The window cill is concrete and there have been patch repairs to the brickwork below the window. Scars also survive for the timber battens on this elevation.

3.82 The inappropriate materials need to be removed from this window as a matter of urgency to give it a chance to breathe. The surrounding stonework is probably secure at present but an allowance should be made for some mortar repairs. The concrete cill should be replaced with a lime as a temporary measure to allow it to breathe.

3.83 There are voids in the brickwork below and some urgent minor pointing to lighten things up would be beneficial and it can then be left alone. Because the recesses of the battens are fairly deep on this elevation, going beyond the brickwork, it might be also prudent to tile pack these as structural repairs.

East Elevation

- 3.84 The east elevation is also in original brickwork with a two-light window with Reigate stone jambs. The window has extensive surviving original material but the central mullion is a modern replacement.
- 3.85 The remains of the battens are rotting and it might be prudent to put some tile packing into these recesses as an emergency item to ensure the inner faces of brickwork do not become unstable. Comments about the saturation of the brickwork in the southern corner are repeated here and it will suffer once it starts to dry out and more extensive repairs might be required in the longer term.
- 3.86 The anti-bird mesh has been completely lost and birds are entering. This needs replacement as a matter of urgency. This applies to all the window openings on this floor.
- 3.87 All the jamb stones are heavily weathered and the inappropriate materials need to be removed to allow the windows to breathe. The window cill is shattering and, unfortunately, will probably need replacement in the longer term. This will be considered from the outside. The internal concrete cill could be removed to allow the building to breathe. Some tile packing around a couple of the jamb stones would be prudent for structural reasons.

THIRD SCAFFOLD LIFT

South Elevation

- 3.88 The south elevation is in original brickwork with recesses for lost panel battens. There are the remains of renders at low level and the recess for the next floor structure is approximately at eye height with pockets for the main floor joists. A modern plastic downpipe runs down the elevation near the opening into the stair turret on the south-east corner.
- 3.89 There is a large opening into the stair turret but most of the detail has been previously robbed out and there is a further opening on the right side of the elevation into the garderobe but the bottom half of this has been robbed out at some time. This second opening has Reigate stone dressings.
- 3.90 The south-east corner is in serious distress because of the extent of water penetration from the roof above. The brickwork is very saturated and is collapsing in areas and major areas of historic fabric are being lost, as are areas around the opening. Urgent emergency stabilisation and, probably, rebuilding will unfortunately be necessary in order to save this corner and all the brickwork below. The extensive plant growth indicates that this has been going on for a very long time.
- 3.91 The rest of the brickwork is in reasonable condition but there are bricks, particularly around the pockets for the floor joists, which will need to be rebbeded urgently to avoid their loss. Bricks need rebbeding in the opening into the garderobe. The jambs are generally in acceptable condition but there are major voids behind the right hand jamb and the brickwork on which it stands (which is technically on the south-western elevation) is modern and not attached to anything and is in danger of collapse in the longer term. That will need to be rebuilt to support the masonry above.
- 3.92 Also in this corner is a lovely arched niche to make up the odd angle in the building.

South-West Elevation

- 3.93 This is, essentially a blank elevation with a concrete lintel for the window below. Significant rebuilding was undertaken in the 20th century using brickwork, presumably in pockets and, unfortunately, the majority of this brickwork does not appear to be bonded into anything and is bowing and has moved out. There is an urgent need for significant rebuilding of this brickwork and packing in behind.

West Elevation

- 3.94 The lintel to the window below is concrete. The brickwork above is mainly original but modern brickwork has been inserted into the pockets for the floor structure but unfortunately this does not bond into anything and there are large voids behind. All this brickwork is loose and about to fall out and will need to be rebuilt and the pockets behind properly packed for structural reasons.

North-West Elevation

- 3.95 This elevation is in original brickwork with similar battens inserted. Originally there was a fireplace just above head height on this scaffold lift. The brickwork below was rebuilt in the 20th century but it is covered by a large pile of guano. The corner jambs have all been robbed out and the stonework was removed at some point when the building was abandoned but the side jambs do not appear to be unstable at present. A small amount of work should be allowed to ensure it is secure. When viewed from this level, the modern brickwork appears to be secure but it is suspected there are voids behind.

North Elevation

- 3.96 The north elevation contains the timber lintel or bressumer above the window below, again constructed of brickwork with major patching in around the scar for the floor. Above this there are recesses for the panelling battens.
- 3.97 Although the timber bressumer or lintel is rotting slightly, it appears stable at present. There are significant voids in the patch repaired area of the wall above. All the modern brickwork is hollow and only serving to block the hole. Some allowance should be made for structural works to ensure it remains secure until the longer term future of the Tower is agreed.
- 3.98 Some packing of the recesses for the lost battens should also be allowed as the brickwork is being undermined.

North-East Elevation

- 3.99 This elevation is in original brickwork with repairs in the area of the former floor structure. The lintel to the window below is concrete. This facet is in reasonable condition and the modern brickwork appears secure, although there are voids behind. Very little needs to be done to this facet in the short term but discussions will have to be held in the longer term about the display of the walls.

East Elevation

- 3.100 The east elevation is the band of brickwork between the window in the lift below with the concrete lintel above, and the window in the lift above. The floor scar has been completely rebuilt in modern brickwork and most of the elevation, certainly between the window and the corner, is completely saturated by water penetration from the roof above. The roof is still glistening and it has not rained for some time. All the modern brickwork is loose and coming out. Major stabilisation is required to avoid losing further material including the removal of the remains of battens and supporting brickwork where battens have been lost.

TOP LIFT

South Elevation

- 3.101 The south elevation was viewed from some way across the room due to severe concern about the roof structure above. The south elevation is in original brickwork with the scars for battens. Wall timbers at high level are to support the roof structure. Entrance into the garderobe on the right hand side is through a good quality Reigate stone window, the jambs of which are unfortunately very badly cubed and it is unlikely they will survive in the longer term. It would be worth allowing for centring to go into this arch to support it in the medium term. The large voids above this opening will need to be pointed and grouted if it is to survive. Of course, this is not helped by the significant water penetration from the roof above.
- 3.102 Unfortunately, this elevation will need some packing to stabilise brickwork where material has been lost, particularly around the holes for the battens. Great concern is expressed about the entrance to the staircase on the south-east corner.
- 3.103 There is catastrophic water penetration from the roof above and the roof structure is collapsing (to be discussed separately), brickwork is collapsing and the modern concrete lintel to the opening is secure but the brickwork below is coming out. Major urgent work is required to avoid the collapse of this corner of the building.

South-West Elevation

- 3.104 This also has a single light window but this has been blocked up, all the jamb stones have been sand and cement repaired, it has a modern concrete lintel and modern brickwork at the top of the elevation where it joins the roof structure.
- 3.105 Water penetration is visible around the roof in a couple of locations. The roof will be discussed separately. The brickwork above the opening into the garderobe is clearly under great distress with loose brickwork and water penetration above. Conservation and stabilisation is required to avoid the loss of material. The adjacent jamb stones are badly fractured and one is obviously not going to survive. It would be worth replacing this now with a tile repair as a temporary measure to support the surviving jamb above, removal of the hard cementitious repair below and a similar approach taken with that jamb stone.
- 3.106 The blocking to the window clearly suffers from some water penetration but some repointing is probably all that is required at present.

West Elevation

- 3.107 The two-light window has been blocked with brickwork salvaged from the building. The jamb stones have been sand and cement repaired and some replaced with brickwork. Unfortunately, the sand and cement repairs on the right hand side have all collapsed and the jamb behind is now in very poor condition. This should now be repaired with a tile repair to support the masonry above. The concrete lintel above the window is secure. The surviving stonework on the window has been heavily sand and cement repaired, particularly the mullion, and it is likely that this will have to be replaced in the longer term. The rest of the fabric is probably secure at present but suffering from water penetration from above, which will be discussed as part of the roof inspection.

North-West Elevation

- 3.108 This elevation has the relieving arch for a former fireplace. The brickwork is essentially original with the recesses for panelling battens. Some areas of brickwork have been lost and this brickwork will need some careful stabilisation to avoid the loss of further material in the longer term. The top of the wall was complexly rebuilt with modern brickwork in the 20th century and timbers to support the roof structure above.
- 3.109 A couple of bricks have been lost from the head of the fireplace surround but it is probably still stable. Whilst doing stabilisation works, it would probably be worth putting centring in to give it some stability.
- 3.110 The inspecting architect noted water coming down the chimney flue but was unable to see into the flue. An allowance should be made for some emergency repair in this to stabilise any loose or collapsing brickwork.

North Elevation

- 3.111 The two-light window retains much of its original masonry, although the central mullion is concrete. The jamb stones are all Reigate stone, heavily over smeared with sand and cement and the window is supported at high level by a concrete lintel onto which are bolted timbers for the roof structure.
- 3.112 The jambs are all heavily eroded and cubing. The hard sand and cement repairs should be removed and it is likely that, unfortunately, an allowance will have to be made for some emergency tile repair insertions to stabilise the surrounding brickwork, which is already moving on both the left and right hand sides.
- 3.113 The masonry to the windows is in reasonable condition, although heavily weathered.

North-East Elevation

- 3.114 This is also constructed of brickwork and there is a blocked two-light window, which has been heavily sand and cement repaired. Surviving jamb stones are in Reigate stone but also heavily sand and cement repaired and there is a concrete lintel above. There are recesses in the brickwork, presumably for the panelling battens.
- 3.115 The brickwork would benefit from some stabilisation to ensure that further material is not lost, particularly on the right hand corner where bricks are physically loose. This is needed to ensure longer term survival.

- 3.116 The hard material should be removed from the jamb stones and an allowance made for some tile repairs to ensure they are secure. The lintel is secure. The window is in reasonable condition, although heavily sand and cement repaired.
- 3.117 The roof above is leaking badly but this will be discussed separately.

East Elevation

- 3.118 The east elevation contains a two-light window, heavily sand and cement repaired and with a concrete mullion. The cill and lintel are also concrete. Surrounding brickwork is original and there is a modern concrete lintel above the robbed out opening into the staircase.
- 3.119 Severe concern is expressed about the imminent likelihood of collapse of the roof structure. The inspecting architect was worried when standing beneath it. It is only remaining in position because the plywood sheeting is holding the roof rafters together and it is in immediate danger of collapse.
- 3.120 Significant allowance should be made for the conservation and repair of the brickwork around the opening into the staircase. The sand and cement repairs should be removed from the window jambs and it is likely that major tile repairs will be required around this window due to its continuing saturation.

ROOF

- 3.121 The roof structure is modern and comprises 2" x 10" or 2" x 12" softwood timbers, essentially running north-west to south-east, with plywood decking above and noggins between that are built onto secondary timbers bolted into the walls. Water from the roof is discharged via a plastic downpipe in the south-east corner and into the base of the Tower.
- 3.122 There has been a catastrophic collapse of the roof structure in the south-east corner and the only reason it is staying in place is that the plywood sheets are holding the rafters in position. There is water penetration through most elevations.
- 3.123 The whole roof structure will have to be dismantled, all the plywood sheeting taken off, the joists reused where possible but new joists inserted and a completely new timber structure in the south-east corner and the roof redesigned so it takes water away to the exterior of the building.
- 3.124 The inspecting architect strongly advises that nobody comes up here unless they are fully aware of the dangers and do not stand in the south-east corner or, ideally, under the roof structure.
- 3.125 This corner will have to be structurally supported before any work is carried out to the interior of the tower.

Garderobe Interior

- 3.126 The ground floor of the garderobe is constructed of original brickwork with two dividing walls for the two garderobe pits. Some modern brickwork has been inserted into one of the robbed out arches, presumably to stabilise the fabric. Looking into the two far pits, which are not easily accessed, the brickwork appears to be in reasonable condition. It is fairly heavily eroded when you reach first floor level but it is stable at present.

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- 3.127 There was likely to have been a doorway in the west wall but this is now a window. There is robbed out material at low level and this probably needs to be reinstated for the longer term stability of this piece of walling. The window contains a modern steel frame with anti-pigeon mesh and this appears stable. A great deal of material has been robbed out around the right hand side of the window and this should be reinstated using a tile repair to stabilise this corner of the window and to ensure the longer term stability of the window. However, generally the structure is in reasonable condition and is stable.
- 3.128 The next point of access to the garderobe from the scaffolding is from the second floor. One is able to look down onto the dividing walls that originally separated the pits. These need some consolidation on the top to ensure they do not deteriorate further. The space is again constructed of original brickwork with the remains of renders surviving on a number of the walls. There is a further brick flue in one corner and this goes up to the next floors and is likely to be an insertion. It still retains timber bearers, probably for the fixing of panelling. This brickwork is in reasonable condition. The interior of the shaft has some weathering and perhaps pointing will be required in the longer term to stabilise it.
- 3.129 The next small space is accessed through an arch from the second floor scaffolding. There is an original window on the west elevation protected by anti-pigeon mesh. This mesh is in poor condition. The timber bressumer above appears stable, although there is erosion on the stonework. Longer term conservation will be required. Some plaster has been lost below this window.
- 3.130 The blocked opening on the south wall is presumed to have lead into the range of buildings to the south and there is a timber bressumer above. A great deal of modern brickwork has been inserted. This blocking appears secure at present.
- 3.131 The third scaffold lift is similar to the second with the exception that the shaft in the corner has been robbed out and the top of the wall needs consolidation if it is to remain stable. The large void in the southern wall adjacent to this requires attention.
- 3.132 There is clear evidence within this space that the floor would have gone in about 5' above the current scaffold level and remains of plaster survive. The walls generally are fairly stable, despite the fact that the shaft generally is open to the top. There is loss of plaster on the internal walls but not a great deal can be done about that. Bricks have been robbed out around the doorway leading into the main Tower and some minor work would be desirable to consolidate this.
- 3.133 The fourth scaffold lift is a square chamber. The shaft has disappeared in one corner and clearly did not continue to this height. The walls are constructed of original brickwork with a small buttress-like feature in the south-east corner.
- 3.134 The west window is original but the head stones, bressumer and cills have been robbed out and the jamb stones are parting from the wall. This window needs urgent conservation and stabilisation if it is to remain secure. The anti-pigeon mesh should be replaced and an assessment undertaken of works required in the longer term.
- 3.135 All the brickwork above the doorway leading into the main tower is about to collapse and there is an urgent need for the insertion of temporary lintels to support this material. Consolidation and probably tile repairs will then be required to ensure no further material is lost.

- 3.136 The top lift is just below the remaining wall height level. Bricks are original but the wall head was rebuilt in the 20th century with a hard concrete top. There was originally anti-pigeon mesh across this space but that has now collapsed. There are anti-pigeon wires on the top of the wall but most of those are now coming off. The remains of a lightning protection system runs around this and all the parapets at high level but there is no evidence of termination or air terminals, therefore it is unlikely this is doing anything.
- 3.137 The top of this turret needs urgent consolidation to avoid the collapse of one or two areas. It would be very prudent to put a temporary roof over this to slow down the rate of decay, carry out the consolidation necessary and then mothball the turret ready for proper conservation in due course.

Spiral Staircase Interior

- 3.138 The ground floor is entered through an original archway with Reigate stone dressings with modern grille and doorway. The archway needs significant conservation of the stonework if it is to remain stable. Concern is expressed about the condition of the head stones and some interventionist conservation will be necessary to save those but they might have to cease being structural. The jamb stones are all heavily weathered and will need some consolidation if they are to remain stable.
- 3.139 There is a great deal of debris in the ground floor and the remains of the spiral staircase runs up in one corner. The staircase is a brick tube, partly rendered at low level, but much of this is likely to be modern. There are a number of stones on the floor following a collapse at higher level.
- 3.140 The ground floor is generally fairly stable. The staircase is not conservable and can only be left as a ruin. The door leading to the east is barricaded and not of any great quality. This could be replaced with something more suitable in the longer term.
- 3.141 The timber bressumer above the door has been affected by fire but is in reasonable condition, as is the stonework surrounding the doorway when viewed internally.
- 3.142 The first floor scaffold lift allows you to see the next section of the stair turret. No remains of the staircase survive. There is an opening to the west leading into what would have been the southern range of buildings. There are some areas of modern patch repair in brickwork and areas of robbed out brickwork on the west where the spiral staircase would have been. These do not go very far in and so it was relying on the central newel as much as any bearing off the walls. There is a blocked doorway on the south elevation.
- 3.143 There are a couple of movement cracks leading up from the doorway at low level with a large timber bressumer but the brickwork is in reasonable condition and nothing is particularly unstable where the staircase has been robbed out and some minor conservation and grouting should be all that is required to ensure it remains stable.
- 3.144 The second scaffold lift is virtually a repeat of the floor below, with the exception that there is a delightful small quatrefoil window facing north with a timber bressumer above that is likely to be original as it has label stops. The head of the doorway facing south is also visible. Also, the head of the doorway facing west, which would have led to the southern range, with timber bressumers above and there is an original window facing east. The bressumer has been robbed out recently and the scar for the staircase survives.

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- 3.145 A small amount of conservation is required to the small quatrefoil window to ensure it remains stable. The bressumer is a delightful survival. The insertion of a new bressumer in the east facing window is essential, as is new anti-pigeon mesh.
- 3.146 The blocked doorway to the south is in reasonable condition and should be left alone.
- 3.147 The jamb stones of the door opening that would have led into the southern range are in very poor condition and some replacement, possibly in tile, is required. The large open joint in the head requires attention but the bressumers appear to be holding at present. The rest of the brickwork is in reasonable condition.
- 3.148 The third scaffold lift is a repeat of the stage below with one window facing north-east in original stonework with a timber bressumer and surviving original ferramenta. The anti-pigeon mesh is rather ineffective. The robbed out scar for the staircase survives. The minor movement cracks are not a cause for concern at present.
- 3.149 Significant concern is expressed about the brickwork around the doorway leading into the upper chamber. There is imminent danger of collapse of material both down the side jambs and below. Also, looking up, all the arch stones at ground floor level have come from this opening due to the water penetration above. The concrete lintels are losing their bearing and there is imminent danger of collapse. The inspecting architect suggests that nobody accesses this area until temporary propping has been inserted.
- 3.150 The staircase continues in the same design at the fourth scaffold lift and there are quatrefoil openings to the south and north and the scar of the staircase continues up. There is a further scaffold lift above this but it is completely occupied by pigeons who did not disperse when the inspecting architect tried to shoo them out.
- 3.151 Close examination of the archway leading into the upper room shows there is significant danger of collapse. The two small quatrefoils are in fair condition but the bressumers are in need of ultimate replacement and that on the south has virtually disappeared. The scar of the former staircase is a little deeper here and possibly some longer term grouting and consolidation is needed to try and stabilise this.
- 3.152 The inspecting architect viewed the level above from the third scaffold lift. There has been a rebuild on the top of the turret and there is significant erosion of brickwork and pointing and trees growing out of this turret. Major removal of the trees and consolidation is needed to ensure it remains stable. It is strongly urged that a roof is put on top of this as an emergency measure to slow down the rate of decay.
- 3.153 The blocked window facing north-east appears to be fairly intact and is a good survival.

4. Exterior of Tower

GROUND LEVEL

Staircase Wall Facing West

- 4.1 This is the wall onto the spiral staircase which would have continued as part of the southern range. It is constructed of both Tudor brickwork and possibly 19th century Kentish ragstone blocking with one blocked opening that would have run northwards and with the archway into the base of the spiral staircase. The wall continues to form the end wall of the adjacent property.

- 4.2 This wall is in reasonable condition and minor conservation and repair is all that is needed in the longer term. The removal of ivy would be beneficial.

South Elevation

- 4.3 This includes the return into the entrance area which would have been part of the southern range. It is also constructed of Tudor brickwork with an original arched opening leading into the base of the Tower. There are remains of render surviving, as well as vertical grooves which are possibly for internal doors. The external quoins are Kentish ragstone and the wall, where it is external to the building, has a plinth course constructed of Kentish ragstone with Tudor brickwork in a diaper pattern above and quoin stones.
- 4.4 There is significant weathering of the stonework to the doorway into the Tower and this will be checked from the first floor. The large sand and cement repairs at the base will be detrimental to the fabric in the longer term. This walling is holding up remarkably well. The remains of renders are interesting.
- 4.5 The large areas of sand and cement repairs on the quoin stones on the corner facing the entrance into the Tower will need to be removed and at least one of the quoins is disintegrating and probably needs replacement. The one above has weathered back very badly and replacement will be required in the longer term.
- 4.6 The sand and cement pointing to the plinth needs to be removed to allow the plinth to breathe. The brickwork above is in remarkably good condition and the quoin stones on the external corner are in satisfactory condition.

West Elevation of Toilet Block

- 4.7 This continues with the plinth course at low level and diaper brickwork at high level but base coats of render survive and this indicates that it was probably internal at some point. There is an original doorway opening leading into the garderobe and the bottom half of the adjacent window survives.
- 4.8 The sand and cement pointing is unfortunate and the blocking to the doorway is modern and not of great historical interest. The plinth has been heavily sand and cement pointed and it should be longer term aim to remove this to allow the wall to breathe. Quoins are weathering on the external corner but this is not too bad.
- 4.9 The ferramenta to the window is modern and could be replaced with something more suitable. The sand and cement repairs to the stonework appear stable but a longer term aim should be to replace these with a mortar repair.

South-West Facet

- 4.10 This also has a plinth course with brickwork above and the bottom section of one of the windows. The window has been heavily repaired with sand and cement and this will not be helping the friable Kentish ragstone or Reigate stone behind and will need to be replaced in the longer term.
- 4.11 The brickwork is in reasonable condition and, although the clasping quoins on the corner are weathering, they are reasonably stable at present and could be conserved. The plinth has been heavily sand and cement pointed and, ideally, should be repointed with a more suitable material.

West Elevation

- 4.12 The west elevation is a continuation of that described previously and contains a two-light window. Similar comments apply to the hard cementitious pointing and replacement of some of the upper stones is likely to be required once the pointing has been removed.
- 4.13 The concrete mullion to the window is unfortunate, as are the sand and cement repaired jambs and cill. This will need significant conservation in the longer term but it appears reasonably stable at present, certainly for the next year or two.

North-West Elevation

- 4.14 This also has a plinth course with diaper brickwork above and clasping quoins on the two external corners. Similar comments apply about the plinth course. Brickwork has been partly sand and cement pointed, probably following a collapse. This is generally in reasonable condition and only minor repairs will be required.

FIRST SCAFFOLD LIFT

West Elevation of Spiral Staircase

- 4.15 The west elevation has modern brickwork at high level as part of the adjacent house. It is assumed that this is not part of the inspection. There is the top of the opening at ground floor level into the spiral staircase with the bottom section of the opening above that led into the staircase. The remaining fabric is in Tudor brickwork with Kentish ragstone at low level and the large sand and cement batter to protect the thickening of the wall at low level would originally have supported a floor.
- 4.16 There is significant delamination in the jamb stones of the upper opening and hard cement repairs. These will need significant conservation and repair.
- 4.17 The adjacent quoin stones are in a similar condition and are disintegrating and are not likely to last much longer and it would be prudent to assume tile repairs are required now to give stabilisation.
- 4.18 The brickwork at the bottom of the opening also needs stabilisation to prevent further loss.
- 4.19 The wall generally has ivy and other growth that will need to be removed to ensure it does not deteriorate further but the brickwork will last two to three years before any significant work would be required. However, some repointing would be desirable.
- 4.20 The head of the doorway at low level is acceptable at present.

South Elevation

- 4.21 This includes the same areas as the ground floor. The cill and jamb stones of the opening that led into the first floor level of the Tower has been completely robbed out and urgent conservation and consolidation is required to avoid significant loss of fabric and collapse.
- 4.22 The doorway below this into the Tower is stable but the brickwork is saturated by water penetration and protection is thought to be the best approach for the next two to three years.

- 4.23 Moving to the left, there is a large scar where the floor has been removed. The brickwork on the east side of the garderobe has been over-pointed but it is stable. There is a lightning conductor tape running down in this corner.
- 4.24 The brickwork in the southern facet of the garderobe is in acceptable condition. There is a blocked opening at this level. The quoin stones are stable, although sand and cement repaired. The sand and cement pointing is unfortunate but is minor and is probably best left alone at this stage.

West Elevation of Garderobe

- 4.25 This is virtually a completely blank wall with the remains of render at low level where perhaps a ground floor structure has been removed. The tops of the window and door are visible.
- 4.26 There are a number of vertical cracks in the elevation but it appears stable. Some of the repointing is unfortunate but the elevation is best left alone for the next two to three years. The sand and cement repairs on the quoins appear to be stable. All hard material should be removed in the longer term.

