

Medway Council
Meeting of Regeneration, Community and Culture
Overview and Scrutiny Committee

Thursday, 30 January 2014

6.30pm to 10.50pm

Record of the meeting

Subject to approval as an accurate record at the next meeting of this committee

Present: Councillors: Bright, Carr (Chairman), Clarke, Etheridge, Griffiths, Adrian Gulvin (Vice-Chairman), Harriott, Juby, Mackinlay, Osborne, Stamp and Turpin

Substitutes: Councillors: Kemp (Substituting for Councillor Mason)

In Attendance: Robin Cooper, Director of Regeneration, Community and Culture
David Fitzgerald, General Manager, Veolia Environmental Services (UK) PLC
Barbara Graham, Legal Advisor
Dave Harling, Site Business Manager, FCC Environment
Richard Hicks, Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance
Anthony Law, Democratic Services Officer
Andy McGrath, Assistant Director, Front Line Services
Stephen Baker, Acting Head of Waste Services
Melanie Tong, Contracts Manager Medway Municipal (South Region) Veolia Environmental Services (UK) PLC

790 Record of meeting

The record of the meeting held on 12 December 2013 was agreed and signed by the Chairman as correct.

791 Apologies for absence

Apologies for absence were received from Councillor Mason.

792 Urgent matters by reason of special circumstances

There were none.

793 Declarations of interests and whipping

Disclosable pecuniary interests

There were none.

Other interests

Councillor Stamp declared an interest in agenda item 7 (Annual Review of Waste Contracts) as he worked for the Environment Agency that regulated the waste industry.

Councillor Juby declared an interest during the discussion on item 7 (Annual Review of Waste Contracts) insofar as his daughter worked for a company providing a recycling service.

794 Petitions

Discussion:

The Committee received a report setting out petitions received and a summary of the officer responses. This included details of a petition campaigning for a mountain bike trail/freeride course, which had passed the ten-day deadline for referral to the Committee.

The report set out details of two further petitions, both opposing the relocation of Strood Library from Bryant Road, Strood to 133 High Street, Strood. As provided for in the petitions scheme, the lead petitioners for both petitions had referred them to the Committee for consideration. The report set out details of the original petitions, the officer response and subsequent grounds for referral to the Committee. The Chairman also updated Members, advising that at the Council meeting on 23 January 2014 an additional 411 signatures had been submitted for the first petition (as set out in the report) and an additional 694 signatures for the second petition (as set out in the report). The Committee was further advised that Miss Shoard and Mr Robinson, representing the signatories on the first and second petition respectively, had been invited to attend the meeting to explain their concerns.

The Chairman invited Mr Robinson to address Members.

Mr Robinson questioned the decision taken to close the existing library and relocate to 133 High Street, Strood. He expressed concern as to the lack of public consultation on the current proposals and the validity of relying upon consultation undertaken on the previous scheme on the refurbished Tesco's site.

Mr Robinson highlighted the costs that would be necessary, in a third party's building, to create the community hub and expressed concern as to the future of the community hall at Bryant Road. He commented on the potential impact

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on the library offer by incorporating it within the wider hub of services and expressed concern as to the use of the Housing Revenue Account to fund the work. He referred to the availability of existing advice services on the High Street and, whilst acknowledging that moving libraries to the High Street was positive, believed that this was the wrong site and needed to be considered within a wider regeneration plan for Strood.

Mr Robinson concluded by asking about the cost of the scheme and recommending that the scheme be halted to enable a cost benefit analysis to be undertaken. He emphasised the need to retain the community hall and queried what would be done with the remaining site at Bryant Road. He stressed the need for the Council to change its practice concerning public consultation.

The Chairman invited Miss Shoard to address Members.

Miss Shoard referred to her question and the answers she had been given at Full Council on 23 January 2014. She explained how the existing library on Bryant Road was a valuable resource for the people of Strood and that it was currently conveniently situated in a densely populated area, it was easily accessible and close to bus stops.

Miss Shoard questioned the ability of the new facility to benefit Strood traders and referred to the opposition of the Strood Town Centre Forum to the scheme, who reportedly favoured the retention of a retail unit. Members were referred to the close proximity of three local schools that used the existing library and the added distance and additional roads that would need to be crossed was highlighted.