South-West Elevation

- 4.27 The brickwork is in reasonable condition and the clasping quoins are generally stable at present but two or three will need replacement in the longer term and a number of others will need careful mortar repair if they are to remain stable. The head of the window has been heavily sand and cement repaired and the stonework is friable where this is falling off. Longer term conservation will be required and it is hoped that it can be saved rather than replaced but significant repairs will be required on the jamb stones in the longer term.

West Elevation

- 4.28 Areas of the brickwork have been heavily repointed and the clasping quoins on both corners need conservation and repair if they are to remain stable. Unfortunately, a longer term aim might have to be replaced one or two of these.
- 4.29 The two-light window is heavily sand and cement repaired and the jamb stones and the head will need conservation and repair. There is some cubing of the stonework but there is probably enough to survive but careful conservation will be required. The concrete central mullion is unfortunate.

North-West Elevation

- 4.30 The brickwork is in remarkably good condition. The clasping quoins were mentioned previously. Some conservation and repair will be needed to those on the right hand side but the weathering reduces significantly as one goes round this part of the building. No immediate conservation is required.

North Elevation

- 4.31 This matches the west elevation. The brickwork is generally in reasonable condition, although heavily sand and cement pointed, which is a shame and it should be a longer term aim to remove this. The clasping quoins on both corners are in reasonable condition but conservation will be required in the longer term.

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- 4.32 The head, jambs and tracery elements of the two-light window are heavily sand and cement repaired. The mullion is concrete. This window will need some longer term conservation and repair. The cill is eroded but probably stable. Any new glazing should be carefully considered. The modern steel grilles should be replaced with a more suitable material.
- 4.33 The inspecting architect looked at the wall below through the gaps in the boarding. The plinth course is sand and cement and significant repointing will be required.

North-East Elevation

- 4.34 This is a mirror image of its companion facing north. The brickwork has been sand and cement pointed but is in reasonable condition. The clasping quoins on the left hand side are significantly weathered and will need some conservation and repair.
- 4.35 The two-light window is heavily sand and cement repaired on the upper areas and the jambs and the concrete mullion will need longer term conservation and repair but appears stable for the short term. Isolated jamb stones have weathered back significantly and a decision will have to be taken on whether they are replaced or heavily mortar repaired.

East Elevation

- 4.36 This is similar to the north-east elevation. Brickwork is generally holding up remarkably well, although there has been some sand and cement pointing. It is heavily affected by water penetration from the failed roof above and this reinforces the need for the roof to be tackled.
- 4.37 The two-light window has been heavily sand and cement repaired and has a concrete mullion. The mullion is spalling and will need to be replaced. The jamb stones on the left hand side are heavily affected by water penetration from above and, again, this urgently reinforces the need for the roof to be tackled. The cill also requires repair. The hard cement pointing on the plinth course, and all other plinth courses on the Tower, should be removed. The grilles are also inappropriate.

Stair Turret

- 4.38 The stair turret is part octagonal in original brickwork with clasping quoins on the two external corners. There is a doorway at ground floor level. The Tower sits on a plinth course, the top of which could be viewed from the scaffolding.
- 4.39 The hard cement pointing should be removed from the plinth course in the longer term and repairs carried out to the upper plinth stone. The clasping quoins will need some longer term conservation and repair but they appear fairly stable at present.
- 4.40 The brickwork has not been heavily sand and cement over-pointing and some tuck pointing survives. This is generally not suffering too badly but the brickwork is saturated where the roof has failed and this reinforces the need for repair.

SECOND FLOOR

West Elevation of Stair Turret

- 4.41 This solely covers the stair turret and not the adjacent house. It is constructed of Tudor brickwork with a Kentish ragstone arched opening into the turret and quoin stones on the external corner.

- 4.42 The quoin stones are in extremely poor condition and there is a void going back into the adjacent house. These quoins will not last very much longer and they should initially be replaced with a tile repair and a longer term view taken. The adjacent sand and cement repairs should also be removed.
- 4.43 The opening into the stair turret is heavily sand and cement repaired, the jamb stones are cubing and falling apart. A decision will have to be taken in the longer term on whether all the stonework has to be replaced or if it can be supported in another way. Repairs will be required to stabilise the remainder to avoid further loss.

South Elevation

- 4.44 The south elevation covers the entrance into the Tower and the south and east facets of the garderobe.
- 4.45 The doorway has been almost completely robbed out and only the inner arch and its jamb stones survive with timber bressumers above.
- 4.46 The bressumers are starting to rot and the material they are sitting on is moving. Consolidation is required as a matter of urgency to avoid the loss of this fabric.
- 4.47 The doorway behind will also need the replacement of its jamb stones if it is going to survive insitu. It would be best to include centring as a temporary measure to ensure it remains stable.
- 4.48 The major tree should be removed from the cill below and consolidation carried out to try and slow down the decay.
- 4.49 The two adjacent elevations are in reasonable condition. The remains of internal render is evident and there is a lightning conductor tape. Nothing needs to be done to these.
- 4.50 There is evidence of a blocked opening in the southern facet of the garderobe. This elevation is holding up remarkably well. Some minor longer term conservation will be required to the quoin stones on the external corner but replacement is not required at present.

West Elevation of Garderobe

- 4.51 The brickwork is in satisfactory condition but unfortunately parts have been sand and cement pointed. The small Kentish ragstone window is heavily sand and cement repaired, the jamb stones are failing and it is unlikely they can be saved. The cill is also in poor condition. A small amount of work now will give stability, along with centring, and the anti-pigeon mesh needs to be replaced. Major conservation will be required in the longer term.

South-West Elevation

- 4.52 The brickwork in this elevation and the clasping quoins on the corner are in reasonable condition. The single light window is heavily sand and cement repaired and it will need major conservation and repair in the longer term. The jamb stones, whilst delaminating and friable, are probably salvageable for weathering purposes but the window needs new anti-pigeon mesh as a matter of urgency.

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- 4.53 The brickwork has been partly over pointed in sand and cement and it would be desirable for this to be removed.

West Elevation

- 4.54 The west elevation is in brickwork and the sand and cement pointing is unfortunate. However, it is generally in reasonable condition. The clasping quoins on the two external corners will need some longer term conservation and repair and removal of hard cement repairs but are holding up reasonably well.

- 4.55 The central mullion has been replaced with modern sandstone. The jamb stones and cill are heavily sand and cement repaired or weathered but they are probably salvageable in the longer term if careful conservation is undertaken and new windows inserted to try and shed water off. The anti-pigeon mesh needs to be replaced.

North-West Elevation

- 4.56 This is also in brickwork with clasping quoins on the two external corners. This is generally in reasonable condition, although the hard cement pointing is unfortunate as are the sand and cement repairs to the quoins. These are longer term conservation needs.

North Elevation

- 4.57 This is a mirror image of the west elevation, with the exception that the window is blocked and retains all its original masonry, including some small pins that are possibly for external shutters. The stonework could be conserved and consolidated for its longer term protection, certainly before the shutter pins are lost.

- 4.58 The brickwork in the blocking is in reasonable condition but general brickwork has unfortunately been heavily sand and cement pointed and needs to be removed. The quoins on both external corners are in reasonable condition and their conservation in the longer term is all that is required.

North-East Elevation

- 4.59 This matches that previously described but the window is open. The central mullion has been replaced with sandstone, the window has been heavily sand and cement repaired and is heavily weathered.

- 4.60 It should be a longer term aim to decide if this is replaced or mortar repaired to allow a new window to be inserted. The anti-pigeon mesh should be completely replaced.

- 4.61 The brickwork has been heavily sand and cement repointed, which is unfortunate and this should be removed. The quoins on the two external corners are generally in reasonable condition but there are a couple that are likely to need replacement in the longer term.

East Elevation

- 4.62 This matches the elevation at ground level and the bottom section of the window is visible. The window cill is in poor condition, as are the jambs which are heavily sand and cement repaired and badly affected by water penetration from above. The central mullion is sandstone. This window will need longer term conservation and repair and new anti-pigeon mesh.

- 4.63 The sand and cement pointing in the brickwork should be removed. The brickwork is also affected by the water entering through the failed roof and this again reinforces the need for the roof to be repaired.

Stair Turret

- 4.64 The three facets of the stair turret match those at ground floor level with the exception that there is a beautiful small quatrefoil facing north and a lovely surviving window facing east. The east facing window retains much of its detail and it could be carefully consolidated and repaired, possibly protected and will remain insitu.
- 4.65 The brickwork generally and the clasping quoins are in remarkable condition and no major concerns are expressed.
- 4.66 The small quatrefoil is a delightful survival and it could be carefully conserved.

THIRD SCAFFOLD LIFT

Staircase South and West Elevations

- 4.67 The south elevation is above the roof of the adjacent property. It is in brickwork and has a string course above roof level. Quoins are Kentish ragstone and the scar can be seen for the roof that would have been part of the southern range. There is a lead back gutter between this masonry and the roof but this is presumed to be in the ownership of the adjoining property and is full of grass.
- 4.68 Although partly sand and cement pointed, the brickwork is holding up remarkably well. However, some allowance should be made for some conservation and repair work to give it stability. The work would be fairly minimal at this stage to include some grouting of cracks and removal of plant growth. The quoins are in reasonable condition.

South Elevation

- 4.69 This elevation contains the entrance into the Tower, as well as the south and east elevations of the garderobe which are all in brickwork. There are visible scars for the southern wing and embedded leadwork in the adjacent brickwork on both sides showing the position of the parapet gutters. All walls have been heavily sand and cement repaired and there are surviving base coats of render.
- 4.70 The string course seen on the turret appears on the southern facet of the garderobe and there is a definite scar from the roof line of an adjacent building.
- 4.71 The wall over the entrance into the Tower is heavily affected by water penetration from above and this again reinforces the need for the roof to be tackled. Vegetation growth should also be removed and some repointing carried out.
- 4.72 The rest of the facets are in reasonable condition. There is some weathering on the string course and conservation would be desirable in the longer term but it still has some life left in it. The scar indicating the removal of the roofs could be left but it should be carefully pointed to ensure water does not enter. Removal of the hard pointing would be essential to allow everything to breathe and repointing in a good quality mix to ensure stability of the brickwork.

West Elevation of Garderobe

- 4.73 This is essentially a continuation of the south elevation with the string course. The hard cementitious pointing on the brickwork is unfortunate but, although there has been some replacement of the dressed stonework, isolated stones in the string course will need replacement in the longer term to ensure stabilisation and removal of the hard pointing will always be beneficial. However, this elevation is holding up remarkably well.

South-West Elevation

- 4.74 This is really a continuation of the previous elevation with the head of a window at low level. Significant parts of the string course have been weathered back to the line of the brickwork and a decision should be taken regarding their replacement for weathering purposes or a sand and cement and lead cap provided. The brickwork has been fairly heavily sand and cement over pointed and this will need to be removed to allow everything to breathe but it is holding up remarkably well.
- 4.75 The head of the window will need some repair but can probably be kept if a lead weathering is inserted to shed water away.

West Elevation

- 4.76 This is essentially a continuation of that previously described, with the head of a two-light window in the lower section. The brickwork has been heavily over pointed in the past and much of this is coming out. The clasping quoins on the two external corners will require longer term conservation and repair but nothing is thought to require replacement at present. Two or three of these might require replacement in the longer term, perhaps when the major works are undertaken.
- 4.77 The hard pointing should be removed and repointing carried out. The string course is mainly modern and in good condition.
- 4.78 The head of the two-light window will require significant conservation and repair if it is to survive, followed by discussions on ways to provide weathering.

North-West Elevation

- 4.79 This is a continuation of previous elevations and has a string course. All the brickwork has been heavily sand and cement pointed and this needs to be removed. Quoin stones are weathered but not disintegrating and could therefore be retained for a period of time. The string course is a replacement.

North Elevation

- 4.80 The north elevation is a mirror image of the west elevation but the window has been blocked at low level. There are the remains of some decorative detail within the string course. The brickwork has been sand and cement pointed and this should be removed. The quoin stones on the corners are weathered but in reasonable condition and conservation is probably all that is required.
- 4.81 The two-light window is in very good condition and conservation is the best way forward to retain this and possibly provide leadwork protection.

North-East Elevation

- 4.82 This is a mirror image of that previously described. The window is open. All the brickwork has been heavily sand and cement repointed and this should be removed. The quoin stones are weathered but in reasonable condition. The string course is in acceptable condition.
- 4.83 The central parts of the window tracery have been replaced with modern sandstone but much of the detail in the head survives. Careful conservation will be required in the longer term.

East Elevation

- 4.84 This elevation matches those below and contains the string course and the head of the two-light window. All the brickwork has been sand and cement pointed and this needs to be removed. There is a great deal of plant growth in the string course and there are fractures caused by the saturation of the brickwork from the failed roof. There is evidence that there was some detail at the head of the window but that has now been lost and this reinforces the need for the roof to be tackled.
- 4.85 The window is in reasonable condition but conservation is required, the hard repairs taken out and more appropriate repairs inserted in the longer term. New anti-pigeon mesh should also be provided.

Stair Turret

- 4.86 The three facets are similar to those described previously and there is a string course and a good quality window surviving in the north-eastern facet of the staircase and clasping quoins as previously described. There is a surviving gargoyle on the south-eastern corner of the string course with a further facet facing south-east. The gargoyle is a beautiful little survival. The brickwork has been heavily sand and cement pointed and should be repointed in the correct materials. All the quoin stones are showing weathering but none have yet reached the point of collapse. Much of the string course is a 20th century replacement.
- 4.87 There has been modern replacement around the window but if more appropriate replacement is undertaken this window could be conserved and kept for the longer term. It retains its original ferramenta, which is nice to see. Anti-pigeon mesh should be inserted.

FOURTH SCAFFOLD LIFT

Stair Turret

- 4.88 It is possible to walk around the entire outside of the stair turret. This is part octagonal with facets facing north, north-east, east, south-east, south and west and is constructed of Tudor brickwork with clasping quoins at all the junctions. There are delightful little quatrefoil windows in the south and north elevations and the bottom part of a larger window on the north-east elevation, the top of which will be viewed from the next scaffold lift. All brickwork has been heavily sand and cement pointed.
- 4.89 The quoins on the north elevation are parting from the brickwork. This is due to the water penetration from above and pointing, grouting and possibly some pinning, will be required. The hard pointing should be removed from the north-east elevation and a small amount of work is required around the window at high level to give some consolidation.

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- 4.90 The quoin stones on the other facets are all weathered but are stable. The hard pointing should be removed from all the other facets, as well as a fairly substantial tree on the south elevation.
- 4.91 The hard pointing should be removed from the top of the buttress on the south-west corner, which will allow it to breathe. The plant growth should also be removed.
- 4.92 All the brickwork on these facets is suffering from water penetration from the open turret at high level and also from the roof.

South Elevation

- 4.93 The south elevation are the walls of the entrance into the Tower and the east and south walls of the garderobe. These are in brickwork and have been heavily over pointed in the past, probably with a sand and cement based material. Much of the pointing is coming out due to the water penetration from high level. There is also a substantial tree. The quoins are in reasonable condition, although they are weathered and some conservation would be desirable.
- 4.94 The hard pointing should be removed from the south and east facets of the garderobe but these are not suffering as badly as the first elevation.

South Elevation of Garderobe

- 4.95 This is also in brickwork, heavily over pointed in the past and with a good quality single light window that is heavily sand and cement repaired. The sand and cement repairs should be removed as it is causing the stonework to delaminate and split. The sill is in poor condition. This window should be weathered to try and slow down the rate of decay. The slight movement crack above the window is likely to be due to water penetration from above.
- 4.96 The elevation would benefit from the removal of the hard pointing to allow it to breathe, and for some consolidation of the window to ensure no further fabric is lost in the immediate future.

South-West Elevation

- 4.97 Brickwork is heavily sand and cement pointed. The blocked has also been completely sand and cement repaired and it is likely that all the material inside is in poor condition. This should be removed and mortar repairs carried out to weather it. The quoin stones are in reasonable condition and it is the hard pointing and saturation that are causing the damage.

West Elevation

- 4.98 The west elevation has a blocked two-light window that has been heavily sand and cement repaired and with a heavily sand and cement repaired concrete central mullion. All the surrounding brickwork is sand and cement pointed and the clasping quoins also exhibit sand and cement repairs.
- 4.99 All the hard pointing and repairs should be removed and careful conservation undertaken to ensure no further material is lost. The quoins are all weathered but are thought to be structurally sound. Careful conservation will be required around them to ensure they do not weather back further and cause destabilisation of the brickwork.

North-West Elevation

- 4.100 This elevation requires the removal of all the hard pointing. It is saturated from the roof above. Work is required around the quoin stones to give weathering to slow down the rate of decay. It is likely that once this elevation can breathe, some of the bricks will disintegrate. There is movement around some of the quoins and water is getting in behind the quoins at high level and this will need to be tackled to prevent further loss.

North Elevation

- 4.101 All the brickwork has been heavily sand and cement pointed. This should be removed to allow the brickwork to breathe. Quoin stones on the corners are heavily weathered and work is required to ensure water does not get in and around them and also to protect the brickwork.
- 4.102 The jambs and cills of the two-light window are heavily weathered and it has a concrete mullion. Urgent work is required on the jambs and cill to prevent further loss and further consideration will have to be given to how much further consolidation or replacement is needed to conserve this fabric.

North-East Elevation

- 4.103 All this brickwork has also been heavily sand and cement repointed and this needs to be removed. The blocked window has also been heavily sand and cement repaired and has concrete mullions. This window needs urgent conservation to avoid the loss of more significant material. The quoin stones also need conservation to try and slow down the rate of decay. The window cill needs urgent repair as water can now enter the brickwork below.

East Elevation

- 4.104 The hard pointing in all the brickwork needs replacing with more appropriate material. It is completely saturated as a result of the failed roof at high level. The two-light window has been heavily sand and cement repaired and the jamb stones on both sides and the cill are in danger of loss. Urgent consolidation work is required to hold this in position. The brickwork below the window is saturated and material is about to be lost. There is also a great deal of plant growth. The central mullion is concrete and the stool on which it sits is crodng and work is required to ensure it remains stable.

TOP SCAFFOLD LIFT

- 4.105 The top scaffold lift allows a view of the top of the Tower walls on all elevations, the garderobe and the stair turret. As a general rule, all walls have been heavily sand and cement over pointed, the tops of the walls are modern brickwork with what appears to be a dpc and concrete weathering. The tops of the walls are protected by a lightning conductor tape system and anti-pigeon wires. The lightning conductor tape does not appear to be attached to anything.
- 4.106 Generally, all the hard pointing needs to be removed from all of the walls as a matter of urgency to ensure the walls can breathe, and repointing carried out in a more appropriate material. It would be prudent to look at protecting the tops of the walls with projecting stonework and roof to try and slow down the rate of water penetration.

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- 4.107 Major trees are growing out of the top of the stair turret and there are vertical cracks in a number of the elevations, which need to be pointed and grouted. The brickwork on the top is lifting where the trees are growing and we are in danger of losing sections of the top brickwork if nothing is done in the immediate future.
- 4.108 The stair turret window facing north-east needs some careful conservation and protection to avoid the loss of the jambs and there is also movement around the quoins in this area, so pointing and grouting is also required.
- 4.109 The east facing window has a concrete head and heavily sand and cement repaired tracery and jambs. This appears to be stable at present but some of the high level quoins on the turret have been replaced with concrete.
- 4.110 The window head on the north-east facet is heavily sand and cement repaired but it appears stable. This is also true of the window head facing north but some of these details are coming off and therefore conservation and repair is required.
- 4.111 A number of the surviving quoins will need conservation and pointing around them to shed water off. It is clear that generally water sheds off the top of the walls and saturates the material below causing significant issues.
- 4.112 The west facing window has suffered major concrete replacements but it appears to be stable.
- 4.113 Some small voids are appearing in the brickwork on the top of the garderobe and this will need pointing and also some deep grouting.

ROOF

- 4.114 The roof of the main Tower appears to be felt over a plywood deck with felt flashing going under the modern brickwork. This roof has completely collapsed in the south-west corner and needs urgent replacement to avoid putting the entire Tower at risk.
- 4.115 It would be prudent to look at improving the detail to include covering the cap to try and weather the Tower as a temporary measure to try and slow down the rate of decay whilst its future is being discussed. It would also be prudent to put roofs over the tops of the turret and the garderobe to reduce the rate of water penetration and decay in these areas.
- 4.116 All this work needs to be done as a matter of great urgency to avoid the loss of further material.

5. Gatehouse Fragment Exterior

- 5.1 The surviving fragment of the central Gatehouse consists of the ground floor of the Western Tower. This has a tiled roof with a hipped end facing north towards the Parish Church. The hips are finished with bonnet hips. Roof slopes are covered in plain tiles. The western slope is intersected by the roof of the adjacent housing and the gable facing onto the rear field is finished with a pointed tile crease, timber rafter under and the remains of the rear Stair Turret which has a small hipped tiled roof with hip tiles on the corners.

- 5.2 The roof slopes generally discharge to plastic guttering and occasional downpipes with the rear turret roof discharging to fresh air. Eaves are formed by the ends of rafters.
- 5.3 The rear Stair Turret roof requires all the hip tiles to be re-bedded and a number of tiles replaced. The gabled end of the principal building requires a small amount of work on the timber rafters. Anti-pigeon generally need to be reinstated at eaves level.
- 5.4 There are missing and broken tiles on most of the roof slopes and these will need to be replaced to ensure the roof remains watertight. The hip tiles on the principal elevation facing north are in fair condition. The guttering, although slightly inadequate in size, does appear to be taking the water. It is a mixture of plastic and cast iron and it is therefore proposed that it should be overhauled and repaired. Downpipes are a mixture of plastic and aluminium. These discharge their water onto the ground. One of the aluminium pipes should be extended so that the water does actually reach the ground.
- 5.5 When viewed from ground level there is no strong indication that the eaves are in poor condition, however a small repair allowance should be made.

Walls

- 5.6 The remaining fragment of the stair tower is constructed on a Kentish ragstone plinth with a cant stone on top. The walls are in fair faced brickwork with quoins in Kentish ragstone. Window dressings are also in Kentish ragstone.
- 5.7 Starting with the western elevation, that is onto the adjoining garden, only small areas are visible above the roof of the adjoining property. There is a suggestion of roof spread but there is no indication, when viewed from an oblique angle, that it is in poor condition. There are a number of loose bricks on the top of the wall and the wall plate is not as well supported as it should be. Therefore it is proposed to reinstate the top of the wall head to support the brickwork. An allowance should also be made for additional work once access has been gained.
- 5.8 The next facet, that facing north-west, has a blocked single light window in it. All the hood mouldings have been partly pared back. The quoins are showing some distress and minor pointing and minor movement at the top of the one of the sets of quoins needs to be tackled, as well as conservation on the remaining fragments of the window and some pointing in the plinth. Generally speaking however it appears sound. In addition, one plinth stone will need to be replaced.
- 5.9 The next facet, that facing north, has a principal two-light window in it with the remains of a further window above. All dressings are in Kentish ragstone with the remains of diaper work in the brickwork.
- 5.10 The main window central mullion is heavily fractured and is on the point of failure. It is unfortunate but it will need to be replaced. The rest of the stonework can probably be carefully conserved and mortar repaired and the hood moulding partly repaired, and possibly lead inserted to protect the structure below. The rest of the brickwork is in good condition. One or two of the clasping quoins will need some conservation to slow down the rate of decay and minor pointing in the plinth.
- 5.11 The facet facing north-east matches that facing north-west with the addition that the blocked window has a couple of interesting light fittings and ventilators, and the main electrical cable going up through it. This elevation is reasonably well sheltered and therefore, apart from some very minor work, is probably best just left alone.

- 5.12 The Gatehouse passage is essentially a blank wall with the return of the part-octagonal turret on the north end with some nice diaper work surviving. In this elevation is an original arched doorway which would have led into the Guardhouse. Adjacent is a modern opening with a timber door and modern brickwork above and probably a 19th century window has been inserted further along the elevation, close to where a scar exists for a former opening.
- 5.13 Starting at the octagonal end to the north, this is in good condition. Moving along, the brickwork above the modern door is bulging and moving out. This will need rebuilding and careful repair and is almost certainly not helped by the roof slightly spreading. The rest of the wall is probably best just left alone. Some bricks are weathering back but have not reached the stage where they should be interfered with. Towards the rear of the elevation are the remains of the inner arch with the base stone still surviving. The scar should be carefully conserved and pointed up, the ivy removed and the remaining base stones carefully re-set and plant growth removed so that this feature is not lost.
- 5.14 The rear Stair Turret fragment again is part octagonal in form, on a stone plinth with a delightful door facing south-east. There is some diaper work in the brickwork at high level and all the quoins are in Kentish ragstone.
- 5.15 The ivy and plant growth should be removed from this structure. Some very careful conservation and repair should be undertaken to the doorway to slow down the rate of decay. This doorway can just about be saved but it will need very careful work to slow down the continuing disintegration.
- 5.16 It is noted that on the doorway there will come a point when some of these stones will have to be replaced.
- 5.17 There is a requirement for minor pointing on the plinth course.
- 5.18 The gabled end of the elevation contains a two-light window with the head removed and a timber bressumer. The gable is in modern brickwork. Below this the gable is the original brickwork with a delightful window below the two-light window and it all sits on a plinth course.
- 5.19 The central mullion to the window is in very poor condition, as indeed are the jambs. Significant mortar repair and/or replacement will be required. Conservation of the quoins and other dressings will be necessary, as will repointing of the plinth.
-

6. Recommendations

6.1 Immediate Conservation and Repair Needs

- 6.1.1 Interior ground floor repairs (3.7, 3.10, 3.15).
- 6.1.2 Interior first scaffold lift repairs (3.31, 3.32, 3.33, 3.34, 3.37, 3.41, 3.42, 3.43, 3.51, 3.54, 3.55, 3.59, 3.60, 3.61).
- 6.1.3 Interior second scaffold lift repairs (3.64, 3.65, 3.67, 3.70, 3.75, 3.82, 3.83, 3.85, 3.86, 3.87).
- 6.1.4 Interior third scaffold lift repairs (3.90, 3.91, 3.93, 3.94, 3.97, 3.98, 3.100, 3.101, 3.102, 3.103, 3.105, 3.106, 3.107, 3.109, 3.110, 3.112, 3.115, 3.116, 3.119, 3.120).
- 6.1.5 Roof interior (3.122, 3.123).
- 6.1.6 Garderobe interior (3.127, 3.128, 3.129, 3.131, 3.132, 3.134, 3.135, 3.137).
- 6.1.7 Spiral staircase interior (3.138, 3.143, 3.145, 3.147, 3.148, 3.149, 3.151, 3.152).
- 6.1.8 Exterior ground floor repair (4.5).
- 6.1.9 Exterior first scaffold lift (4.16, 4.17, 4.18, 4.19, 4.21, 4.22, 4.34, 4.37).
- 6.1.10 Exterior second scaffold lift (4.42, 4.43, 4.46, 4.47, 4.48, 4.51, 4.52, 4.55, 4.60, 4.61, 4.62, 4.63).
- 6.1.11 Exterior third scaffold lift (4.68, 4.71, 4.74, 4.75, 4.78, 4.79, 4.82, 4.84, 4.85, 4.86, 4.87).
- 6.1.12 Exterior fourth scaffold lift (4.89, 4.90, 4.91, 4.93, 4.94, 4.95, 4.96, 4.97, 4.99, 4.100, 4.101, 4.102, 4.103, 4.104).
- 6.1.13 Exterior top scaffold lift (4.106, 4.107, 4.108, 4.111, 4.113).
- 6.1.14 Roof (4.114, 4.115, 4.116).

6.2 Long Term Conservation and Repair Needs

- 6.2.1 Ground floor interior repairs (3.8, 3.9, 3.11, 3.12, 3.14, 3.15, 3.17, 3.18, 3.20, 3.21, 3.22, 3.23, 3.24, 3.27, 3.28).
- 6.2.2 First scaffold lift interior repairs (3.30, 3.38, 3.39, 3.43, 3.44, 3.47, 3.50, 3.51, 3.53, 3.55, 3.56, 3.61).
- 6.2.3 Interior second lift repairs (3.66, 3.68, 3.71, 3.72, 3.74, 3.78, 3.80, 3.87).
- 6.2.4 Interior third scaffold lift repairs (3.95, 3.99, 3.101, 3.107).
- 6.2.5 Garderobe interior (3.127, 3.128, 3.129).
- 6.2.6 Spiral staircase interior (3.140).
- 6.2.7 Exterior ground floor repair (4.2, 4.4, 4.5, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.33, 4.37).
- 6.2.8 Exterior first floor scaffold lift (4.24, 4.26, 4.27, 4.28, 4.29, 4.30, 4.31, 4.32, 4.35, 4.37, 4.39).
- 6.2.9 Exterior second scaffold lift (4.43, 4.50, 4.51, 4.52, 4.53, 4.54, 4.55, 4.56, 4.57, 4.58, 4.60, 4.62, 4.64).
- 6.2.10 Exterior third scaffold lift (4.72, 4.73, 4.74, 4.76, 4.77, 4.80, 4.81, 4.83).
- 6.2.11 Exterior top scaffold lift (4.110).

6.3 Gatehouse Immediate Conservation and Repair Needs

- 6.3.1 Roof repairs (5.3, 5.4)
- 6.3.2 Masonry repairs (5.7, 5.10, 5.13, 5.15, 5.19)

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6.4 Gatchouse Long Term Conservation and Repair Needs

6.4.1 Rainwater goods (5.4)

6.4.2 Masonry repairs (5.8, 5.10, 5.16)



SIGNED

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JOHN BAILEY B.A., B.Arch. AABC, RIBA

ref: 867501 Otford Archbishop's Palace Inspector: 2015/mj

Item 6 (b) – Property Investment Strategy

The attached report was considered by the Cabinet on 16 July 2015, the relevant minute extract was not available before the printing of this agenda and will follow.

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PROPERTY INVESTMENT STRATEGY

Cabinet – 16 July 2015

Report of	Chief Finance Officer
Status:	For Decision
Also considered by:	Council – 21 July 2015
Key Decision:	No

Executive Summary:

The Property Investment Strategy was approved by Council on 22 July 2014 to support the aim of the council becoming more financially self-sufficient as Government Support continues to reduce.

The initial acquisitions have been successful in taking the council some way towards this aim. This report requests additional funding to enable further acquisitions to help ensure that the council remains in a financially sustainable position going forwards.

Portfolio Holders Cllr. Fleming, Cllr Searles

Contact Officer(s) Adrian Rowbotham Ext. 7153
Mark Bradbury Ext. 7099

Recommendation to Cabinet:

- (a) Cabinet recommends to Council to agree to set aside a further £10m for the Property Investment Strategy from borrowing.
- (b) Cabinet recommends Council to approve the Amendment to the Treasury Management Strategy 2015/16.

Recommendation to Council:

- (a) That Council agrees to set aside a further £10m for the Property Investment Strategy from borrowing.
 - (b) That the Amendment to the Treasury Management Strategy 2015/16 be approved.
-

Introduction and Background

- 1 In recent years Sevenoaks District Council has been faced with ongoing reductions in Government Support. This has led to a number of decisions that have been

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taken through the 10 year budget process to try and ensure that the council remains in a financially sustainable position going forwards.

- 2 This position has been increasingly difficult to achieve due to the ongoing nature of budget reductions, compounded by continued low interest rates resulting in returns on treasury investments of between 0.5% and 1%. The Government's early comments suggest that at least for the next 2-3 years, Local Government is likely to face severe Government Support reductions in order to meet the requirement to reduce the national deficit.
- 3 The council has sought to address this position by regularly reviewing assumptions within the 10-year budget and by proposing appropriate reductions in service expenditure where achievable.
- 4 On 7 November 2013, Cabinet approved the Corporate Plan which sets out key focus areas for the organisation including the need to become more financially self-sufficient. The agreed plan articulates an approach of investing in assets that will generate revenue income to allow less reliance on diminishing Government Support. It goes on to state that this could be done either through the review of use of reserves or through borrowing at low interest rates.
- 5 On 22 July 2014, Council agreed the Property Investment Strategy set out in Appendix A.

Progress to Date

- 6 The following three acquisitions have been made to date:
 - Swanley Working Mens Club
 - Suffolk House, Sevenoaks – freehold office building
 - 73 – 75 High Street, Swanley – petrol filling station
- 7 Options for the development of Swanley Working Mens Club are ongoing and the other two premises are producing income yields in excess of 6%.

Funding

- 8 On 22 July 2014, Council agreed to set aside up to £5m from a review of reserves for the purpose of the proposals outlined in the Property Investment Strategy. On 17 February 2015, Council agreed that a further £3m be allocated to the Property Investment Strategy from the Capital Receipts Reserve.
- 9 Having made the initial acquisitions following the implementation of the strategy, which have used the £8m agreed to date, relevant Portfolio Holders are of the view that there is a clear requirement to push ahead so that the council can become more self-sufficient. Therefore it would be beneficial to set aside a further £10m for this purpose which can be funded from borrowing. It is likely that further capital receipts will be received from the sale of assets and when this arises, the options for their use will be analysed to ensure they are used in the most beneficial way.

- 10 Other initiatives are currently being investigated, and further funding through borrowing may be requested once these have progressed to a suitable stage.
- 11 Members are assured that any property acquisitions will be supported by a thorough business case and approved by the Policy and Performance Portfolio Holder in consultation with the Finance Portfolio Holder.
- 12 Based on our experience from the acquisitions to date, the current strength of the property market across the district and the type and lot size of opportunities expected to come to the market over the next few months it is considered that a budget of £10 million will enable the Council to bid effectively for opportunities that meet the criteria set out in the Property Investment Strategy, ensure a balanced portfolio and make a significant contribution to the council's income.
- 13 If borrowing to purchase an asset, the overall yield on the acquisition will reduce due to interest charges and the repayment of the loan. These details will be included in the business case to give assurance that the purchase still gives financial benefits to the Council. As a guide to current rates, the Public Works Loans Board (PWLB) is offering a 25 year annuity loan at 3.34%. Borrowing at this rate would result in a lower net yield than suggested in the strategy but would still produce significant benefits for our communities.

Treasury Management Strategy

- 14 Council approved the Treasury Management Strategy for 2015/16 on 17 February 2015 which included a borrowing limit of £5m. If Council approve the additional funding requested above, the borrowing limit will need to increase accordingly.
- 15 Appendix B contains an amendment to the Treasury Management Strategy for 2015/16 to increase the borrowing limit to £10m.

Key Implications

Financial

As previously stated in this report, the proposals outlined are suggested in order to contribute to the aim of the council becoming more financially self-sufficient as articulated in the approved Corporate Plan.

The council has been debt free for many years so borrowing to finance acquisitions will be a significant change. External advice will be obtained where appropriate to ensure that there is a thorough understanding of the implications and possible accounting treatments of borrowing to purchase any asset.

Legal Implications and Risk Assessment Statement.

A full risk analysis of the Property Investment Strategy was included in the report to Council on 22 July 2014 and reviewed by the Audit Committee on 9 September 2014.

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Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Value for Money and Asset Maintenance

It is suggested that value for money derived from available finances when looked at in conjunction with the Treasury Management Strategy has the ability to be increased if the proposals outlined in this report are adopted.

Conclusions

In acknowledgement of the ongoing reductions in Government Support and the continued low returns on investment of reserves, further investment in the Property Investment Strategy will continue to support the alternative approach as indicated by the approved Corporate Plan.

Members will be updated with more details at future meetings

Appendices

Appendix A – Property Investment Strategy

Appendix B – Amendment to Treasury Management Strategy 2015/16

Background Papers:

[Report to Council 22 July 2014 – Investment Strategy](#)

[Report to Audit Committee 9 September 2014 – Investment Strategy Risk Register](#)

Adrian Rowbotham
Chief Finance Officer

Property Investment Strategy

1. The strategy will consist of a diversified and balanced portfolio of investment assets with regard to the following considerations.
2. Established property investment practice has evolved based on long standing markets for assets in main stream sectors such as Offices, Retail, Industrial and Residential. Investing in these traditional asset categories in a balanced fashion, allows for a lower risk investment when compared to emerging markets such as Student Accommodation, Nursing Homes and Medical Centres.
3. When considering the tenure of an asset, freehold would be preferable to leasehold. Freehold provides for greater levels of security against a leasehold asset that would effectively decrease in value over time. However assets on long leasehold basis may still be suitable for consideration.
4. Whilst properties let to only one tenant may offer an acceptable level of risk, multi-tenanted properties would be favourable as they offer the opportunity to minimise the impact of any one part of the asset being vacant due to tenant default or lease expiry. If assets are occupied by a single tenant, then detailed financial due diligence would be undertaken to ascertain their financial stability.
5. Given the greater market knowledge of the local area, it is suggested that initial investment opportunities are restricted to those within Sevenoaks District.
6. Based on the above considerations and taking into account local market conditions, a suggested lot size of between £1m and £5m is recommended. This is to avoid the lower part of the local market where private high net worth individuals would be seeking to invest and also the high end, where Pension Funds and Life Assurance Funds tend to dominate.
7. Opportunities should be sought that lend themselves to a potential to increase rental income than is currently being realised.
8. A limited number of opportunities that include the potential for development should also be considered.
9. Where sites that are already in the ownership of the Council could be redeveloped in partnership with neighbouring sites, added value can be derived from 'marriage' of the sites. Consideration should be given to Joint Venture (JV) projects that maximise value, with priority given to those which would result in the delivery of assets meeting the investment criteria.
10. It is proposed that external specialist property investment advisors be retained on each transaction, advising on suitability having undertaken detailed pre purchase due diligence, including valuation, risk analysis and lease / title reviews.
11. It is proposed that initially, the Strategic Asset Management and Operational Property Management of the portfolio be delivered from existing resource within the Council's Economic Development and Property Team. There will however be times when specialist external advice is needed and this work will be

commissioned on an 'as required' basis, funded from the income from the assets. This approach is to be reviewed regularly, including ongoing resource requirements, as the portfolio grows.

12. Funding for the acquisition of assets should be reviewed on a case by case basis but could be derived from a number of sources:

- Receipts from previous property disposals.
- Receipts from proposed land / property disposals in future years.
- Reallocation of some of the funds currently held in reserves.
- Borrowing from external lenders – Bank Real Estate Finance, Annuity Funds, Pension Funds.
- Borrowing from the Public Works Loan Board.
- Municipal Bonds Agency.

The commercially sensitive sections of the Property Investment Strategy have been excluded from this document. These were detailed in the exempted information in the report to Council on 22 July 2014. Copies are available to Members only, on request.

AMENDMENT TO TREASURY MANAGEMENT STRATEGY 2015/16

Introduction

- 1 As a consequence of expanding the Property Investment Strategy, it will be necessary to review the annual Treasury Management Strategy. The Strategy for 2015/16 was approved by Council on 17 February 2015.
- 2 The Local Government Act 2003 (the Act) and supporting regulations requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 3 The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by investment guidance issued subsequent to the Act). This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 4 Any amendment to the Strategy requires approval by full Council. Whilst the policies for managing investments do not need to change for the time being, those relating to borrowing will need revision.

Capital Prudential Indicators 2015/16 to 2017/18

- 5 The annual Treasury Management Strategy includes three Prudential Indicators relating to borrowing:

The Operational Boundary

- 6 This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt. The current figures are:

Operational boundary	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Debt	5,000	5,000	5,000	5,000
Other long term liabilities	0	0	0	0
Total	5,000	5,000	5,000	5,000

In light of the proposals for the Property Investment Strategy, it is recommended that this Indicator be amended as follows:

Operational boundary	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Debt	5,000	10,000	10,000	10,000
Other long term liabilities	0	0	0	0
Total	5,000	10,000	10,000	10,000

The Authorised Limit for external debt

- 7 A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
- 8 This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
- 9 The current Authorised Limits are:

Authorised Limit	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Debt	5,000	5,000	5,000	5,000
Other long term liabilities	0	0	0	0
Total	5,000	5,000	5,000	5,000

In light of the proposals for the Property Investment Strategy, it is recommended that this Indicator be amended as follows:

Authorised Limit	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Debt	5,000	10,000	10,000	10,000
Other long term liabilities	0	0	0	0
Total	5,000	10,000	10,000	10,000

Treasury Management Limits on Activity

- 10 There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive, they will impair the opportunities to reduce costs and/or improve performance. The indicators are:
 - a. Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position, net of investments.
 - b. Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates.

c. Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

11 At the present time, there is no need to change these indicators:

Interest rate exposures	2015/16 %	2016/17 %	2017/18 %
Upper limit for variable interest rate exposure	50%	50%	50%
Upper limit for fixed interest rate exposure	100%	100%	100%
Maturity structure for borrowings:			
Upper limit for under 12 months	100%	100%	100%
Lower limit for under 12 months	0%	0%	0%
Upper limit for over 12 months	100%	100%	100%
Lower limit for over 12 months	0%	0%	0%

Other prudential Indicators

12 Once further property investments have been selected and a requirement to borrow has been identified, changes will be required to Prudential Indicators relating to the Council's Borrowing Need (the Capital Financing Requirement or 'CFR') as well as the Council's Minimum Revenue Provision (MRP) strategy. Details will be put before Members at the appropriate time.

Policy on borrowing in advance of need

13 Borrowing in advance of need is a recognised tool in any treasury management strategy. It enables forward planning to take advantage of favourable interest rates, rather than being reliant on prevailing interest rates at the actual time the borrowing is required.

14 If any borrowing activity is undertaken, it should be noted that the Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

15 Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism

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Item 7 (a) – The Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 – Dismissal of Statutory Officers

The attached report was considered by the Governance Committee on 13 July 2015, the relevant minute extract was not available before the printing of this agenda and will follow.

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**THE LOCAL AUTHORITIES (STANDING ORDERS)(ENGLAND)(AMENDMENT)
REGULATIONS 2015 – DISMISSAL OF STATUTORY OFFICERS**

Council – 21 July 2015

Report of Chief Officer Legal and Governance

Status: For Decision

Also considered by: Governance Committee – 13 July 2015

Key Decision: No

This report supports the Key Aim of effective management of council resources

Portfolio Holder Cllr. Fleming

Contact Officer Christine Nuttall Ext. 7245

Recommendation to Governance Committee: That Full Council be recommended to approve the amendments to Officer Employment Procedure Rules (Appendix M of the Constitution) and paragraph 6 of the Constitution entitled “Functions of the Full Council” within Part 2 – The Council and District Council Members, in relation to the dismissal of statutory officers, attached as an Appendix to the report.

Recommendation to Full Council: That the amendments to Officer Employment Procedure Rules (Appendix M of the Constitution) and paragraph 6 of the Constitution entitled “Functions of the Full Council” within Part 2 – The Council and District Council Members, in relation to the dismissal of statutory officers, attached as an Appendix to the report, be approved.

Reason for recommendation: To modify standing orders relating to the dismissal of statutory officers as required by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and to incorporate them within the Council’s Constitution.

Summary

- 1 The government has made legislative changes which require the Council to amend its standing orders insofar as they relate to the dismissal of the Council’s head of paid service, monitoring officer and the chief finance officer (which at Sevenoaks District Council is the head of paid service and s.151 officer, this being a dual role). The report identifies the necessary changes and recommends that the Council approves them and incorporates them into the Council’s Constitution.

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Introduction and Background

- 2 Since the Council commenced operating executive arrangements it has been a requirement of the Local Authorities (Standing Orders) (England) Regulations 2001 ('the 2001 Regulations') that the Council makes or modifies standing orders so that they include certain provisions relating to staff and other matters. The Council's Constitution currently incorporates standing orders which comply with the requirements of the regulations.
- 3 The provisions required to be in the standing orders in relation to staff operated to require the council to appoint a "designated independent person" before it could discipline or dismiss its head of paid service, monitoring officer or chief finance officer (s.151 officer).
- 4 On 25 March, in furtherance of a long standing commitment to do so, the Secretary of State for Communities and Local Government made the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 which came into force on 11 May 2015 ('the 2015 Regulations'). The 2015 Regulations repeal the provisions of the 2001 Regulations insofar as they relate to the appointment of the "designated independent person" and make new provision about the procedure to be followed to dismiss a head of paid service, a monitoring officer or, a chief finance officer (s.151 officer). These provisions must be incorporated into the Council's standing orders "no later than the first ordinary meeting of the authority falling after 11 May 2015"
- 5 The 2015 Regulations require that before dismissing one of the officers identified above, the Council must appoint a "panel" for the purpose of advising on matters relating to the dismissal of the relevant officer. The Council must invite independent persons who have been appointed under section 28(7) of the Localism Act 2011 to be considered for appointment to the panel, with a view to appointing at least two such persons to the panel. These independent persons are those appointed by the Council in connection with the procedures for dealing with alleged breaches of the Code of Conduct for members.
- 6 The Department for Communities and Local Government have issued an explanatory memorandum to the 2015 Regulations which can be viewed at. http://www.legislation.gov.uk/uksi/2015/881/pdfs/uksiem_20150881_en.pdf

The section of the document headed "Policy background" cites issues of complexity and expense as the reasons for the legislative changes although guidance is still being sought on how the legislation is to be implemented.

Identification of Option

- 8 The requirements of the 2015 Regulations are mandatory insofar as they related to the adoption of the prescribed standing orders and therefore it is not possible to put options before the Council for consideration in this connection.
- 9 However, the Council does have a choice as to whether it appoints a standing panel or, whether it only appoints one if and when the need arises. The draft standing orders set out in the Appendix to this report envisages a panel being appointed if disciplinary action is envisaged.

Evaluation of Options

- 10 The circumstances giving rise to the need to appoint the panel are likely to occur very infrequently, if at all. It is therefore not proposed that the Council should appoint a standing panel. In the event that one was to be needed, this would be the subject of a report to Council at the time.
- 11 There is also a fundamental legal difficulty in attempting to appoint a standing panel and this lies in the need to ensure that the panel is comprised of members who are impartial. The nature of the positions to which the 2015 regulations apply is such that there could be a conflict of interest whereby one or more members may themselves be involved in the disciplinary action such as a witness to events. Clearly, any member involved in this capacity could not sit on the panel. Therefore, until a particular issue arises and the circumstances are known, it would not be possible to identify which members could and (more importantly) could not, sit on the panel.

Key Implications

Financial

There are no financial implications.

Legal Implications and Risk Assessment Statement.

It is a legal requirement that the Council has a Constitution that accords with statute.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

A - Amended paragraph 6 entitled "Functions of Full Council" Part 2 – The Council and District Council Members

B - Amended Appendix M (Officer Employment Procedure Rules)

Background Papers:

See Appendices

[The Constitution of Sevenoaks District Council](#)

[Local Authorities \(Standing Orders\) \(England\)\(Amendment\) Regulations 2015](#)

[The Local Authorities \(Standing Orders\) \(England\) Regulations 2001](#)

[Briefing note Hoey Ainscough Associates Limited/Wilkin Chapman Golden Solicitors](#)

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[Explanatory Memorandum to The Local Authorities
\(Standing Orders\) \(England\) \(Amendment\)
Regulations 2015 - 2015 No.881](#)

Christine Nuttall
Chief Officer for Legal and Governance

PART 2 –THE COUNCIL AND DISTRICT COUNCIL MEMBERS

6. Functions of the Full Council

6.1 Only the Council will exercise the following functions:

- (a) adopting and changing the Constitution (see also Part 1 para. 2.4)
- (b) approving, amending or adopting the policy framework, the budget, the Council Tax and any application to the Secretary of State in respect of any Housing Land Transfer;
- (c) subject to the urgency procedure contained in the Access to Information Procedure Rules (Appendix A - Access to Information Procedure Rules), making decisions about any matter in the discharge of an Executive Function which is covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget;
- (d) appointing the Leader of the Council or removing him/her from office;
- (e) agreeing and/or amending the terms of reference for Committees, deciding on their composition and making appointments to them;
- (f) appointing representatives to outside organisations unless the appointment relates to an Executive Function;
- (g) adopting an allowances scheme under Part 2 paragraph 4;
- (h) changing the name of the area;
- (i) confirming the appointment and dismissal of the Chief Executive;
- (j) confirming the dismissal of the Monitoring Officer or Section 151 Officer;
- (k) making, amending, revoking, re-enacting or adopting Byelaws and designations and promoting or opposing the making of local legislation or personal Bills; and
- (l) all other matters which, by law, must be reserved to Council.

In addition the Council will have a key role in representing the views of the local residents of the District on matters of significance to them.

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APPENDIX M: Officer Employment Procedure Rules

1. Recruitment and Appointment

(a) General

- (i) Subject to paragraphs (ii) and (iii) below, the function of appointment and dismissal of, and taking disciplinary action against, a member of staff of the authority must be discharged, on behalf of the Council, by the Officer designated under section 4(1) of the Local Government and Housing 1989 this being the Head of Paid Service or by an Officer nominated by him/her.
 - (ii) Paragraph (i) shall not apply to the appointment or dismissal of, or disciplinary action against:
 - (A) the Officer designated as the Head of Paid Service;
 - (B) a statutory Chief Officer within the meaning of section 2(6) of the Local Government and Housing 1989 Act (politically restricted posts);
 - (C) a non-statutory chief officer within the meaning of section 2(7) of the Local Government and Housing Act 1989;
 - (D) a Deputy Chief Officer within the meaning of section 2(8) of the Local Government and Housing Act 1989; or
 - (E) a person appointed in pursuance of section 9 of the Local Government and Housing Act 1989 (assistants for political groups).
 - (iii) Nothing in paragraph (i) shall prevent a person from serving as a member of any Committee or Sub-Committee established by the Council to consider an appeal by:
 - (A) another person against any decision relating to the appointment of that other person as a member of staff of the Council; or
 - (B) a member of staff of the Council against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.
- (b) Declarations
- (i) The Council will draw up a statement requiring any candidate for appointment as an Officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor, or Officer of the Council; or of the partner of such persons.
 - (ii) No candidate so related to a Councillor, or an Officer will be appointed without the authority of the relevant Chief Officer or an Officer nominated by him/her.

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- (c) Seeking Support for Appointment
- (i) Subject to paragraph (iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) Subject to paragraph (iii), no Councillor will seek support for any person for any appointment with the Council.
- (iii) Nothing in paragraphs (i) or (ii) will preclude a Councillor from giving a written reference for a candidate.

2. Recruitment of Head of Paid Service and Chief Officers

Where the Council proposes to appoint a Chief Officer and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:

- (a) draw up a statement specifying:
 - (i) the duties of the Officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (2)(a) to be sent to any person on request.

3. Appointment of Head of Paid Service, Chief Officers and Heads of Service

- (a) In this paragraph, "appointor" means, in relation to the appointment of a person as an Officer of the Council, the Council or, where a Committee, Sub-Committee or Officer is discharging the function of appointment on behalf of the Council, that Committee, Sub-Committee or Officer, as the case may be.
- (b) An offer of an appointment as:
 - (i) the Officer designated as the head of paid service;
 - (ii) a statutory Chief Officer within the meaning of section 2(6) of the Local Government and Housing Act 1989 (politically restricted posts);
 - (iii) a non-statutory Chief Officer within the meaning of section 2(7) of the Local Government and Housing Act 1989;
 - (iv) a deputy Chief Officer within the meaning of section 2(8) of the Local Government and Housing Act 1989; or
 - (v) a person appointed in pursuance of section 9 of the 1989 Local

Government and Housing Act 1989 (assistants for political groups),

must not be made by the appointor until:

- (A) the appointor has notified the Proper Officer¹ of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;
- (B) the Proper Officer has notified every member of the Cabinet of:
 - (i) the name of the person to whom the appointor wishes to make the offer;
 - (ii) any other particulars relevant to the appointment which the appointor has notified to the Proper Officer; and
 - (iii) the period within which any objection to the making of the offer is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and
- (C) either:
 - (i) the Leader of the Council has, within the period specified in the notice under sub-paragraph (B)(iii), notified the appointor that neither he/she nor any other member of the Cabinet has any objection to the making of the offer;
 - (ii) the Proper Officer has notified the appointor that no objection was received by him within that period from the Leader of the Council; or
 - (iii) the appointor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well-founded.

4. Other Appointments

Officers below Chief Officer

Appointment of Officers below Chief Officer (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

5. Disciplinary Action

(a) In the following paragraphs—

(i) “the 2011 Act” means the Localism Act 2011;

¹ Note: The Proper Officer for the purposes of this Appendix will normally be the Head of Paid Service, as per Part 13 of the Constitution. Where this concerns the appointment or dismissal of the Head of Paid Service then reference to the Proper Officer should be read as reference to the Chief Officer with responsibility for Human Resources.

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- (ii) “Chief Finance Officer”, “disciplinary action”, “Head of Paid Service” and “Monitoring Officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;²
- (iii) “independent person” means a person appointed under section 28(7) of the 2011 Act;
- (iv) “local government elector” means a person registered as a local government elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;
- (v) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972(d) for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (vi) “relevant meeting” means a meeting of the Council to consider whether or not to approve a proposal to dismiss a relevant officer; and
- (vii) “relevant officer” means the Chief Finance Officer, Head of Paid Service or Monitoring Officer, as the case may be.
- (b) A relevant officer may not be dismissed unless the procedure set out in the following paragraphs and Schedule 3 to the Local Authorities (Standing Orders) (England) Regulations 2001 are complied with.
- (c) The Council must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.
- (d) In paragraph (c) “relevant independent person” means any independent person who has been appointed or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as is considered appropriate.
- (e) Subject to paragraph (f), the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph (c) in accordance with the following priority order—

 - (i) a relevant independent person who has been appointed by the Council who is a local government elector;
 - (ii) any other relevant independent person who has been appointed by the Council;
 - (iii) a relevant independent person who has been appointed by another authority or authorities.

² Note: In this section Chief Finance Officer refers to the post of Section 151 Officer (who at this time is also the Head of Paid Service and the Chief Executive)

- ~~(f) The Council is not required to appoint more than two relevant independent persons in accordance with paragraph (e) but may do so.~~
- ~~(g) The Council must appoint any Panel at least 20 working days before the relevant meeting.~~
- ~~(h) Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the Council must take into account, in particular—
 - ~~(i) any advice, views or recommendations of the Panel;~~
 - ~~(ii) the conclusions of any investigation into the proposed dismissal; and~~
 - ~~(iii) any representations from the relevant officer.~~~~
- ~~(i) Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."~~
- ~~(a) In paragraph (b), "Chief Finance Officer", "disciplinary action", "Head of the Paid Service" and "Monitoring Officer", have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 and "designated independent person" has the same meaning as in regulation 7 of those Regulations.~~
- ~~(b) No disciplinary action in respect of the Head of Paid Service, its Monitoring Officer or its Chief Finance Officer, except action described in paragraph 3, may be taken by the Council, or by a Committee, a Sub-Committee, a Joint Committee on which the Council is represented or any other person acting on behalf of the Council, other than in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 (investigation of alleged misconduct).~~
- ~~(c) The action mentioned in paragraph 2 is suspension of the Officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.~~

6. Dismissal

- (a) In this paragraph, "dismissor" means, in relation to the dismissal of an Officer of the Council, the Council or, where a Committee, Sub-Committee or another Officer is discharging the function of dismissal on behalf of the Council, that Committee, Sub-Committee or other Officer, as the case may be.
- (b) Notice of the dismissal of :
 - (i) the Officer designated as the Head of Paid Service;
 - (ii) a statutory Chief Officer within the meaning of section 2(6) of the Local

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Government and Housing 1989 (politically restricted posts);

- (iii) a non-statutory Chief Officer within the meaning of section 2(7) of the Local Government and Housing 1989;
- (iv) a Deputy Chief Officer within the meaning of section 2(8) of the Local Government and Housing 1989; or
- (v) a person appointed in pursuance of section 9 of the 1989 Local Government and Housing (assistants for political groups).

must not be given by the dismissor until:

- (i) the dismissor has notified the Proper Officer of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;
- (ii) the Proper Officer has notified every member of the Cabinet of:
 - (A) the name of the person who the dismissor wishes to dismiss;
 - (B) any other particulars relevant to the dismissal which the dismissor has notified to the Proper Officer; and
 - (C) the period within which any objection to the dismissal is to be made by the Leader of the Council on behalf of the Cabinet to the Proper Officer; and
- (iii) either
 - (A) the Leader of the Council has, within the period specified in the notice under sub-paragraph (ii)(C), notified the dismissor that neither he nor any other member of the Cabinet has any objection to the dismissal;
 - (B) the Proper Officer has notified the dismissor that no objection was received by him within that period from the Leader of the Council; or
 - (C) the dismissor is satisfied that any objection received from the Leader of the Council within that period is not material or is not well-founded.

7. Councillor Involvement

Councillors will not be involved in disciplinary action against any Officer below Deputy Chief Officer or the dismissal of any Officer below Chief Officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, although the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to Councillors in respect of disciplinary action.

Item 7 (b) – Kent County Council Electoral Division Review

The attached report was considered by the Legal & Democratic Advisory Committee on 2 July 2015 and the Governance Committee on 13 July 2015, the relevant minute extracts were not available before the printing of this agenda and will follow.

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KENT COUNTY COUNCIL ELECTORAL DIVISION REVIEW

Council – 21 July 2015

Report of	Chief Officer Legal and Governance
Status:	For Consideration
Also considered by:	Governance Committee – 13 July 2015 Legal & Democratic Advisory Committee – 2 July 2015
Key Decision:	No
Portfolio Holder	Cllr. Firth
Contact Officer	Christine Nuttall Ext. 7245

Recommendation to Legal & Democratic Advisory Committee : That views on the proposed changes to the KCC electoral division arrangements be given to the Portfolio Holder for any Portfolio Response

Recommendation to Governance Committee: That the Committee advises full Council of its views on the proposed changes to the KCC electoral division arrangements

Recommendation to Council: That a response be made to the Local Government Boundary Commission for England in relation to the proposed changes to the KCC electoral division arrangements in accordance with Members' views.

Reason for recommendation: Response to consultation document issued by the Local Government Boundary Commission for England relating to proposed changes to the KCC electoral division arrangements.

Introduction and Background

- 1 On the 12 May the Local Government Boundary Commission for England (LGBCE) issued a consultation document on its draft proposals for new county council division boundaries for Kent County Council (KCC). The review is being conducted as KCC currently has high levels of electoral inequality where some councillors represent many more or many fewer voters than others.
- 2 Copies of the News Release, consultation document and consultation map are attached at Appendices A, B and C respectively. The consultation map is not easy to use for detailed analysis of the proposals but a very good interactive map can be found by following the web-link contained in the News Release:
(<https://consultation.lgbce.org.uk/node/4285>)

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- 3 The interactive map can be zoomed and various layers such as current and proposed boundaries can be turned on or off.

Consultation Timetable

- 4 The consultation period ends on 6 July (an eight-week period). Unfortunately this will not allow time for a formal response from this Council without special meetings of Governance Committee and Full Council being called. The Chief Executive has written to the LGBCE setting out this problem and in particular the impact of the consultation period being set so close to the local elections.
- 5 The LGBCE have agreed to an extension to the 22nd July (the day after full Council) on the basis that a draft of what will be considered by Council will be sent to them by 6th July, and that they are notified on 22nd July of any changes agreed at Council. This can be achieved by the Portfolio Holder passing to them any comments agreed at the Legal & Democratic Advisory Committee.

Summary of the Review

- 6 The aims of the review are to:
 - Improve electoral equality by equalising the number of electors each councillor represents
 - Reflect community identity
 - Provide for effective and convenient local government
- 7 The Commission is looking for responses to the following questions:
 - Do the proposed electoral divisions reflect local communities?
 - Can the proposals be improved whilst maintaining electoral equality?
 - Are the names of the proposed divisions right?
- 8 The proposals are to reduce the current number of members of KCC from 84 to 81, a reduction of three. The three District Councils in Kent, each having a reduction of one in the number of KCC members are Canterbury, Thanet and this Council – Sevenoaks. A table setting out the relevant figures for each Kent District is attached at Appendix D.
- 9 It is clear from the document that electoral equality is the overriding requirement and the figures in Appendix D indicate that the reduction for the Sevenoaks District brings it much more into line with the others across Kent.

Mechanics of the Review

- 10 KCC division boundaries are required to align with Parish Ward (and hence with District Council) boundaries. If a proposal includes the splitting of an existing Parish Ward this must be done alongside the creation of new Parish Wards. There are no such proposals in the Sevenoaks District area.
- 11 The proposals are based on estimated number of electors in 2020 – the projections were developed through an analytical model used by KCC's Business Intelligence Team, taking into account planned developments and demographic

predictions. The estimated total of electors across the KCC area in 2020 is 1,157,343. This equates to an average number of electors per councillor of **14,288** for 81 members in total. It is this figure that any division proposal must look to in order to achieve consistent electoral equality.

Detail for Sevenoaks District

- 12 Appendices E and F are tables setting out the detail, by Parish, of the current and proposed KCC Divisions respectively. Under the current arrangements both the Sevenoaks Town Council area and the Swanley Town Council area are split between KCC Divisions. The proposals consolidate the whole of Swanley (together with the Parish of Hextable) into one KCC Division, but still split the Sevenoaks Town area into two parts combining each with a number of the more rural areas adjacent to them.
- 13 The proposed split of Sevenoaks includes the Kippington and Northern Wards of the Town Council from the Eastern, St Johns, Town and Wildernesse wards. This essentially splits the town along the main road from the South, from Riverhill to Solefields, and along the line of the railway line out of the tunnel, through the main Sevenoaks station and along the line towards Bat & Ball station then following the A25 to the East.
- 14 The main changes are as follows:
 - Swanley Town Christchurch and Swanley Village wards move from the current “Darent Valley” division to the new “Swanley” division
 - Dunton Green, Knockholt and Halstead move from the current “Sevenoaks West” division to the new “Darent Valley” division
 - Otford moves from the current “Sevenoaks East” division to the new “Darent Valley” division
 - The Sevenoaks Town Northern ward moves from the current “Sevenoaks East” division to the new “Sevenoaks West” division
 - Westerham Town moves from the current “Sevenoaks West” division to the new “Sevenoaks Rural” division.
- 15 The proposed division names are as follows:

Current Division	Proposed Division
Darent Valley	Darent Valley
Sevenoaks Central	
Sevenoaks East	Sevenoaks East
Sevenoaks West	Sevenoaks West
Sevenoaks North East	Sevenoaks North East

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Sevenoaks South	Sevenoaks Rural
Swanley	Swanley

Key Implications

Financial

None – consultation on proposals for KCC Divisions only

Legal Implications and Risk Assessment Statement.

None – consultation on proposals for KCC Divisions only

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

Members' views are sought on the proposals, to be sent as a response from the Portfolio Holder, or from the Council

Appendices

Appendix A – LGBCE News Release 12 May 2015

Appendix B – Draft Recommendations on the new electoral arrangements for Kent County Council

Appendix C – Electoral Review of Kent Consultation Map

Appendix D – Kent Districts Analysis

Appendix E – KCC Review – Current Division Analysis

Appendix F – KCC Review – Proposed Division Analysis

Map of current 7 divisions

Map of proposed 6 divisions

Alternative Options 1-3 (maps and division names)

Corresponding figures for alternative options

Background Papers:

Appendices to the report.

Christine Nuttall

Chief Officer for Legal and Governance

The
Local Government
Boundary Commission
for England

News Release

Embargoed until: 00:01, 12 May 2015

Kent residents: have your say on new county division boundaries

The independent Local Government Boundary Commission for England is asking people across Kent to comment on its draft proposals for new county council division boundaries.

An eight-week public consultation on the recommendations begins today and will end on 6 July 2015. The consultation is open to anyone who wants to have their say on new county council electoral divisions, division boundaries and division names across Kent.

The Commission's draft recommendations propose that Kent County Council should have 81 county councillors in the future, three fewer than the current arrangements. The recommendations also outline how those councillors should represent 65 single-member divisions and eight two-member divisions across the county.

The full recommendations and detailed interactive maps are available on the Commission's website at www.consultation.lgbce.org.uk and www.lgbce.org.uk. Hard copies of the Commission's report and maps will also be available to view at council buildings and libraries.

Max Caller CBE, Chair of the Commission, said: "We are publishing proposals for a new pattern of electoral divisions across Kent and we are keen to hear what local people think of the recommendations.

"Over the next eight weeks, we are asking local people to tell us if they agree with the proposals or if not, how they can be improved.

"Our review aims to deliver electoral equality for local voters. This means that each county councillor represents a similar number of electors so that everyone's vote in county council elections is worth roughly the same regardless of where you live.

"We also want to ensure that our proposals reflect the interests and identities of local communities across Kent and that the pattern of divisions can help the council deliver effective local government to local people.

"We will consider all the submissions we receive whoever they are from and whether your evidence applies to the whole county or just part of it.

The Commission wants to hear as much evidence as possible in order to develop final recommendations for Kent County Council. If you would like to make a submission to the Commission, please write or email us by 6 July 2015:

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The Review Officer (Kent)
LGBCE
14th floor, Millbank Tower
London
SW1P 4QP

Email: reviews@lgbce.org.uk

Follow us on Twitter [@LGBCE](https://twitter.com/LGBCE)

Have your say directly through the Commission's consultation portal:
<https://consultation.lgbce.org.uk/node/4285>

Link to the dedicated web page for the Kent electoral review:
www.lgbce.org.uk/current-reviews/south-east/kent/kent-county-council

For further information contact:
Press Office: 0330 500 1250 / 1525
press@lgbce.org.uk

ends/

Notes to editors:

1. The Local Government Boundary Commission for England is responsible for reviewing local authority electoral arrangements, defining boundaries for local elections and the number of councillors to be elected, as well as conducting reviews of local government external boundaries and structures.
2. The Commission is carrying out an electoral review of Kent County Council to provide for 'electoral equality'; that means each county councillor representing approximately the same number of electors. The Commission must also have regard to community identity and interests and providing effective and convenient local government.
3. The types of questions the Commission is asking residents at this stage are:
 - a. Do the proposed electoral divisions reflect local communities?
 - b. How do you think the proposals can be improved whilst maintaining electoral equality?
 - c. Are the names of the proposed divisions right?
4. Residents have from 12 May to 6 July 2015 to have their say about where division boundaries for Kent should be drawn. The Commission will consider all submissions and aims to publish its final recommendations in September 2015. Once the Commission agrees its final recommendations it will lay a draft order in both Houses of Parliament. Parliament will then have 40 days in which to consider the recommendations. If both Houses are satisfied with the recommendations, the draft order will be 'made' and the new divisions will come into effect at the county council elections in 2017.

Appendix B

Draft recommendations on the new electoral arrangements for Kent County Council

Electoral review

May 2015

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Local Government Boundary Commission for England:

Tel: 0330 500 1525

Email: reviews@lgbce.org.uk

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Summary

Who we are

The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament. We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.

Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed
- How many wards or electoral divisions should there be, where are their boundaries and what should they be called
- How many councillors should represent each ward or division

Why Kent?

We are conducting an electoral review of Kent County Council as the Council currently has high levels of electoral inequality where some councillors represent many more or many fewer voters than others. This means that the value of each vote in county council elections varies depending on where you live in Kent. Overall, 31% of divisions currently have a variance of greater than 10%; Romney Marsh has a variance of +38%.

Our proposals for Kent

Kent County Council currently has 84 councillors. Based on the evidence we received during previous phases of the review, we consider that a decrease in council size by three members will ensure the Council can discharge its roles and responsibilities effectively.

Electoral arrangements

Our draft recommendations propose that Kent County Council's 81 councillors should represent 65 single-member divisions and eight two-member divisions. None of our proposed 73 divisions would have an electoral variance of greater than 10% from the average for Kent by 2020.

You have until 6 July 2015 to have your say on the recommendations. See page 40 for how to have your say.

1 Introduction

1 This electoral review is being conducted following our decision to review Kent County Council's electoral arrangements to ensure that the number of voters represented by each councillor is approximately the same across the county.

What is an electoral review?

2 Our three main considerations in conducting an electoral review are set out in legislation¹ and are to:

- Improve electoral equality by equalising the number of electors each councillor represents
- Reflect community identity
- Provide for effective and convenient local government

3 Our task is to strike the best balance between them when making our recommendations. Our powers, as well as the guidance we have provided for electoral reviews and further information on the review process, can be found on our website at www.lgbce.org.uk

Consultation

4 We wrote to the Council inviting the submission of proposals on council size. We then held a period of consultation on division patterns for the county. The submissions received during our consultation have informed our draft recommendations.

This review is being conducted as follows:

Stage starts	Description
18 November 2014	Council size decision
9 December 2014	Division pattern consultation
12 May 2015	Draft recommendations consultation
7 July 2015	Analysis of submissions received and formulation of final recommendations
29 September 2015	Publication of final recommendations

How will the recommendations affect you?

5 The recommendations will determine how many councillors will serve on the Council. They will also decide which division you vote in, which other communities are in that division and, in some instances, which parish council wards you vote in. Your division name may also change, as may the names of parish or town council wards in the area. The names or boundaries of parishes will not change as a result of our recommendations.

¹ Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

What is the Local Government Boundary Commission for England?

6 The Local Government Boundary Commission for England is an independent body set up by Parliament under the Local Democracy, Economic Development and Construction Act 2009.

Members of the Commission are:

Max Caller CBE (Chair)
Professor Colin Mellors (Deputy Chair)
Dr Peter Knight CBE DL
Alison Lowton
Sir Tony Redmond
Professor Paul Wiles CB

Chief Executive: Jolyon Jackson CBE

2 Analysis and draft recommendations

7 Legislation² states that our recommendations are not intended to be based solely on the existing number of electors³ in an area, but also on estimated changes in the number and distribution of electors likely to take place over a five-year period from the date of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for the divisions we put forward at the end of the review.

8 In reality, the achievement of absolute electoral fairness is unlikely to be attainable and there must be a degree of flexibility. However, our approach is to keep variances in the number of electors each councillor represents to a minimum.

9 In seeking to achieve electoral fairness, we work out the average number of electors per councillor by dividing the electorate by the number of councillors as shown on the table below.

	2014	2020
Electorate of Kent County	1,092,651	1,157,343
Number of councillors	81	81
Average number of electors per councillor	13,490	14,288

10 Under our draft recommendations, none of our proposed divisions will have an electoral variance of greater than 10% from the average for the county by 2020. We are therefore satisfied that we have achieved good levels of electoral fairness for Kent.

11 Additionally, in circumstances where we propose to divide a parish between district wards or county divisions, we are required to divide it into parish wards so that each parish ward is wholly contained within a single district ward or county division. We cannot make amendments to the external boundaries of parishes as part of an electoral review.

12 These recommendations cannot affect the external boundaries of Kent County Council or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. There is no evidence that the recommendations will have an adverse effect on local taxes, house prices, or car and house insurance premiums and we are not, therefore, able to take into account any representations which are based on these issues.

Submissions received

13 See Appendix B for details of submissions received. All submissions may be inspected at our offices and can also be viewed on our website at www.lgbce.org.uk

² Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

³ Electors refers to the number of people registered to vote, not the whole adult population.

Electorate figures

14 As prescribed in the Local Democracy, Economic Development and Construction Act 2009, the Council submitted electorate forecasts for 2020, a period five years on from the scheduled publication of our final recommendations in 2015. These forecasts were broken down to polling district level and projected an increase in the electorate of approximately 5.9% to 2020. The highest proportion of this growth across the county is expected in the borough of Dartford. Dover is also projected to see substantial growth over the next five years.

15 Having considered the information provided by the Council, we are satisfied that the projected figures are the best available at the present time and these figures form the basis of our draft recommendations.

Council size

16 Kent County Council submitted a proposal to retain the council size of 84. We carefully considered the representation received. We considered that the Council's submission proposing a council of 84 members was not supported by adequate evidence to justify a council size out of range when compared with its nearest statistical neighbour authorities. We considered that a council size of 81 members was appropriate based on the evidence received and that the authority can operate efficiently and effectively and ensure effective representation of local residents under this council size. We therefore invited proposals for division arrangements based on a council size of 81.

17 We received two submissions concerning council size in response to the consultation on division patterns. One did not support a reduction in size and the other supported splitting the council into two councils of 42 members each. We received no other comments. We were not persuaded by the evidence received to change our decision and we have therefore based our draft recommendations on a council size of 81 elected members.

18 A council size of 81 provides the following allocation between the district councils in the county:

- Ashford District – seven councillors
- Canterbury City – eight councillors, a reduction of one
- Dartford Borough – six councillors
- Dover District – seven councillors
- Gravesham Borough – five councillors
- Maidstone Borough – nine councillors
- Sevenoaks District – six councillors, a reduction of one
- Shepway District – six councillors
- Swale Borough – seven councillors
- Thanet District – seven councillors, a reduction of one
- Tonbridge & Malling Borough – seven councillors
- Tunbridge Wells Borough – six councillors

Division patterns

19 During consultation on division patterns, we received 59 submissions, including a county-wide proposal from Kent County Council. We also received a scheme from the Labour Group on Kent County Council for Dover, Gravesham, Shepway, Swale and Thanet, the areas where they disagreed with the Council's scheme. We received a scheme from Canterbury & Coastal Liberal Democrats for Canterbury and from the UKIP Group for Swale. We received a scheme for Sevenoaks from a local resident and a scheme for Dartford from a local resident. The scheme in Dartford matched that of the Council scheme. The remainder of the submissions provided localised comments for division arrangements in particular districts.

20 Having carefully considered the proposals received, we were of the view that the proposed patterns of divisions in the Council's proposals resulted in good levels of electoral equality in most areas of the county and generally used clearly identifiable boundaries. We have based our proposals for Ashford, Canterbury, Dartford, Maidstone, Sevenoaks, Shepway, Tonbridge & Malling and Tunbridge Wells on these proposals. However, we have made modifications in some areas to minimise electoral variances and ensure more identifiable boundaries.

21 In Dover, Swale and Thanet we have based our recommendations on the Labour Group proposals with some modifications to ensure our recommendations provide a good reflection of our statutory criteria. We also based some of our proposals for Swale on the submission from UKIP. In Gravesham, we were unable to base our recommendations on any of the submitted schemes as they all would result in either poor electoral equality or would not follow clearly identifiable boundaries. Therefore, in Gravesham we have put forward our own division arrangements.

22 Our draft recommendations are for 65 single-member divisions and eight two-member divisions. We consider that our draft recommendations will provide for good electoral equality while reflecting community identities and interests where we have received such evidence during consultation.

23 A summary of our proposed electoral arrangements is set out in Table A1 (on pages 42–9) and on the large map accompanying this report. We welcome all comments on these draft recommendations. We also welcome comments on the division names we have proposed as part of the draft recommendations.

Detailed divisions

24 The tables on pages 8–36 detail our draft recommendations for each district in Kent. They detail how the proposed division arrangements reflect the three statutory⁴ criteria of:

- Equality of representation
- Reflecting community interests and identities
- Providing for convenient and effective local government

⁴ Local Democracy, Economic Development and Construction Act 2009.

Ashford District

Division name	Number of Cllrs	Variance 2020	Description	Detail
Ashford Central	1	-2%	This division includes the unparished areas of Bybrook, Barrow Hill and Godinton Park.	This division is identical to the existing division as we consider it continues to provide good electoral equality for the area while reflecting community identities.
Ashford East	1	0%	This division includes the unparished areas of Willesborough and South Willesborough, and part of Sevington parish.	These divisions are almost identical to the existing divisions and we note they continue to offer good electoral equality for the area. We have made a small modification to the boundary between the two divisions to use the River Stour as the northern boundary of Ashford East division. This affects seven electors who are moved from Ashford East to Ashford Rural East division.
Ashford Rural East	1	-6%	This division includes the parishes of Aldington, Bonnington, Brook, Chilham, Crundale, Godmersham, Hastingleigh, Mersham, Molash, Smeeth and Wye with Hinxhill and part of Sevington parish. It also includes the unparished area of Kennington.	
Ashford Rural South	1	-3%	This division includes the parishes of Bilsington, Kingsnorth, Orlestone, Ruckinge, Shadoxhurst, Warehorne and Woodchurch.	This division is based on a proposal received during consultation with a small modification to include the entire parish of Stanhope in Ashford South division. We consider this better reflects the community in this area.

Ashford Rural West	1	-5%	This division includes the parishes of Bethersden, Boughton Aluph, Challock, Charing, Eastwell, Egerton, High Halden, Hothfield, Little Chart, Pluckley and Westwell. It also includes part of the parish of Great Chart with Singleton, and a small part of the unparished area of Goat Lees.	This division is based a proposal received during consultation. However, we propose to move Smarden parish to Tenterden division to allow us to ensure electoral equality in that division.
Ashford South	1	5%	This division includes the unparished area of South Ashford and Ashford town centre as well as the parish of Stanhope and part of the parish of Great Chart with Singleton.	This is based on a proposal received during consultation with a small modification to include the entire parish of Stanhope in this division. We are satisfied that it provides a good reflection of our statutory criteria.
Tenterden	1	-5%	This division includes the parishes of Appledore, Biddenden, Kenardington, Newenden, Rolvenden, Smarden, Stone-cum-Ebony, Tenterden and Wittersham.	We propose to move Smarden parish from Ashford Rural West division to ensure good electoral equality in this division. We received a submission from Biddenden Parish Council that supported Biddenden remaining in Tenterden division. We are persuaded that this will reflect community identities and have retained the parish in this division.

Canterbury City

Division name	Number of Cllrs	Variance 2020	Description	Detail
Canterbury City North	1	7%	This division is made up of the unparished areas of Canterbury that make up the City Council wards of Northgate and St Stephen's and parts of Westgate and Blean Forest wards.	The reduction of three councillors across Kent means that the number of councillors for Canterbury is reduced from nine to eight. This means that there will be significant change to electoral divisions in Canterbury. We propose a division that covers areas in the north of the city which we consider share a common identity and interests.
Canterbury City South	1	3%	This division is made up of the unparished areas of Canterbury that make up the City Council ward of Barton and parts of the Westgate and Wincheap wards.	This division is based on a proposal received during consultation, with a minor modification to provide a more identifiable boundary. The county-wide submission excluded a part of Martyrs' Field from the division which, whilst partly coterminous with a City Council ward, appeared not to follow identifiable ground detail. Instead we choose to include a small area of housing on the Canterbury city side of the A2 as detailed below. This provides good electoral equality for both Canterbury City divisions.
Canterbury North	1	8%	This division includes the parishes of Chestfield, Hackington, Harbledown & Rough Common and St Cosmus & St Damian in the Blean. It also includes parts of the parish of Chartham and the	This division is based on a proposal received during consultation. The reduction in the number of councillors in Canterbury means that the rural division will be larger than the existing division. This proposed

			<p>unparished area around the University of Kent at Canterbury, and South Street near Whitstable.</p>	<p>division covers parishes to the north and west of Canterbury city, which we consider have a similar character and shared community identities and interests. This division also unites all of the campus of the University of Kent in one division. We consider that this division provides good electoral equality.</p>
Canterbury South	1	-7%	<p>This division includes the parishes of Adisham, Barham, Bekesbourne-with-Patrixbourne, Bishopsbourne, Bridge, Fordwich, Ickham & Well, Kingston, Littlebourne, Lower Hardres, Petham, Thanington Without, Upper Hardres, Waltham, Wickhambreaux, and Womenswold. It also includes part of the parish of Chartham and a small unparished area of South Canterbury.</p>	<p>This division is based on a proposal received during consultation with a small modification. We propose to include the parish of Fordwich in this division. We also propose that the parish of Westbere and village of Hersden in Sturry parish be included in our proposed Herne Village & Sturry division. We noted that the parish of Westbere and village of Hersden have no transport links to their south with the main railway line out of Canterbury separating them from parishes to the south.</p> <p>This division includes all of the rural parishes to the south and west of Canterbury city that have many shared interests and community ties. The proposed division also provides good electoral equality for the area. This proposal is supported by Bekesbourne-with-Patrixbourne and Littlebourne parish councils.</p>

Herne Bay East	1	2%	This division is made up of the majority of eastern and central Herne Bay and Beltinge.	Herne Bay has too large an electorate for a single-member division. We therefore propose that this division includes the centre of Herne Bay and surrounding area which we consider best reflects the community identities in this part of Canterbury district.
Herne Village & Sturry	1	8%	This division includes the parishes of Chislet, Herne & Broomfield, Hoath, Westbere and Sturry. It also includes the unparished areas of Hillborough, Bishopstone and Reculver.	This division is based on a proposal received during consultation with the modifications mentioned above, and a change of name. We propose a division that includes the parishes in the north and east of Canterbury which we consider are of a similar character and identity. This division provides for good electoral equality. We propose to name this division Herne Village & Sturry. Our proposed division is in line with a submission from Herne & Broomfield Parish Council.
Whitstable East & Herne Bay West	1	1%	This division includes the unparished areas of Tankerton, Swalecliffe and Greenhill.	We propose that part of Whitstable and part of Herne Bay be included in a division due to the fact that Whitstable and Herne Bay each have an electorate that is too large for single-member divisions covering these areas. Given these constraints, we consider our proposed division reflects community identities and interests in this area and uses clearly identifiable boundaries.

Whitstable West	1	6%	This division includes the unparished areas of central Whitstable and Seasalter.	This division is based on a proposal received during consultation. Like Herne Bay, Whitstable contains too many electors for a single-member division. We propose that the centre of Whitstable and Seasalter form a division that, based on the evidence received, continues to reflect community identity. We propose to name this division Whitstable West.
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Dartford Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Dartford East	1	-2%	This division includes the unparished areas of Hesketh and the Fleet Estate as well as parts of the parishes of Stone and Darenth.	This division is based on a proposal received during consultation. It includes the area of Castle from Stone parish which is currently included in the Swanscombe & Greenhithe division. This improves the electoral equality in both divisions.
Dartford North East	1	3%	This division includes the unparished areas of Temple Hill and New Town, and the Milestone area of Stone parish.	These divisions are identical to the existing divisions and we believe they continue to offer good electoral equality for the area while reflecting community identities.
Dartford Rural	1	-4%	This division includes the parishes of Bean, Longfield & New Barn, Southfleet and Sutton-at-Hone & Hawley. It also includes part of the parish of Darenth.	
Dartford West	1	-2%	This division includes the unparished areas of Dartford Town Centre and Bowmans.	
Swanscombe & Greenhithe	1	7%	This division includes the parish of Swanscombe & Greenhithe.	This division is based on a proposal received during consultation. The area of Castle in Stone parish is transferred to the proposed Dartford East division. This improves the electoral equality in both divisions. This division is scheduled to include the first development of the Ebbsfleet Garden City site and its

				<p>electorate is projected to grow by 52% by 2020. Two submissions suggested that the division required an extra councillor or that the review should be halted due to the proposed development of Ebbsfleet Garden City.</p> <p>We asked the Council to provide us with projected electorates and we are satisfied that the projected figures of 52% growth are the best available at the present time. These figures therefore have formed the basis of our draft recommendations.</p>
Wilmington	1	-3%	This division includes the parish of Wilmington as well as the unparished areas of Brooklands, Maypole and Joydens Wood.	This division is identical to the existing division and we believe it continues to offer good reflection of our statutory criteria.

Dover District

Division name	Number of Cllrs	Variance 2020	Description	Detail
Deal Town	2	-8%	This division includes the parishes of Deal, Sholden and Walmer.	We propose adding the parish of Sholden to the existing Deal Town division as we consider that this is where community ties lie in this area. We were not persuaded by the proposal to place this area into two single-member divisions as proposed by the county-wide submission. We consider this proposal would result in a division of a cohesive community and that a single two-member division provides the best balance between our statutory criteria. Sholden Parish Council supported its inclusion in the proposed division.
Dover North	1	-3%	This division includes the parishes of Aylesham, Great Mongeham, Guston, Langdon, Nonington, Northbourne, Ringwould with Kingsdown, Ripple, St Margaret's at Cliffe, Sutton and Tilmanstone.	This division is identical to the existing division and we believe it continues to offer good electoral equality for the area.
Dover Town	2	-7%	This division includes the parishes of Dover and River.	This division is based on a proposal received during consultation. We have made a slight modification to both divisions. The proposed division of Dover Town had a variance of -11%. We consider this variance to be too high and we propose to include the parish of River in our Dover Town
Dover West	1	-9%	This division includes the parishes of Alkham, Capel-le-Ferne, Denton with Wootton, Eythorne, Hougham Without,	

			Lydden, Shepherdswell with Coldred, Temple Ewell and Whitfield.	division. We consider this is appropriate given the transport and community links in the area. Furthermore, this improves the electoral equality for both divisions.
Sandwich	1	2%	This division includes the parishes of Ash, Eastry, Goodnestone, Preston, Sandwich, Staple, Stourmouth, Wingham, Woodnesborough and Worth.	This division is identical to the existing division and we consider it continues to offer good electoral equality for the area while reflecting community identities.

Gravesham Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Gravesend Central	2	6%	This division includes the central and southern part of Gravesend.	We were not persuaded that the proposals submitted for Gravesham sufficiently met our three statutory criteria of equality of representation, reflecting community interests and identities and providing for convenient and effective local government. We have therefore developed our own proposals for this area. We propose a two-member division for central Gravesend that we consider reflects the communities in the area and minimises electoral variances.
Gravesend North	1	6%	This division includes the north and eastern part of Gravesend, the parish of Higham and part of the parish of Shorne.	We propose a division which includes the north and east parts of Gravesend and the villages to the east of the town. We consider that this is reflective of communities in the area, as these villages have good communication and transport links to Gravesend. To ensure good electoral equality for this division and the division of Gravesham Rural it is necessary to divide the parish of Shorne between these divisions. We therefore propose to include those properties north of the A226 Gravesend Road in this division. This improves the electoral equality in both this and the adjoining Gravesham Rural division.

Gravesham Rural	1	8%	This division includes the parishes of Cobham, Luddesdown, Meopham and Vigo, part of the parish of Shorne and the unparished areas of Istead Rise and a small part of Gravesend.	We propose a division that includes all of the parishes to the south of the A2 and part of the parish of Shorne that lies to the north of the A2. None of the submissions we received for this division provided good electoral equality, nor did they propose sufficiently identifiable boundaries for the area. We consider that our proposed division provides the best balance of our three statutory criteria.
Northfleet	1	7%	This division includes the unparished areas of Northfleet and the western part of Gravesend.	We propose a division that contains all of Northfleet and a small part of west Gravesend which we consider reflects the communities in this area.

Maidstone Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Maidstone Central	2	-1%	This division includes the centre of Maidstone including the areas of Allington, Barming Heath, Cherry Orchard and Upper Fant.	These divisions are almost identical to the existing divisions and we believe they continue to offer good electoral equality for the area. We have made one small modification by moving an area of the town centre from Maidstone North East division to Maidstone Central. This proposal is based on the county-wide submission.
Maidstone North East	1	-2%	This division includes the unparished areas of Boxley Road, Penenden Heath, Ringlestone and Vinters Park. It also includes a small part of the parish of Boxley.	
Maidstone Rural East	1	1%	This division includes the parishes of Bicknor, Boughton Malherbe, Broomfield & Kingswood, Detling, East Sutton, Frinsted, Harrietsham, Headcorn, Hollingbourne, Hucking, Lenham, Otterden, Stockbury, Thurnham, Ulcombe, Wichling and Wormshill.	These divisions are identical to the existing divisions and we believe they continue to offer good electoral equality for the area while reflecting community identities.
Maidstone Rural North	1	6%	This division includes the parishes of Bearsted and Bredhurst, the vast majority of the parish of Boxley and a small unparished area of Maidstone.	
Maidstone Rural South	1	-8%	This division includes the parishes of Chart Sutton, Collier Street, Langley, Marden, Staplehurst and Sutton	This division is based on a proposal received during consultation. The parishes of Collier Street and Marden are transferred

			Valence and part of the parish of Boughton Monchelsea.	to this division from Maidstone Rural West in exchange for the parishes of Loose. This ensures that electoral variances are kept to a minimum in both divisions.
Maidstone Rural West	1	-6%	This division includes the parishes of Barming, Coxheath, East Farleigh, Hunton, Linton, Loose, Nettlestead, Teston, West Farleigh and Yalding.	This division is based on a proposal received during consultation. The parish of Loose is transferred to this division from Maidstone Rural South in exchange for the parishes of Collier Street and Marden. This improves the electoral equality in both divisions.
Maidstone South	1	3%	This division includes the unparished areas of North Loose and Shepway North and the parish of Tovil.	These divisions are identical to the existing divisions and we believe they continue to offer good electoral equality for the area.
Maidstone South East	1	-4%	This division includes the unparished areas of Shepway South and Parkwood, the parishes of Downswood, Leeds and Otham and part of the parish of Boughton Monchelsea.	

Sevenoaks District

Division name	Number of Cllrs	Variance 2020	Description	Detail
Darent Valley	1	3%	This division includes the parishes of Crockenhill, Dunton Green, Eynsford, Farningham, Halstead, Horton Kirby & South Darenth, Knockholt, Otford and Shoreham.	<p>The reduction of three councillors across Kent means that the number of councillors for Sevenoaks is reduced from seven to six. This reduction was not supported by Edenbridge Town Council in a submission received. However, in order to ensure good electoral equality, it is necessary to provide this allocation of councillors to Sevenoaks.</p> <p>This division is based on a proposal received during consultation with a slight amendment to include all of Swanley parish in a Swanley division. We consider that these parishes share good communication and transport links as well as reflecting community identity along the Darent Valley. This proposal was supported by Crockenhill Parish Council.</p>
Sevenoaks East	1	-1%	This division includes the parishes of Kemsing, Seal, Sevenoaks Weald and the eastern part of Sevenoaks parish.	We consider that the parishes to the east of Sevenoaks share good communication links with central Sevenoaks and each other. We also consider that the A25, main railway line and A225 provide a clearly identifiable boundary between east and west Sevenoaks.

Sevenoaks North East	1	-1%	This division includes the parishes of Ash-cum-Ridley, Fawkham, Hartley and West Kingsdown.	We consider that this division best represents the community ties in this area, with West Kingsdown having clear transport links with the parishes of Ash-cum-Ridley Fawkham and Hartley on the other side of the M20.
Sevenoaks Rural	1	7%	This division includes the parishes of Chiddingstone, Cowden, Edenbridge, Hever, Leigh, Penshurst and Westerham.	This division is based on a proposal received during consultation and consists of the rural parishes to the south and west that make up the existing Sevenoaks Rural division. We propose adding the parish of Westerham to the existing division to provide for better electoral equality for the area.
Sevenoaks West	1	-3%	This division includes the parishes of Brasted, Chevening, Riverhead and Sundridge with Ide Hill and the western part of the parish of Sevenoaks.	This division is based on a proposal received during consultation. These parishes run north–south to the west of Sevenoaks and we consider that they form a coherent rural community in this part of Sevenoaks. As mentioned above we consider that the A25, main railway line and A225 provide a clearly identifiable boundary between east and west Sevenoaks.
Swanley	1	10%	This division includes the parishes of Hextable and Swanley.	This division is based on a proposal received during consultation with a slight amendment to include all of Swanley parish in a Swanley division. We consider that although this division has a relatively high electoral variance it best reflects community

				identities in this area. This proposal is supported by Hextable Parish Council.
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Shepway District

Division name	Number of Cllrs	Variance 2020	Description	Detail
Cheriton, Sandgate & Hythe East	1	4%	This division includes the unparished area of Cheriton, the parishes of Saltwood and Sandgate and the eastern part of the parish of Hythe.	<p>This division is based on a proposal received during consultation. The high levels of electoral inequality in Romney Marsh require that the existing division is divided between two new divisions. The geography of the area necessitates that the new Romney Marsh division must include part of Hythe. Hythe parish must therefore be divided between two divisions, with part of the parish included in a division with surrounding areas.</p> <p>We visited the area and we consider that the eastern part of Hythe parish should form a division with Sandgate, Saltwood and Cheriton in the unparished area of Folkestone. We consider that these areas share many characteristics, community ties and transport links. Hythe Town Council requested that Hythe division and parish boundaries be coterminous but as stated above we are unable to recommend this given the need to provide a balance between our three statutory criteria.</p>

Elham Valley	1	2%	This division includes the parishes of Acrise, Elham, Elmsted, Hawkinge, Lyminge, Monks Horton, Newington, Paddlesworth, Postling, Sellindge, Stanford, Stelling Minnis, Stowting and Swingfield.	This division is based on a proposal received during consultation. The parishes of Lympne and Saltwood are transferred to the divisions of Hythe West and Cheriton, Sandgate & Hythe East respectively. Upon visiting the area we saw evidence that Lympne and Saltwood had community ties with the town of Hythe and the proposed division improves electoral equality in all three divisions.
Folkestone East	1	-6%	This division includes the unparished areas of East Folkestone around the Canterbury and Dover Roads and East Cliff.	This division is based on a proposal received during consultation. This division and the neighbouring division of Folkestone West reverse the current north–south split of Folkestone in favour of an east–west split. We consider that this division uses easily identifiable boundaries and provides for good electoral equality for the area.
Folkestone West	1	-3%	This division includes the unparished areas of West Folkestone and Morehall.	This division is based on a proposal received during consultation. This division and the neighbouring division of Folkestone East reverse the current north–south split of Folkestone in favour of an east–west split. We consider that this division uses easily identifiable boundaries and provides for good electoral equality for the area.

Hythe West	1	1%	This division includes the western part of Hythe parish and the parishes of Burmarsh, Dymchurch, Lympne, Newchurch and part of the parish of St Mary in the Marsh.	This division is based on a proposal received during consultation. The western part of Hythe parish is paired with Dymchurch and other parishes to the west with which it has good transport links and community ties.
Romney Marsh	1	2%	This division includes the parishes of Brenzett, Brookland, Ivychurch, Lydd, New Romney, Old Romney and Snargate and part of the parish of St Mary in the Marsh.	<p>This division is based on a proposal received during consultation. The current Romney Marsh division has a variance of 38%. This is an unacceptably high variance and to reduce this it is necessary to move the parishes of Burmarsh, Dymchurch, Newchurch and part of St Mary in the Marsh to the Hythe West division. One submission received suggested that the projected electorate figures for Hythe and Romney Marsh were too low.</p> <p>We accept that electoral forecasting is an inexact science but having considered the information provided by the Council, we are satisfied that the projected figures are the best available at the present time.</p>

Swale Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Mid Swale	1	1%	This division includes the parishes Bapchild, Bredgar, Luddenham, Lynsted with Kingsdown, Milstead, Norton, Buckland & Stone, Oare, Rodmersham, Teynham and Tonge. It also includes parts of the parishes of Faversham and Tunstall.	<p>This division is based on a proposal received during consultation with a major modification to provide for more identifiable boundaries. It should be noted that the Commission is not normally minded to recommend a ‘doughnut’ division – that is one that is entirely surrounded by another division. We are not persuaded that it reflects community identities or will ensure effective and convenient local government for those electors in the surrounding division. It is therefore necessary to divide the town of Faversham between divisions.</p> <p>Our proposed Mid Swale division includes the Swale Borough Council wards of Priory and St Ann’s and part of Watling ward, along with the rural parishes between Faversham and Sittingbourne either side of the A2. We consider this is reflective of the communities in the area and provides good electoral equality. Faversham Town Council and Teynham Parish Council do not support a proposal that divides Faversham between divisions but as mentioned above we are not persuaded we have received sufficient evidence to accommodate this proposal.</p>

Sheppey	2	6%	This division includes the parishes of Eastchurch, Leysdown, Minster-on-Sea, Queenborough and Warden and the unparished area of Sheerness.	We propose a division that is an amalgamation of the existing two single-member divisions of Sheerness and Sheppey East. Our two-member division has a variance of 6% which improves electoral equality for the Isle of Sheppey.
Sittingbourne North	1	1%	This division includes the unparished area of Sittingbourne to the north of the A2.	This division is based on a proposal received during consultation. Having visited the area, we propose to include the area of Murston in a division with other areas of north Sittingbourne as we considered that to keep those in separate divisions would not represent effective and convenient local government or reflect community ties. We also recognise that, with the opening of Swale Way since the last review of Kent, Murston has good communication and transport links with the rest of North Sittingbourne.
Sittingbourne South	1	-2%	This division includes all of Sittingbourne south of the A2 and a part of the parish of Tunstall.	This division is based on a proposal received during consultation. We have included part of the parish of Tunstall in our Sittingbourne South division to ensure that our division uses the same boundary as the borough ward, which we consider is clearly identifiable.
Swale East	1	-6%	This division includes the parishes of Badlesmere, Boughton under Blean, Dunkirk, Doddington, Eastling,	This division is based on a proposal received during consultation with a major modification to Faversham as mentioned

			Graveney with Goodnestone, Hernhill, Leaveland, Newnham, Ospringe, Selling, Sheldwich and Stalisfield and part of the parish of Faversham.	above. We propose that the borough ward of Abbey and part of Watling ward are included in a division with the parishes to the south and east of Faversham. We consider this is reflective of the communities in the area and provides good electoral equality.
Swale West	1	9%	This division includes the parishes of Bobbing, Borden, Hartlip, Iwade, Lower Halstow, Newington and Upchurch and the unparished areas of Grove Park and The Meads.	This division is based on a proposal received during consultation. We propose that the parishes to the west of Sittingbourne are included in a division with the unparished areas of The Meads and Grove Park on the outskirts of Sittingbourne. We consider this is reflective of the communities in the area and provides for good electoral equality. This proposal was supported by Iwade Parish Council.

Thanet District

Division name	Number of Cllrs	Variance 2020	Description	Detail
Birchington & Rural	2	3%	This division includes the parish of Acol, Birchington, Cliffsend, Manston, Minster, Monkton, Sarre and St Nicholas at Wade. It also includes the unparished areas of Garlinge, Westbrook and Westgate-on-Sea.	<p>We propose a two-member division that amalgamates the two divisions suggested during consultation. The reduction of three councillors across Kent means that the number of councillors for Thanet is reduced from eight to seven. As a result, the divisions in Thanet need to be substantially redrawn.</p> <p>Our proposed division includes the parish of Birchington and surrounding rural parishes with an unparished area to the west of Margate containing Garlinge, Westbrook and Westgate-on-Sea. We also include the parish of Cliffsend in this division. When visiting the area we noted that this area has good communication links throughout the proposed division.</p>
Broadstairs	1	4%	This division includes part of the parish of Broadstairs and St Peter's.	We propose a single-member division to replace the current two-member division of Broadstairs & Sir Moses Montefiore. Our proposed division does not include the East Cliff part of Ramsgate parish which is included in Ramsgate division. We have also included North Foreland in a division with Cliftonville which allows us to provide good electoral equality for the area.

Cliftonville	1	-4%	This division includes the unparished area of Cliftonville and part of the parish of Broadstairs and St Peter's.	Margate and Cliftonville currently make up a two-member division that has poor electoral equality with a variance of -20%. We propose two single-member divisions in this area, one for Margate and one for Cliftonville which we consider best reflects the community ties in the area and provides for much improved electoral equality.
Margate	1	0%	This division includes the unparished areas of Central and South Margate.	
Ramsgate	2	2%	This division includes the parish of Ramsgate.	

Tonbridge & Malling Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Malling Central	1	3%	This division includes the parishes of West Malling and East Malling & Larkfield and part of the parish of Ditton.	The current division splits the parish of East Malling & Larkfield as a result of a development that has occurred since the last review of Kent County Council. We propose to include part of the parish of Ditton in this division. The county-wide submission was circulated to parish councils prior to its submission to the Commission and West Malling and East Malling & Larkfield parish councils and the county councillor for Malling Central support the division of Ditton parish. Whilst this area had acceptable electoral equality our proposed change improves it.
Malling North	1	0%	This division includes the parishes of Addington, Birling, Leybourne, Offham, Ryarsh, Snodland and Trottiscliffe.	This division is almost identical to the existing division and we consider that it continues to provide good electoral equality for the area. We have made a small modification by moving the parish of Stansted to our proposed Malling West division. This provides for a more identifiable boundary in the area and also improves electoral equality.
Malling North East	1	-3%	This division includes the parishes of Aylesford, Burham, Wouldham and part of the parish of Ditton.	As mentioned above, we have transferred part of the parish of Ditton from this division

				to Malling Central to provide for better electoral equality in both divisions.
Malling Rural East	1	2%	This division includes East Peckham, Hadlow, Kings Hill, Mereworth, Wateringbury and West Peckham.	This division is identical to the existing division and we believe it continues to offer the best balance between our statutory criteria.
Malling West	1	-6%	This division includes the parishes of Borough Green, Hildenborough, Ightham, Platt, Plaxtol, Shipbourne, Stansted and Wrotham.	This division is almost identical to the existing division and we believe it continues to offer good electoral equality for the area. We made a small modification by moving the parish of Stansted to this proposed division. This provides for a more identifiable boundary in the area, improves electoral equality and ensures the proposed division continues to reflect community identities.
Tonbridge	2	-4%	This division includes the unparished area of Tonbridge.	This division is identical to the existing division and we believe it continues to provide good electoral equality for the area while reflecting local communities.

Tunbridge Wells Borough

Division name	Number of Cllrs	Variance 2020	Description	Detail
Cranbrook	1	-3%	This division includes the parishes of Benenden, Cranbrook & Sissinghurst, Frittenden, Goudhurst, Hawkhurst and Sandhurst.	This division is based on a proposal received during consultation. The current electoral division of Cranbrook has poor electoral equality. To remedy this, we propose to transfer the parish of Goudhurst from the division of Tunbridge Wells Rural. Goudhurst has good transport links to the rest of the division and moving it into Cranbrook division provides good electoral equality for both divisions.
Tunbridge Wells East	1	-8%	This division includes the unparished area of Sherwood and the parish of Pembury.	These divisions are identical to the existing divisions and we believe they continue to offer good electoral equality for the area.
Tunbridge Wells North	1	-6%	This division includes the unparished area of St John's and the parish of Southborough.	
Tunbridge Wells Rural	1	-8%	This division includes the parishes of Brenchley, Capel, Horsmonden, Lamberhurst and Paddock Wood.	This division is based on a proposal received during consultation. We propose to transfer the parish of Goudhurst from this division to Cranbrook. Goudhurst has good transport links to the rest of the division and moving it into Cranbrook provides good electoral equality. Lamberhurst Parish Council supported a proposal where it remains in its existing division.

Tunbridge Wells South	1	2%	This division includes the unparished area of Tunbridge Wells South.	These divisions are identical to the existing divisions and we consider they continue to offer good electoral equality for the area while reflecting community identities. Tunbridge Wells Borough Council supported the current divisions being unchanged.
Tunbridge Wells West	1	-1%	This division includes the unparished area of Mount Ephraim and west Tunbridge Wells. It also includes the parishes of Bidborough, Rusthall and Speldhurst.	

Conclusions

25 Table 1 shows the impact of our draft recommendations on electoral equality, based on 2014 and 2020 electorate figures.

Table 1: Summary of electoral arrangements

	Draft recommendations	
	2014	2020
Number of councillors	81	81
Number of electoral divisions	73	73
Average number of electors per councillor	13,490	14,288
Number of divisions with a variance more than 10% from the average	9	0
Number of divisions with a variance more than 20% from the average	1	0

Draft recommendation

Kent County Council should comprise 81 councillors serving 65 single-member divisions and eight two-member divisions. The details and names are shown in Table A1 and illustrated on the large maps accompanying this report.

Mapping

Sheet 1, Map 1 illustrates in outline form the proposed divisions for Kent. **You can also view our draft recommendations for Kent on our interactive maps at <http://consultation.lgbce.org.uk>**

Parish electoral arrangements

26 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different divisions it must also be divided into parish wards, so that each parish ward lies wholly within a single division. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

27 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, the district and borough councils in Kent have powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

28 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Chartham Parish in Canterbury City.

Draft recommendation

Chartham Parish Council should comprise 11 councillors, as at present, representing two wards: Chartham & Chartham Hatch (returning 7 members) and St Augustine's (returning four members).
The proposed parish ward boundaries are illustrated and named on Map 1.

29 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Shorne Parish in Gravesham Borough.

Draft recommendation

Shorne Parish Council should comprise nine councillors, as at present, representing two wards: Shorne North (returning two members) and Shorne Village (returning seven members).
The proposed parish ward boundaries are illustrated and named on Map 1.

30 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Folkestone in Shepway District.

Draft recommendation

Folkestone Town Council should comprise 18 councillors, the same as at present, representing seven wards: Broadmead (returning two members), Central (returning four members), Cheriton East (returning one members), Cheriton West (returning three members), East Folkestone (returning four members), Harbour (returning three members) and Harvey West (returning one member).
The proposed parish ward boundaries are illustrated and named on Map 1.

31 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Faversham in Swale Borough.

Draft recommendation

Faversham Town Council should comprise 14 councillors, as at present, representing five wards: Abbey (returning four members), Davington Priory (returning two members), St Ann's (returning four members), Watling Ospringe (returning two members) and Watling Preston (returning two members).
The proposed parish ward boundaries are illustrated and named on Map 1.

32 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Ditton parish in Tonbridge & Malling Borough.

Agenda Item 7b

Draft recommendation

Ditton Parish Council should comprise 13 councillors, as at present, representing two wards: Ditton North (returning four members) and Ditton South (returning nine members).

The proposed parish ward boundaries are illustrated and named on Map 1.

3 Have your say

33 The Commission has an open mind about its draft recommendations. Every representation we receive will be considered, regardless of whom it is from or whether it relates to the whole county or just a part of it.

34 If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Kent, we want to hear alternative proposals for a different pattern of divisions.

35 Our website has a special consultation area where you can explore the maps and draw your own proposed boundaries. You can find it at consultation.lgbce.org.uk

Submissions can also be made by emailing reviews@lgbce.org.uk or by writing to:

Review Officer (Kent)
The Local Government Boundary Commission for England
14th Floor, Millbank Tower
Millbank
London
SW1P 4QP

The Commission aims to propose a pattern of divisions for Kent which delivers:

- Electoral equality: each local councillor represents a similar number of voters
- Community identity: reflects the identity and interests of local communities
- Effective and convenient local government: helping your council discharge its responsibilities effectively

A good pattern of divisions should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of voters
- Reflect community interests and identities and include evidence of community links
- Be based on strong, easily identifiable boundaries
- Help the council deliver effective and convenient local government

Electoral equality:

- Does your proposal mean that councillors would represent roughly the same number of voters as elsewhere in the council area?

Community identity:

- Community groups: is there a parish council, residents' association or other group that represents the area?
- Interests: what issues bind the community together or separate it from other parts of your area?
- Identifiable boundaries: are there natural or constructed features which make strong boundaries for your proposals?

Effective local government:

- Are any of the proposed divisions too large or small to be represented effectively?

Agenda Item 7b

- Are the proposed names of the divisions appropriate?
- Are there good links across your proposed divisions? Is there any form of public transport?

36 Please note that the consultation stages of an electoral review are public consultations. In the interests of openness and transparency, we make available for public inspection full copies of all representations the Commission takes into account as part of a review. Accordingly, copies of all representations will be placed on deposit at our offices in Millbank Tower (London) and on our website at www.lgbce.org.uk. A list of respondents will be available from us on request after the end of the consultation period.

37 If you are a member of the public and not writing on behalf of a council or organisation we will remove any personal identifiers, such as postal or email addresses, signatures or phone numbers from your submission before it is made public. We will remove signatures from all letters, no matter who they are from.

38 In the light of representations received, we will review our draft recommendations and consider whether they should be altered. As indicated earlier, it is therefore important that all interested parties let us have their views and evidence, **whether or not** they agree with the draft recommendations. We will then publish our final recommendations.

39 After the publication of our final recommendations, the changes we have proposed must be approved by Parliament. An Order – the legal document which brings into force our recommendations – will be laid in draft in Parliament. The draft Order will provide for new electoral arrangements to be implemented at the next elections for Kent County Council in 2017.

Equalities

40 This report has been screened for impact on equalities; with due regard being given to the general equalities duties as set out in section 149 of the Equality Act 2010. As no potential negative impacts were identified, a full equality impact analysis is not required.

Appendix A

Table A1: Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
Ashford District								
1	Ashford Central	1	12,341	12,341	-9%	13,993	13,993	-2%
2	Ashford East	1	12,938	12,938	-4%	14,272	14,272	0%
3	Ashford Rural East	1	12,625	12,625	-6%	13,488	13,488	-6%
4	Ashford Rural South	1	13,137	13,137	-3%	13,916	13,916	-3%
5	Ashford Rural West	1	13,820	13,820	2%	13,554	13,554	-5%
6	Ashford South	1	12,332	12,332	-9%	15,060	15,060	5%
7	Tenterden	1	13,354	13,354	-1%	13,630	13,630	-5%
Canterbury City								
8	Canterbury City North	1	14,524	14,524	8%	15,221	15,221	7%
9	Canterbury City South	1	14,032	14,032	4%	14,709	14,709	3%

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
10	Canterbury North	1	14,696	14,696	9%	15,401	15,401	8%
11	Canterbury South	1	12,653	12,653	-6%	13,261	13,261	-7%
12	Herne Bay East	1	13,955	13,955	3%	14,624	14,624	2%
13	Herne Village & Sturry	1	14,743	14,743	9%	15,451	15,451	8%
14	Whitstable East & Herne Bay West	1	13,790	13,790	2%	14,450	14,450	1%
15	Whitstable West	1	14,413	14,413	7%	15,104	15,104	6%
Dartford Borough								
16	Dartford East	1	12,214	12,214	-9%	13,988	13,988	-2%
17	Dartford North East	1	11,679	11,679	-13%	14,660	14,660	3%
18	Dartford Rural	1	12,997	12,997	-4%	13,660	13,660	-4%
19	Dartford West	1	12,783	12,783	-5%	14,038	14,038	-2%
20	Swanscombe & Greenhithe	1	10,037	10,037	-26%	15,271	15,271	7%

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
21	Wilmington	1	13,435	13,435	0%	13,851	13,851	-3%
Dover District								
22	Deal Town	2	24,106	12,053	-11%	26,302	13,151	-8%
23	Dover North	1	11,003	11,003	-18%	13,896	13,896	-3%
24	Dover Town	2	24,468	12,234	-9%	26,655	13,328	-7%
25	Dover West	1	12,193	12,193	-10%	13,060	13,060	-9%
26	Sandwich	1	12,944	12,944	-4%	14,527	14,527	2%
Gravesham Borough								
27	Gravesend Central	2	29,646	14,823	10%	30,281	15,141	6%
28	Gravesend North	1	14,505	14,505	8%	15,177	15,177	6%
29	Gravesham Rural	1	15,413	15,413	14%	15,469	15,469	8%
30	Northfleet	1	14,376	14,376	7%	15,358	15,358	7%

Table A1: (cont.) Draft recommendations for Kent County Council

Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %	
Maidstone Borough								
31	Maidstone Central	2	26,401	13,201	-2%	28,376	14,188	-1%
32	Maidstone North East	1	13,299	13,299	-1%	13,970	13,970	-2%
33	Maidstone Rural East	1	13,748	13,748	2%	14,494	14,494	1%
34	Maidstone Rural North	1	14,536	14,536	8%	15,201	15,201	6%
35	Maidstone Rural South	1	12,526	12,526	-7%	13,173	13,173	-8%
36	Maidstone Rural West	1	12,623	12,623	-6%	13,414	13,414	-6%
37	Maidstone South	1	13,699	13,699	2%	14,692	14,692	3%
38	Maidstone South East	1	12,144	12,144	-10%	13,777	13,777	-4%
Sevenoaks District								
39	Darent Valley	1	14,966	14,966	11%	14,740	14,740	3%
40	Sevenoaks East	1	14,322	14,322	6%	14,194	14,194	-1%

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
41	Sevenoaks North East	1	14,628	14,628	8%	14,154	14,154	-1%
42	Sevenoaks Rural	1	15,591	15,591	16%	15,343	15,343	7%
43	Sevenoaks West	1	13,451	13,451	0%	13,804	13,804	-3%
44	Swanley	1	15,790	15,790	17%	15,787	15,787	10%
Shepway District								
45	Cheriton, Sandgate & Hythe East	1	14,252	14,252	6%	14,790	14,790	4%
46	Elham Valley	1	13,999	13,999	4%	14,527	14,527	2%
47	Folkestone East	1	12,962	12,962	-4%	13,453	13,453	-6%
48	Folkestone West	1	13,381	13,381	-1%	13,886	13,886	-3%
49	Hythe West	1	13,878	13,878	3%	14,402	14,402	1%
50	Romney Marsh	1	14,013	14,013	4%	14,545	14,545	2%

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
Swale Borough								
51	Mid Swale	1	13,895	13,895	3%	14,439	14,439	1%
52	Sheppey	2	29,216	14,608	8%	30,359	15,180	6%
53	Sittingbourne North	1	13,936	13,936	3%	14,483	14,483	1%
54	Sittingbourne South	1	13,496	13,496	0%	14,024	14,024	-2%
55	Swale East	1	12,892	12,892	-4%	13,401	13,401	-6%
56	Swale West	1	14,964	14,964	11%	15,551	15,551	9%
Thanet District								
57	Birchington & Rural	2	27,479	13,740	2%	29,363	14,682	3%
58	Broadstairs	1	14,170	14,170	5%	14,810	14,810	4%
59	Cliftonville	1	13,256	13,256	-2%	13,731	13,731	-4%
60	Margate	1	13,731	13,731	2%	14,328	14,328	0%

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
61	Ramsgate	2	27,802	13,901	3%	29,240	14,620	2%
Tonbridge & Malling Borough								
62	Malling Central	1	13,594	13,594	0%	14,691	14,691	3%
63	Malling North	1	13,212	13,212	-2%	14,279	14,279	0%
64	Malling North East	1	12,763	12,763	-5%	13,793	13,793	-3%
65	Malling Rural East	1	13,541	13,541	0%	14,637	14,637	2%
66	Malling West	1	12,428	12,428	-8%	13,431	13,431	-6%
67	Tonbridge	2	25,459	12,730	-6%	27,516	13,758	-4%
Tunbridge Wells Borough								
68	Cranbrook	1	13,898	13,898	3%	13,830	13,830	-3%
69	Tunbridge Wells East	1	13,140	13,140	-3%	13,201	13,201	-8%
70	Tunbridge Wells North	1	13,703	13,703	2%	13,362	13,362	-6%
71	Tunbridge Wells Rural	1	13,059	13,059	-3%	13,147	13,147	-8%

Table A1: (cont.) Draft recommendations for Kent County Council

	Division name	Number of councillors	Electorate (2014)	Number of electors per councillor	Variance from average %	Electorate (2020)	Number of electors per councillor	Variance from average %
72	Tunbridge Wells South	1	13,377	13,377	-1%	14,582	14,582	2%
73	Tunbridge Wells West	1	14,279	14,279	6%	14,096	14,096	-1%
Totals		81	1,092,651	-	-	1,157,343	-	-
Averages		-	-	13,490	-	-	14,288	-

Source: Electorate figures are based on information provided by Kent County Council

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the district. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Appendix B

Submissions received

All submissions received can also be viewed on our website at

Local authority

- Kent County Council

Political groups

- Kent County Council Labour Group
- Kent County Council Liberal Democrat Group for Maidstone
- Kent County Council UKIP Group for Swale
- Canterbury & Coastal Liberal Democrats

District councils

- Sevenoaks District Council
- Tonbridge & Malling Borough Council
- Tunbridge Wells Borough Council

Councillors

- County Councillor T. Dean
- County Councillor M. Baldock
- County Councillor M. Whybrow
- County Councillor P. Stockell
- Dartford Borough Councillor D. Swinerd

Parish and town councils

- Herne & Broomfield Parish Council (two submissions)
- Ditton Parish Council
- Biddenden Parish Council
- Lamberhurst Parish Council
- Boughton Monchelsea Parish Council
- Edenbridge Town Council
- Iwade Parish Council
- Crockenhill Parish Council
- Faversham Town Council
- Teston Parish Council
- Bekesbourne-with-Patrixbourne Parish Council
- Hythe Town Council
- Ightham Parish Council
- Shoreham Parish Council
- Hextable Parish Council

Agenda Item 7b

- Wingham Parish Council
- Hildenborough Parish Council
- New Romney Town Council
- Burmarsh Parish Council
- Sholden Parish Council
- Marden Parish Council
- Littlebourne Parish Council
- Southfleet Parish Council
- Kemsing Parish Council
- Teynham Parish Council
- Rodmersham Parish Council & Milstead Parish Council (Joint Submission)
- Sandwich Town Council
- Swanscombe & Greenhithe Town Council
- Hawkinge Town Council
- Snodland Council
- West Malling Parish Council

Local organisations

- NHS Dartford, Gravesham and Swanley and NHS Swale Clinical Commissioning Groups
- Kennington Community Forum
- Kent Association of Local Councils

Residents

- 11 local residents

Appendix C

Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral fairness	When one elector's vote is worth the same as another's
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. For the purposes of this report, we refer specifically to the electorate for local government elections
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average

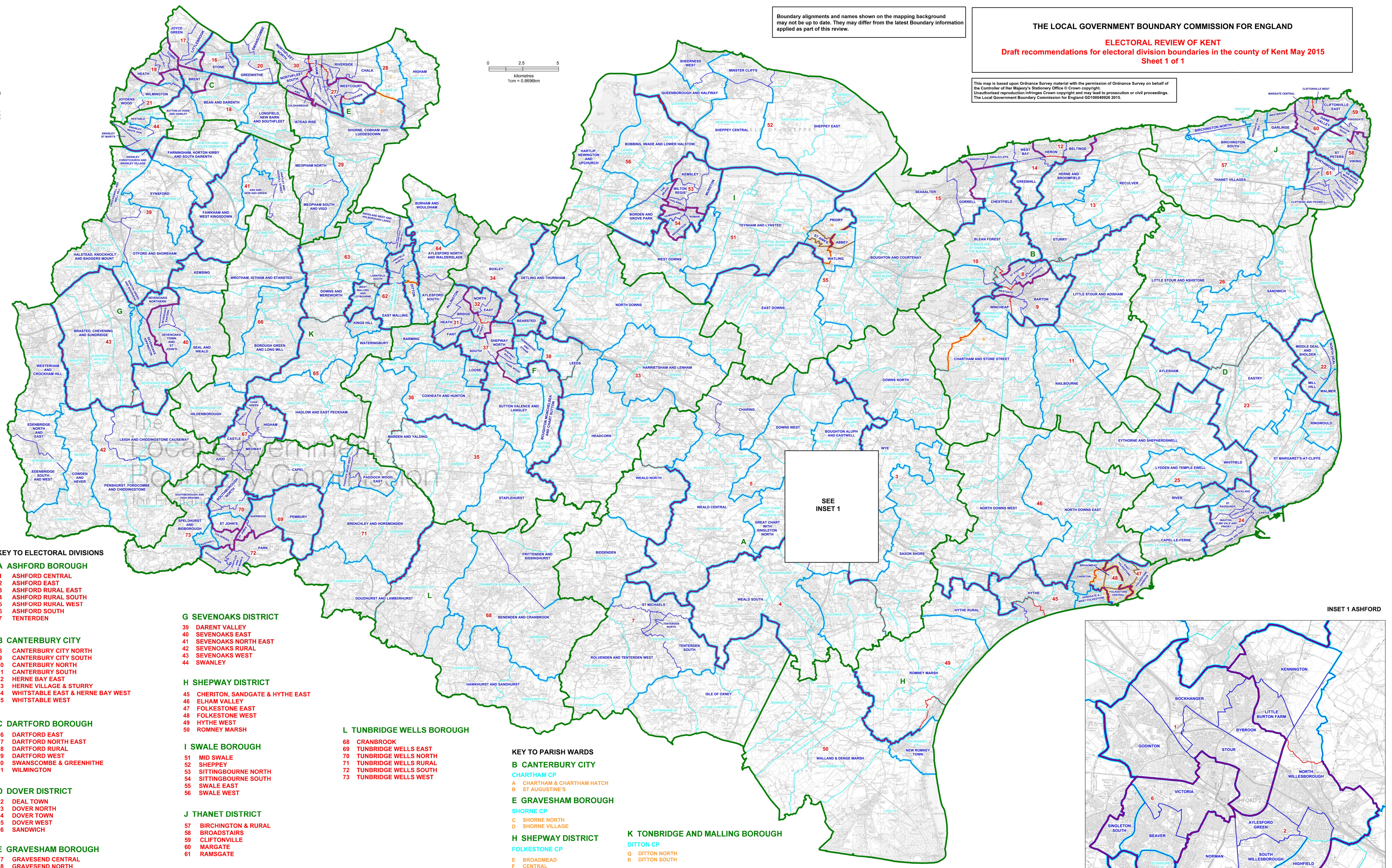
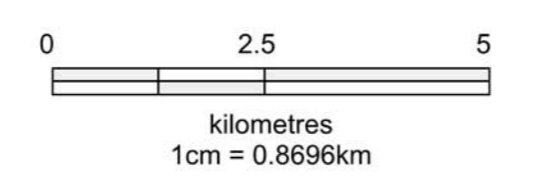
Agenda Item 7b

Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents
Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or Town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at www.nalc.gov.uk
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

Boundary alignments and names shown on the mapping background may not be up to date. They may differ from the latest Boundary information applied as part of this review.

THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND
ELECTORAL REVIEW OF KENT
Draft recommendations for electoral division boundaries in the county of Kent May 2015
Sheet 1 of 1

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The Local Government Boundary Commission for England GD100549526 2015.



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KEY TO ELECTORAL DIVISIONS

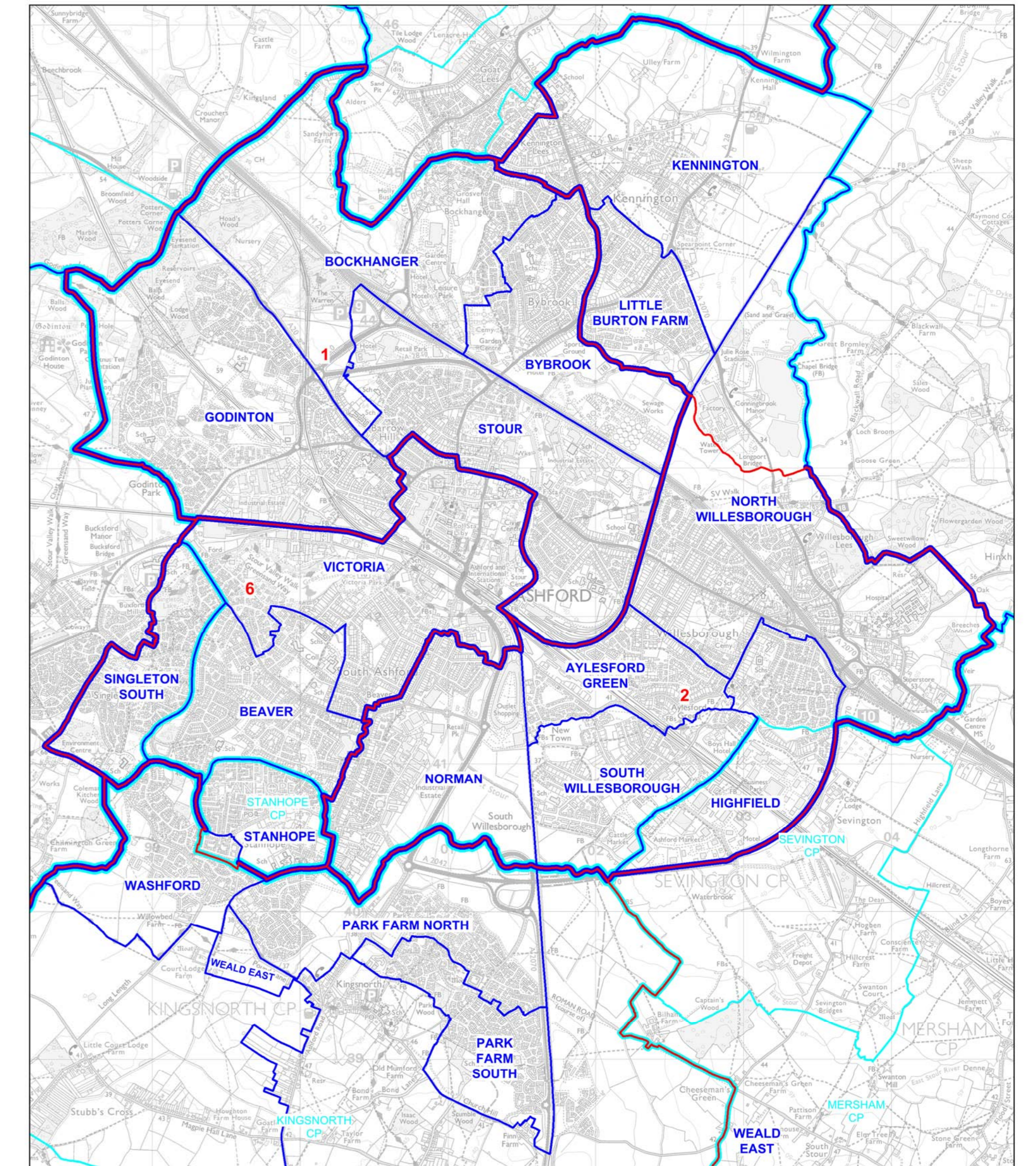
- A ASHFORD BOROUGH**
 - 1 ASHFORD CENTRAL
 - 2 ASHFORD EAST
 - 3 ASHFORD RURAL EAST
 - 4 ASHFORD RURAL SOUTH
 - 5 ASHFORD RURAL WEST
 - 6 ASHFORD SOUTH
 - 7 TENTERDEN
- B CANTERBURY CITY**
 - 8 CANTERBURY CITY NORTH
 - 9 CANTERBURY CITY SOUTH
 - 10 CANTERBURY NORTH
 - 11 CANTERBURY SOUTH
 - 12 HERNE BAY EAST
 - 13 HERNE VILLAGE & STURRY
 - 14 WHITSTABLE EAST & HERNE BAY WEST
 - 15 WHITSTABLE WEST
- C DARTFORD BOROUGH**
 - 16 DARTFORD EAST
 - 17 DARTFORD NORTH EAST
 - 18 DARTFORD RURAL
 - 19 DARTFORD WEST
 - 20 SWANSCOMBE & GREENHITHE
 - 21 WILMINGTON
- D DOVER DISTRICT**
 - 22 DEAL TOWN
 - 23 DOVER NORTH
 - 24 DOVER TOWN
 - 25 DOVER WEST
 - 26 SANDWICH
- E GRAVESHAM BOROUGH**
 - 27 GRAVESEND CENTRAL
 - 28 GRAVESEND NORTH
 - 29 GRAVESHAM RURAL
 - 30 NORTHFLEET
- F MAIDSTONE BOROUGH**
 - 31 MAIDSTONE CENTRAL
 - 32 MAIDSTONE NORTH EAST
 - 33 MAIDSTONE RURAL EAST
 - 34 MAIDSTONE RURAL NORTH
 - 35 MAIDSTONE RURAL SOUTH
 - 36 MAIDSTONE RURAL WEST
 - 37 MAIDSTONE SOUTH
 - 38 MAIDSTONE SOUTH EAST
- G SEVENOAKS DISTRICT**
 - 39 DARENT VALLEY
 - 40 SEVENOAKS EAST
 - 41 SEVENOAKS NORTH EAST
 - 42 SEVENOAKS RURAL
 - 43 SEVENOAKS WEST
 - 44 SWANLEY
- H SHEPWAY DISTRICT**
 - 45 CHERITON, SANDGATE & HYTHE EAST
 - 46 ELHAM VALLEY
 - 47 FOLKESTONE EAST
 - 48 FOLKESTONE WEST
 - 49 HYTHE WEST
 - 50 ROMNEY MARSH
- I SWALE BOROUGH**
 - 51 MID SWALE
 - 52 SHEPPEY
 - 53 SITTINGBOURNE NORTH
 - 54 SITTINGBOURNE SOUTH
 - 55 SWALE EAST
 - 56 SWALE WEST
- J THANET DISTRICT**
 - 57 BIRCHINGTON & RURAL
 - 58 BROADSTAIRS
 - 59 CLIFTONVILLE
 - 60 MARGATE
 - 61 RAMSGATE
- K TONBRIDGE AND MALLING BOROUGH**
 - 62 MALLING CENTRAL
 - 63 MALLING NORTH
 - 64 MALLING NORTH EAST
 - 65 MALLING RURAL EAST
 - 66 MALLING RURAL WEST
 - 67 TONBRIDGE
- L TUNBRIDGE WELLS BOROUGH**
 - 68 CRANBROOK
 - 69 TUNBRIDGE WELLS EAST
 - 70 TUNBRIDGE WELLS NORTH
 - 71 TUNBRIDGE WELLS RURAL
 - 72 TUNBRIDGE WELLS SOUTH
 - 73 TUNBRIDGE WELLS WEST

KEY TO PARISH WARDS

- B CANTERBURY CITY**
 - CHARTHAM CP
 - A CHARTHAM & CHARTHAM HATCH
 - B ST AUGUSTINE'S
- E GRAVESHAM BOROUGH**
 - SHORNE CP
 - C SHORNE NORTH
 - D SHORNE VILLAGE
- H SHEPWAY DISTRICT**
 - FOLKESTONE CP
 - E BROADMEAD
 - F CENTRAL
 - G CHERITON EAST
 - H CHERITON WEST
 - I EAST FOLKESTONE
 - J HARBOUR
 - K HARVEY WEST
- I SWALE BOROUGH**
 - FAVERSHAM CP
 - L ABBEY
 - M DAVINGTON PRIORY
 - N ST ANN'S
 - O WATLING OSPRINGE
 - P WATLING PRESTON

KEY	
	DISTRICT/BOROUGH/CITY COUNCIL BOUNDARY
	PROPOSED ELECTORAL DIVISION BOUNDARY
	PARISH BOUNDARY
	PROPOSED ELECTORAL DIVISION BOUNDARY COINCIDENT WITH WARD BOUNDARY
	PROPOSED ELECTORAL DIVISION BOUNDARY COINCIDENT WITH PROPOSED PARISH WARD BOUNDARY
	WARD BOUNDARY COINCIDENT WITH PARISH BOUNDARY
	WARD BOUNDARY COINCIDENT WITH PROPOSED PARISH WARD BOUNDARY
	PROPOSED ELECTORAL DIVISION BOUNDARY COINCIDENT WITH WARD BOUNDARY AND PARISH BOUNDARY
	PROPOSED ELECTORAL DIVISION BOUNDARY COINCIDENT WITH WARD BOUNDARY AND PROPOSED PARISH WARD BOUNDARY
	HYTHE
	HYTHE CP
	PARISH NAME

INSET 1 ASHFORD



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Kent Districts Analysis

APPENDIX D

	2020 Electorate	CURRENT			PROPOSED		
		Current Wards	Electors per Member	% <i>Variance</i>	Proposed Wards	Electors per Member	% <i>Variance</i>
Ashford	97,913	7	13,988	1.52	7	13,988	- 2.10
Canterbury	118,221	9	13,136	- 4.66	8	14,778	3.43
Dartford	85,468	6	14,245	3.39	6	14,245	- 0.30
Dover	94,440	7	13,491	- 2.08	7	13,491	- 5.58
Gravesham	76,285	5	15,257	10.74	5	15,257	6.78
Maidstone	127,097	9	14,122	2.50	9	14,122	- 1.16
SEVENOAKS	88,022	7	12,575	- 8.73	6	14,670	2.67
Shepway	85,603	6	14,267	3.55	6	14,267	- 0.15
Swale	102,257	7	14,608	6.03	7	14,608	2.24
Thanet	101,472	8	12,684	- 7.94	7	14,496	1.45
Tonbridge & Malling	98,347	7	14,050	1.97	7	14,050	- 1.67
Tunbridge Wells	82,218	6	13,703	- 0.54	6	13,703	- 4.10
	1,157,343	84	13,778		81	14,288	

Agenda Item 7b

KCC Review = Current Division Analysis

APPENDIX E

Polling district	Parish	Existing county division	Electorate 2020	
AE	Badgers Mount	Darent Valley	520	
AN	Crockenhill	Darent Valley	1,287	
AV	Eynsford	Darent Valley	1,459	
AW	Farningham	Darent Valley	1,041	
BE, BF	Horton Kirby and South Darent	Darent Valley	2,654	
CG, CH	Shoreham	Darent Valley	1,063	
CK, CL	Swanley TC - Christchurch	Darent Valley	4,425	
CO	Swanley TC - Swanley Village	Darent Valley	371	12,820
BN	Riverhead	Sevenoaks Central	2,152	
BV, BW	Sevenoaks TC - Eastern	Sevenoaks Central	2,924	
BX, BY, CA	Sevenoaks TC - Kippington	Sevenoaks Central	3,389	
BZ, CC	Sevenoaks TC - St John's	Sevenoaks Central	2,286	
BU, CB	Sevenoaks TC - Town	Sevenoaks Central	2,628	13,379
BG, BH	Kemsing	Sevenoaks East	3,217	
BK	Otford	Sevenoaks East	2,662	
BO, BP, BQ	Seal	Sevenoaks East	1,875	
BR, BS, BT	Sevenoaks TC - Northern	Sevenoaks East	3,164	
CD	Sevenoaks TC - Wildernesse	Sevenoaks East	324	
CE	Sevenoaks Weald	Sevenoaks East	931	12,173
AA, AB, AC, AD	Ash cum Ridley	Sevenoaks North East	5,001	
AX	Fawkham	Sevenoaks North East	440	
AZ, BA	Hartley	Sevenoaks North East	4,384	
CS, CT, CU, CV	West Kingsdown	Sevenoaks North East	4,329	14,154
AI, AJ, AK, AL	Chiddingstone	Sevenoaks South	938	
AM	Cowden	Sevenoaks South	608	
AP, AQ, AR, AS, AT, AU	Edenbridge	Sevenoaks South	6,735	
BB, BC	Hever	Sevenoaks South	947	
BJ	Leigh	Sevenoaks South	1,522	
BL, BM	Penshurst	Sevenoaks South	1,325	12,075
AF, AG	Brasted	Sevenoaks West	1,113	
AH	Chevening	Sevenoaks West	2,311	
AO	Dunton Green	Sevenoaks West	2,028	
AY	Halstead	Sevenoaks West	1,244	
BI	Knockholt	Sevenoaks West	971	
CI, CJ	Sundridge	Sevenoaks West	1,495	
CQ, CR	Westerham	Sevenoaks West	3,268	12,430
BD	Hextable	Swanley	3,282	
CM	Swanley TC - St Mary's	Swanley	3,103	
CN, CP	Swanley TC - White Oak	Swanley	4,606	10,991
			88,022	88,022

Name of division	Number of cllrs per division	Electorate 2020	Variance 2020
Sevenoaks Central	1	13,379	-2.90
Sevenoaks North East	1	14,154	2.73
Sevenoaks South	1	12,075	-12.36
Sevenoaks West	1	12,430	-9.78
Sevenoaks East	1	12,173	-11.65
Darent Valley	1	12,820	-6.95
Swanley	1	10,991	-20.23
		88,022	

KCC Review = Proposed Division Analysis

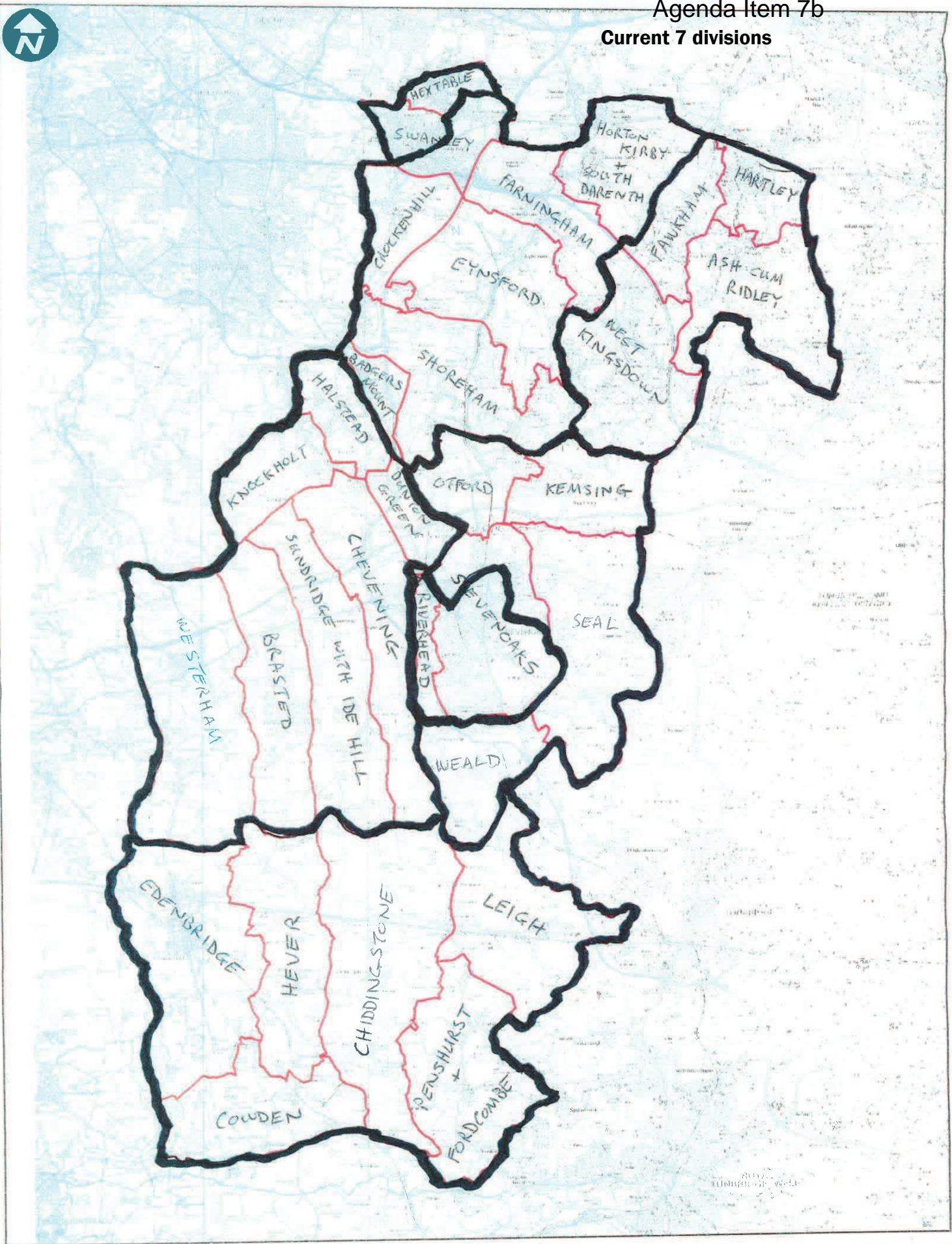
APPENDIX F

<u>Parish</u>	<u>District Ward</u>	<u>Parliamentary</u>	<u>2020 ELECTORATE</u>	<u>KCC PROPOSED DIVISION</u>	
Badgers Mount	Halstead Knockholt & B	Sevenoaks AE	520	Darent Valley	
Crockenhill	Crockenhill & Well Hill	Sevenoaks AN	1,287	Darent Valley	
Dunton Green	Dunton Green & Riverhe	Sevenoaks AO	2,028	Darent Valley	
Eynsford	Eynsford	Sevenoaks AV	1,459	Darent Valley	
Farningham	Farningham Horton Kirb	Sevenoaks AW	1,041	Darent Valley	
Halstead	Halstead Knockholt & B	Sevenoaks AY	1,244	Darent Valley	
Horton Kirby & South Darent	Farningham Horton Kirb	Sevenoaks BE, BF	2,654	Darent Valley	
Knockholt	Halstead Knockholt & B	Sevenoaks BI	971	Darent Valley	
Otford	Otford & Shoreham	Sevenoaks BK	2,662	Darent Valley	
Shoreham	Otford & Shoreham	Sevenoaks CF, CG, CH	1,063	14,929	Darent Valley
Kemsing	Kemsing	Sevenoaks BG, BH	3,217	Sevenoaks East	
Seal	Seal & Weald	Sevenoaks BO, BP, BQ	1,875	Sevenoaks East	
Sevenoaks TC - Eastern	Sevenoaks Eastern	Sevenoaks BV, BW	2,924	Sevenoaks East	
Sevenoaks TC - St Johns	Sevenoaks Town & St Jc	Sevenoaks BZ, CC	2,286	Sevenoaks East	
Sevenoaks TC - Town	Sevenoaks Town & St Jc	Sevenoaks BU, CB	2,628	Sevenoaks East	
Sevenoaks TC - Wildernesse	Seal & Weald	Sevenoaks CD	324	Sevenoaks East	
Sevenoaks Weald	Seal & Weald	Sevenoaks CE	931	14,185	Sevenoaks East
Ash Cum Ridley	Ash & New Ash Green	Sevenoaks AA, AB, AC, A	5,001	Sevenoaks North East	
Fawkham	Fawkham & West Kingsc	Sevenoaks AX	440	Sevenoaks North East	
Hartley	Hartley & Hodsoll street	Dartford AZ, BA	4,384	Sevenoaks North East	
West Kingsdown	Fawkham & West Kingsc	Sevenoaks CS, CU, CV, C	4,329	14,154	Sevenoaks North East
Chiddingstone	Leigh & Chiddingstone C	Tonbridge & I AJ, AI, AK, AL	938	Sevenoaks Rural	
Cowden	Cowden & Hever	Tonbridge & I AM	608	Sevenoaks Rural	
Edenbridge	Edenbridge North & Eas	Tonbridge & I AP, AS, AU, A	6,735	Sevenoaks Rural	
Hever	Cowden & Hever	Tonbridge & I BB, BC	947	Sevenoaks Rural	
Leigh	Leigh & Chiddingstone C	Tonbridge & I BJ	1,522	Sevenoaks Rural	
Penshurst	Penshurst Fordcombe &	Tonbridge & I BL, BM	1,325	Sevenoaks Rural	
Westerham	Westerham & Crockham	Sevenoaks CQ, CR	3,268	15,343	Sevenoaks Rural
Brasted	Brasted Chevening & Su	Sevenoaks AF, AG	1,113	Sevenoaks West	
Chevening	Brasted Chevening & Su	Sevenoaks AH	2,311	Sevenoaks West	
Riverhead	Dunton Green & Riverhe	Sevenoaks BN	2,152	Sevenoaks West	
Sevenoaks TC - Kippington	Sevenoaks Kippington	Sevenoaks BX, BY, CA	3,389	Sevenoaks West	
Sevenoaks TC - Northern	Sevenoaks Northern	Sevenoaks BR, BS, BT	3,164	Sevenoaks West	
Sundridge with Ide Hill	Brasted Chevening & Su	Sevenoaks CI, CJ	1,495	13,624	Sevenoaks West
Hextable	Hextable	Sevenoaks BD	3,282	Swanley	
Swanley TC - Christchurch	Swanley Christchurch &	Sevenoaks CK, CL	4,425	Swanley	
Swanley TC - St Marys	Swanley St Marys	Sevenoaks CM	3,103	Swanley	
Swanley TC - Swanley Village	Swanley Christchurch &	Sevenoaks CO	371	Swanley	
Swanley TC - White Oak	Swanley White Oak	Sevenoaks CN, CP	4,606	15,787	Swanley
				88,022	88,022

Name of division	Number of cllrs per division	Electorate 2020	Variance 2020
Sevenoaks East	1	14,185	-0.72
Sevenoaks North East	1	14,154	-0.94
Sevenoaks Rural	1	15,343	7.38
Sevenoaks West	1	13,624	-4.65
Darent Valley	1	14,929	4.49
Swanley	1	15,787	10.49

88,022

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Sevenoaks Parishes

CURRENT 7 DIVISIONS
Page 159

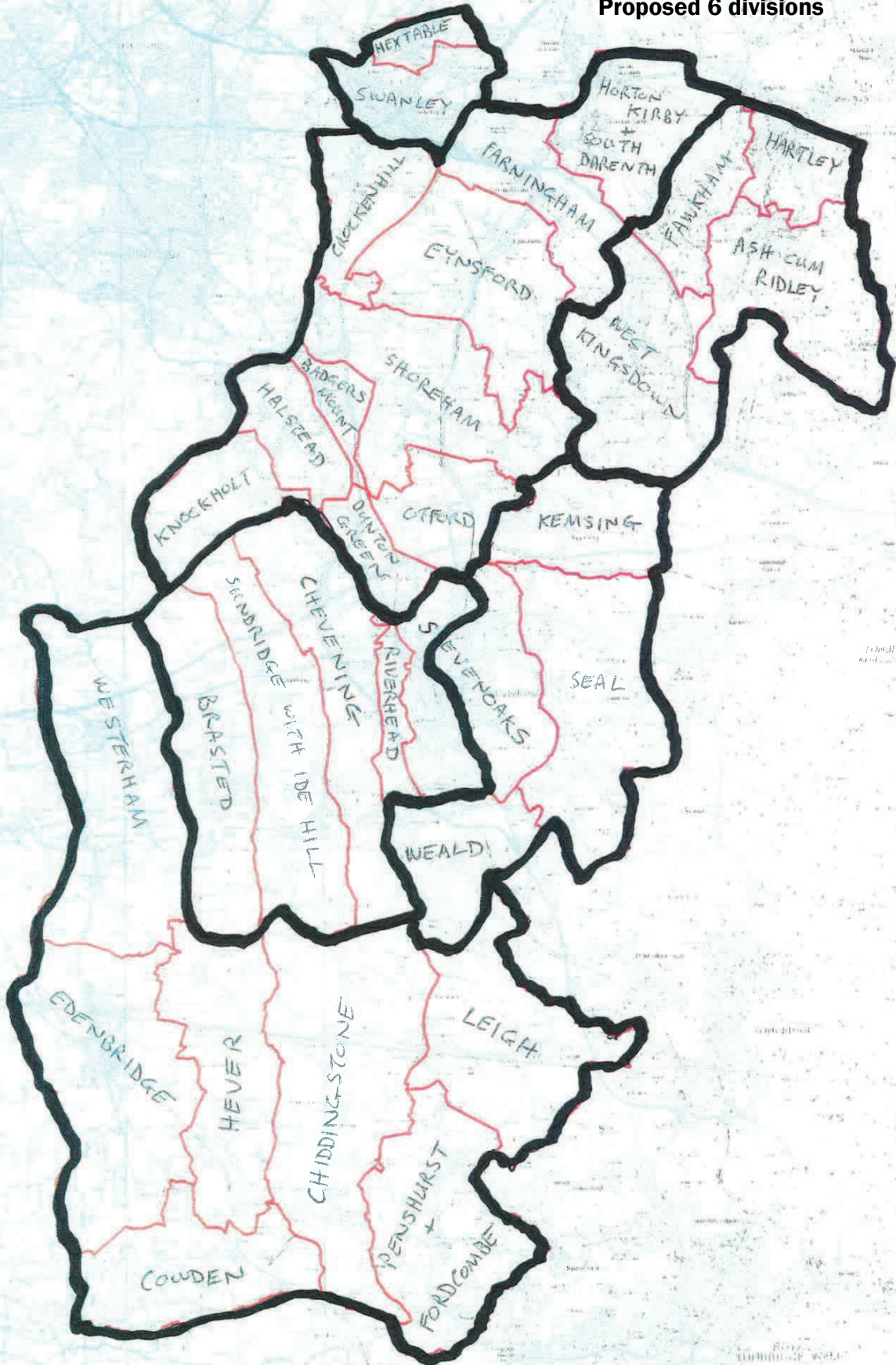
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Proposed 6 divisions



Sevenoaks Parishes

PROPOSED 6

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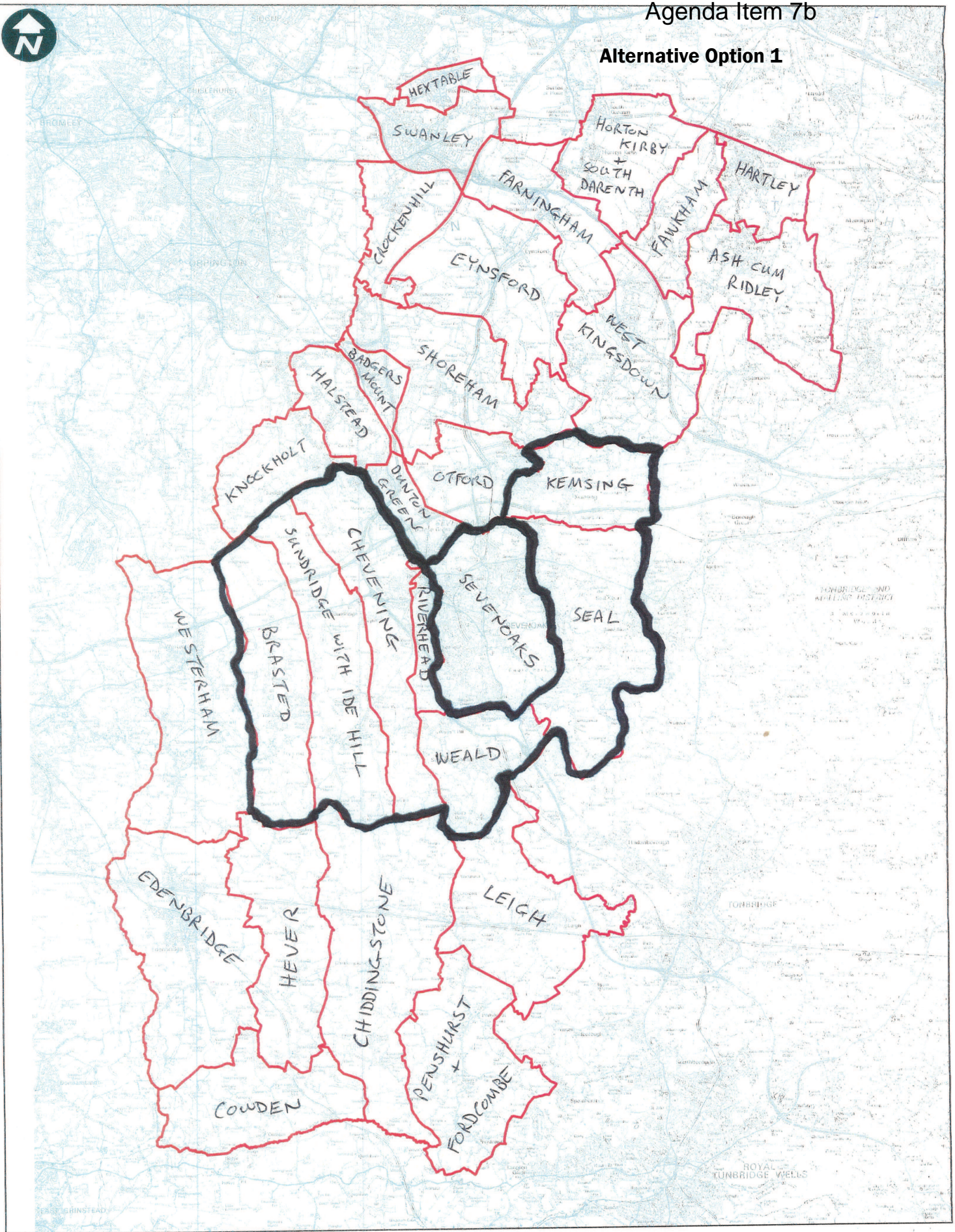
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Alternative Option 1



Sevenoaks Parishes

ALTERNATIVE ONE
- SEVENOAKS TOWN
COUNCIL NOT SPLIT.

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Date: May 2015



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Alternative Option 2



Sevenoaks Parishes

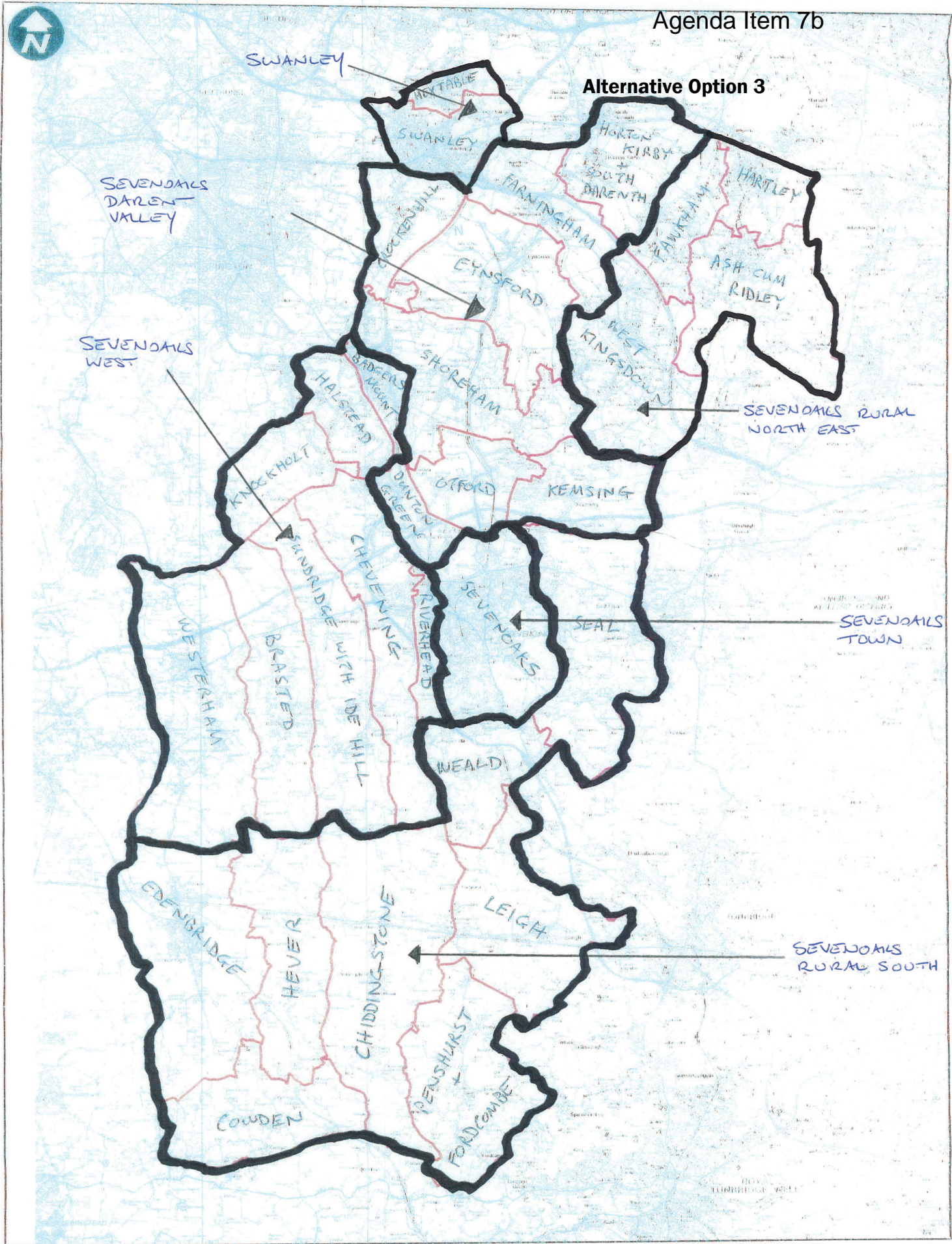
ALTERNATIVE TWO
- WESTERHAM WEST
DIVISION.
Page 165

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Alternative Option 3



Sevenoaks Parishes

ALTERNATIVE THREE

- Page 167D.

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Date: May 2015



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Corresponding figures for alternative options

ALTERNATIVE ONE - SEVENOAKS EAST/WEST

Sevenoaks TC Eastern	Sevenoaks Eastern	Sevenoaks BV, BW	2,924	SEVENOAKS CENTRAL
Sevenoaks TC St Johns	Sevenoaks Town & St Jo	Sevenoaks BZ, CC	2,286	SEVENOAKS CENTRAL
Sevenoaks TC Town	Sevenoaks Town & St Jo	Sevenoaks BU, CB	2,628	SEVENOAKS CENTRAL
Sevenoaks TC Wildernesse	Seal & Weald	Sevenoaks CD	324	SEVENOAKS CENTRAL
Sevenoaks TC Kippington	Sevenoaks Kippington	Sevenoaks BX, BY, CA	3,389	SEVENOAKS CENTRAL
Sevenoaks TC Northern	Sevenoaks Northern	Sevenoaks BR, BS, BT	3,164	14,715 SEVENOAKS CENTRAL

Kemsing	Kemsing	Sevenoaks BG, BH	3,217	SEVENOAKS RING
Seal	Seal & Weald	Sevenoaks BO, BP, BQ	1,875	SEVENOAKS RING
Sevenoaks Weald	Seal & Weald	Sevenoaks CE	931	SEVENOAKS RING
Brasted	Brasted Chevening & Su	Sevenoaks AF, AG	1,113	SEVENOAKS RING
Chevening	Brasted Chevening & Su	Sevenoaks AH	2,311	SEVENOAKS RING
Riverhead	Dunton Green & Riverhe	Sevenoaks BN	2,152	SEVENOAKS RING
Sundridge with Ide Hill	Brasted Chevening & Su	Sevenoaks CI, CJ	1,495	13,094 SEVENOAKS RING

Name of division	Number of cllrs per division	Electorate 2020	Variance 2020
SEVENOAKS CENTRAL	1	14,715	2.99
Sevenoaks North East	1	14,154	-0.94
Sevenoaks Rural	1	15,343	7.38
SEVENOAKS RING	1	13,094	-8.36
Darent Valley	1	14,929	4.49
Swanley	1	15,787	10.49
		88,022	

ALTERNATIVE TWO - WESTERHAM

Chiddingstone	Leigh & Chiddingstone C	Tonbridge & I AJ, AI, AK, AL	938	SEVENOAKS SOUTH AND EAST
Cowden	Cowden & Hever	Tonbridge & I AM	608	SEVENOAKS SOUTH AND EAST
Edenbrdge	Edenbrdge North & Eas	Tonbridge & I AP, AS, AU, A	6,735	SEVENOAKS SOUTH AND EAST
Hever	Cowden & Hever	Tonbridge & I BB, BC	947	SEVENOAKS SOUTH AND EAST
Leigh	Leigh & Chiddingstone C	Tonbridge & I BJ	1,522	SEVENOAKS SOUTH AND EAST
Penshurst	Penshurst Fordcombe &	Tonbridge & I BL, BM	1,325	SEVENOAKS SOUTH AND EAST
Seal	Seal & Weald	Sevenoaks BO, BP, BQ	1,875	SEVENOAKS SOUTH AND EAST
Sevenoaks Weald	Seal & Weald	Sevenoaks CE	931	14,881 SEVENOAKS SOUTH AND EAST

Kemsing	Kemsing	Sevenoaks BG, BH	3,217	SEVENOAKS CENTRAL
Sevenoaks TC Eastern	Sevenoaks Eastern	Sevenoaks BV, BW	2,924	SEVENOAKS CENTRAL
Sevenoaks TC St Johns	Sevenoaks Town & St Jo	Sevenoaks BZ, CC	2,286	SEVENOAKS CENTRAL
Sevenoaks TC Town	Sevenoaks Town & St Jo	Sevenoaks BU, CB	2,628	SEVENOAKS CENTRAL
Sevenoaks TC Wildernesse	Seal & Weald	Sevenoaks CD	324	SEVENOAKS CENTRAL
Sevenoaks TC Northern	Sevenoaks Northern	Sevenoaks BR, BS, BT	3,164	14,543 SEVENOAKS CENTRAL

Brasted	Brasted Chevening & Su	Sevenoaks AF, AG	1,113	Sevenoaks West
Chevening	Brasted Chevening & Su	Sevenoaks AH	2,311	Sevenoaks West
Riverhead	Dunton Green & Riverhe	Sevenoaks BN	2,152	Sevenoaks West
Sevenoaks TC - Kippington	Sevenoaks Kippington	Sevenoaks BX, BY, CA	3,389	Sevenoaks West
Sundridge with Ide Hill	Brasted Chevening & Su	Sevenoaks CI, CJ	1,495	Sevenoaks West
Westerham	Westerham & Crockham	Sevenoaks CQ, CR	3,268	13,728 Sevenoaks West

Name of division	Number of cllrs per division	Electorate 2020	Variance 2020
SEVENOAKS CENTRAL	1	14,543	1.78
Sevenoaks North East	1	14,154	-0.94
SEVENOAKS SOUTH AND EAST	1	14,881	4.15
Sevenoaks West	1	13,728	-3.92
Darent Valley	1	14,929	4.49
Swanley	1	15,787	10.49
		88,022	

ALTERNATIVE THREE - COMBINATION

Crockenhill	Crockenhill & Well Hill	Sevenoaks AN	1,287	Darent Valley
Dunton Green	Dunton Green & Riverhe	Sevenoaks AO	2,028	Darent Valley
Eynsford	Eynsford	Sevenoaks AV	1,459	Darent Valley
Farningham	Farningham Horton Kirb	Sevenoaks AW	1,041	Darent Valley
Horton Kirby & South Darenth	Farningham Horton Kirb	Sevenoaks BE, BF	2,654	Darent Valley
Otford	Otford & Shoreham	Sevenoaks BK	2,662	Darent Valley
Shoreham	Otford & Shoreham	Sevenoaks CF, CG, CH	1,063	Darent Valley
Kemsing	Kemsing	Sevenoaks BG, BH	3,217	15,411 Darent Valley

Sevenoaks TC Eastern	Sevenoaks Eastern	Sevenoaks BV, BW	2,924	SEVENOAKS CENTRAL
Sevenoaks TC St Johns	Sevenoaks Town & St Jo	Sevenoaks BZ, CC	2,286	SEVENOAKS CENTRAL
Sevenoaks TC Town	Sevenoaks Town & St Jo	Sevenoaks BU, CB	2,628	SEVENOAKS CENTRAL
Sevenoaks TC Wildernesse	Seal & Weald	Sevenoaks CD	324	SEVENOAKS CENTRAL
Sevenoaks TC Kippington	Sevenoaks Kippington	Sevenoaks BX, BY, CA	3,389	SEVENOAKS CENTRAL
Sevenoaks TC Northern	Sevenoaks Northern	Sevenoaks BR, BS, BT	3,164	14,715 SEVENOAKS CENTRAL

Chiddingstone	Leigh & Chiddingstone C	Tonbridge & I AJ, AI, AK, AL	938	Sevenoaks Rural
Cowden	Cowden & Hever	Tonbridge & I AM	608	Sevenoaks Rural
Edenbrdge	Edenbrdge North & Eas	Tonbridge & I AP, AS, AU, A	6,735	Sevenoaks Rural
Hever	Cowden & Hever	Tonbridge & I BB, BC	947	Sevenoaks Rural
Leigh	Leigh & Chiddingstone C	Tonbridge & I BJ	1,522	Sevenoaks Rural
Penshurst	Penshurst Fordcombe &	Tonbridge & I BL, BM	1,325	Sevenoaks Rural
Seal	Seal & Weald	Sevenoaks BO, BP, BQ	1,875	Sevenoaks Rural
Sevenoaks Weald	Seal & Weald	Sevenoaks CE	931	14,881 Sevenoaks Rural

Badgers Mount	Halstead Knockholt & B.	Sevenoaks AE	520	Sevenoaks West
Halstead	Halstead Knockholt & B.	Sevenoaks AY	1,244	Sevenoaks West
Knockholt	Halstead Knockholt & B.	Sevenoaks BI	971	Sevenoaks West
Brasted	Brasted Chevening & Su	Sevenoaks AF, AG	1,113	Sevenoaks West
Chevening	Brasted Chevening & Su	Sevenoaks AH	2,311	Sevenoaks West
Riverhead	Dunton Green & Riverhe	Sevenoaks BN	2,152	Sevenoaks West
Sundridge with Ide Hill	Brasted Chevening & Su	Sevenoaks CI, CJ	1,495	Sevenoaks West
Westerham	Westerham & Crockham	Sevenoaks CQ, CR	3,268	13,074 Sevenoaks West

Name of division	Number of cllrs per division	Electorate 2020	Variance 2020
SEVENOAKS CENTRAL	1	14,715	2.99
Sevenoaks North East	1	14,154	-0.94
Sevenoaks Rural	1	14,881	4.15
Sevenoaks West	1	13,074	-8.50
Darent Valley	1	15,411	7.86
Swanley	1	15,787	10.49
		88,022	

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MEMBERSHIP OF COMMITTEES 2015/16

Council – 21 July 2015

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

Contact Officer(s) Vanessa Etheridge Ext. 7199

Recommendation to Council: That the amended memberships attached as an Appendix to this report, be approved.

Introduction and Background

- 1 At each Annual meeting of Council and beginning of the Municipal year, Members are asked to agree the Chairmen, Vice Chairmen and membership of Committees in line with the Council's Constitution and decision making structure. These were agreed at the Annual Council meeting on 19 May 2015.
- 2 Since that meeting a number of requests have been received and the proposed amendments are attached as an appendix to this report. Audit Committee has carried a vacancy since the Annual Council meeting.

Key Implications

Financial

None directly arising from this report.

Legal Implications and Risk Assessment Statement

None directly arising from this report.

Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Council Committee Memberships

Background Papers:

[Council's Constitution](#)

Christine Nuttall

Chief Officer for Legal and Governance

MEMBERSHIP OF COMMITTEES 2015-16

Governance Committee

(7 Members: 6 Conservative, 1 Liberal Democrat)

Chairman: Cllr Pett

Vice-Chairman: Cllr Ms Tennessee

Cllrs. Canet, Clack, Halford, Layland and London and a vacancy

Audit Committee

(9 Members: 8 Conservative, 1 Liberal Democrat)

Chairman: Cllr Grint

Vice Chairman: Cllr Brookbank

Cllrs. Clack, Dyball, Edwards-Winsler, Layland, Purves, Reay and a vacancy

Development Control Committee

(19 Members: 15 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr Williamson

Vice-Chairman: Cllr Thornton

Cllrs. Ball, Barnes, Bosley, Brown, Clark, Cooke, Edwards-Winsler, Gaywood, Hogg, Horwood, Mrs Hunter, Kitchener, Layland, Lindsay, Parkin, Purves, Raikes and Miss Stack

Licensing Committee

(13 Members: 12 Conservative, 1 Liberal Democrat)

Chairman: Cllr Mrs Morris

Vice-Chairman: Cllr Clark

Cllrs. Abraham, Dr. Canet, Cooke, Esler, Kelly, Lake, McArthur, Parkin, Pett, Purves, Raikes and Scholey

Standards Committee

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 7 Conservative,)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011).

Up to 2 co-opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Bosley, ~~McArthur~~, McGregor, Morris and Reay **and a vacancy**

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Cllr Fleming - Leader's Report**Date: 21 March - 6 July 2015**

March 2015	Event	Comments
23 March	<ul style="list-style-type: none"> • Tenancy Fraud Conference • KMEP meeting - Maidstone 	
24 March	<ul style="list-style-type: none"> • Ryewood Ceremony • KCC Leaders meeting 	
26 March	<ul style="list-style-type: none"> • DCN Executive 	
27 March	<ul style="list-style-type: none"> • WKP business breakfast Tonbridge 	
April 2015		
1 April	<ul style="list-style-type: none"> • Fort Halstead Planning meeting • Interview for Head of Revs and Bens 	
2 April	<ul style="list-style-type: none"> • Delivery of Masterclass for SDC 	
14 April	<ul style="list-style-type: none"> • Kent and Medway Police and Crime Panel - Maidstone 	
16 April	<ul style="list-style-type: none"> • Sector Led Improvement and Association of Directors of Public Health - London 	
17 April	<ul style="list-style-type: none"> • Breakfast Friends - Sevenoaks 	
20 April	<ul style="list-style-type: none"> • CAB meeting 	
22 April	<ul style="list-style-type: none"> • Meeting with RD • LGA LG Digital Summit – LG House • CABx meeting – TMBC 	
29 April	<ul style="list-style-type: none"> • Children's Improvement Meeting - London 	
May 2015		
11 May	<ul style="list-style-type: none"> • Welcome New Member/ induction - SDC 	
12 May	<ul style="list-style-type: none"> • Improvement and Innovation Board - London 	
14 May	<ul style="list-style-type: none"> • Judging Panel for Sevenoaks Community & Voluntary Awards - SDC 	
15 May	<ul style="list-style-type: none"> • Commissioning Plan meeting – Roger Gough, Kevin Shovelton, Ian Watts 	
19 May	<ul style="list-style-type: none"> • 1:1 Pav Ramewal • Pre Council Meeting • Annual Council & Cabinet 	
20 May	<ul style="list-style-type: none"> • Scrutiny Awards judges meeting 	
22 May	<ul style="list-style-type: none"> • SELEP pre meeting and Full Board meeting 	
26 May	<ul style="list-style-type: none"> • Strategy and Performance Portfolio Holder meeting 	
27 May	<ul style="list-style-type: none"> • DCN Executive - London 	
28 May	<ul style="list-style-type: none"> • Teleconference – James Jamieson – Leader Central Bedfordshire Council 	
June 2015		
2 June	<ul style="list-style-type: none"> • Pre meeting and main meeting Kent and Medway Policy and Crime Panel – Maidstone 	

Agenda Item 11

	<ul style="list-style-type: none"> • CfPS Annual Conference – Judges panel - London 	
4 June	<ul style="list-style-type: none"> • Knole Academy • Cabinet meeting 	
5 June	<ul style="list-style-type: none"> • Tom Tugendhat MP 	
8 June	<ul style="list-style-type: none"> • DCLG Local Digital Campaign - London 	
10 June	<ul style="list-style-type: none"> • Meeting with Peter Holland – London • IDeA Board Meeting - London 	
9 June	<ul style="list-style-type: none"> • Meeting with Ruby Dixon and Bridgette – Alpine – London • Policy and Performance Advisory Committee 	
11 June	<ul style="list-style-type: none"> • Councillors Forum • LGA Executive • Sevenoaks District Voluntary & Community Awards – Stag, Sevenoaks 	
13 June	<ul style="list-style-type: none"> • Councillors Horizons Event NALC - London 	
15 June	<ul style="list-style-type: none"> • Launch of DIYSO 2 Launch event phase 2 – A home of your own - SDC 	
16 June	<ul style="list-style-type: none"> • Improvement and Innovation Board • Performance Support Panel and Lead Members IIB • Meeting with members re Community Safety – SDC • Meeting with members re Chronicle 	
17 June	<ul style="list-style-type: none"> • Sevenoaks Town Forum - Sevenoaks 	
18 June	<ul style="list-style-type: none"> • DCC meeting Sevenoaks 	
19 June	<ul style="list-style-type: none"> • Group Leaders’ meeting – LGH London 	
22 June	<ul style="list-style-type: none"> • Fly the Flag Armed Forces day • Conference call – Farningham Woods • Meeting with CI Walford and Inspector Slade • KMEP meeting, Maidstone 	
23 June	<ul style="list-style-type: none"> • Policy and Performance PH meeting 	
24 June	<ul style="list-style-type: none"> • Pat Smith re WKHA 	
25 June	<ul style="list-style-type: none"> • SESL and District Leaders meeting (SEEC) • SEEC AGM • Meeting with Rhian Gladman re LGA Conference 	
26 June	<ul style="list-style-type: none"> • Meeting re London Assembly – rail investigation – SDC • Meeting with Jim Carrington-West re PH decision for website • Telephone conversation with Pedro Silva – South Eastern Trains 	
29 June	<ul style="list-style-type: none"> • LGA Conference Harrogate 	
30 June	<ul style="list-style-type: none"> • LGA Conference Harrogate 	
July 2015	<ul style="list-style-type: none"> • 	
1 July	<ul style="list-style-type: none"> • LGA Conference Harrogate 	
2 July	<ul style="list-style-type: none"> • LGA Conference Harrogate 	
3 July	<ul style="list-style-type: none"> • Breakfast meeting – Kent & Medway LEP urgent meeting 	
6 July	<ul style="list-style-type: none"> • KMEP - Maidstone 	