Miss Shoard raised concern as to the parking and road system at the proposed site. This included the impact of the market on the availability of parking spaces, and whether 30 minutes free parking would be sufficient for library users.

Miss Shoard concluded by requesting that the Council re-examine the feasibility of this scheme.

The Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance was then invited to address the Committee.

Members were advised of the Council's longstanding aspiration to establish Community Hubs in each town centre and that the Community Hub programme was the Council's strategic approach to enhancing libraries and widening the offer available through a gateway to council services. Members were advised that the proposals for Strood represented significant investment into the High Street and would bring greater vitality to the town centre.

It was noted that the proposals included a larger space for the Children and Family zone and that the Community Hall would be retained on the Bryant Road site.

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The Committee was advised of the required renovation of the access road to the rear of 133 High Street and that parking for people with disabilities would be provided. It was noted that this had formed part of the Planning Consent for the change of use from shop to library and Community Hub. The Deputy Director also referred to the commitment to provide free time-limited parking, and the current proposal was to provide six bays within the Temple Street Car Park.

Members were assured that the Council had approached the landlords of 133 High Street before the Strood Community Project had moved into the property and that the building had been empty when officers had viewed the unit. The Committee was further advised that the Strood Community Project, which had occupied the property on a short-term licence, had now vacated the building.

In his concluding remarks, the Deputy Director acknowledged there were strongly held views, but stated that the proposals were in the best interests of the library service and would be positive for Strood Town Centre. He also referred to the comments of one of the original Lead Petitioners, who had subsequently withdrawn their support for the petition, who had stated that a library and hub in the High Street might after all be better for Strood.

The Committee then considered the matter and the Deputy Director responded to questions. This included discussion on:

Consultation – The adequacy of consultation on the proposals to relocate Strood Library was considered. This had consisted of the consultation undertaken as part of the planning application process and that undertaken on the earlier scheme on the refurbished Tesco's site, which it was acknowledged had been favourably received. Some Members expressed concern as to how Councillors, especially Ward Councillors, had been notified of the proposals.

Financing – The Committee considered the use of the Housing Revenue Account to finance the project and some Members emphasised the need for a costing exercise to evaluate the use of a separate hub, in smaller premises on the High Street, whilst retaining the Library at its current location.

Access and car parking – Comments were made as to the accessibility of 133 High Street, as compared to the existing site at Bryant Road, and the potential impact for local schools that currently accessed the existing library. Members also discussed the adequacy of the vehicular access and the appropriateness of providing the free, time-limited car parking for Council services. During this part of the discussion the Deputy Director referred to the limited availability of on-street parking in Bryant Road and that the provision of free car parking was in response to concerns raised and not a facility offered at the Council's other hubs. Members were assured that Parking Attendants would monitor both free and disabled bays, and that the appropriate traffic safety audits would be undertaken when work on the access road was undertaken.

The provision at 133 High Street – Members commented on the aspiration of establishing Community Hubs in each of Medway's main town centres and the

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approach of safeguarding libraries by widening the offer to other Council services. The potential impact for increased footfall for Strood as well as the potential impact on businesses in Bryant Road was also considered. In response to comments, the Deputy Director advised that the new location would have a larger space for the Children and Family zone and the adults section would be comparable to the existing provision. It was also stressed that the project was in keeping with national thinking on the regeneration of High Streets.

During the discussion on this item the following motion was moved and lost when put to the vote:

“In order to help inform the Cabinet’s decisions in this matter, this Committee requests officers to:

- (a) undertake consultation to demonstrate the level of public support for a move of the Strood library into the High Street.
- (b) Undertake a costing exercise to establish a separate Community Hub in smaller premises in the High Street area whilst retaining the library at its current site to compare against the projected cost of the existing proposals.

Further, request that the Cabinet pause any progress on the current proposal until the information requested has been presented.”

Decisions:

- a) Members noted the petition response and officer action as set out in section 3 of the report.
- b) Members noted the petition referrals, as set out in sections 4 and 5 of the report, thanked the Lead Petitioners for their contribution and agreed to take no further action.

795 Attendance of the Portfolio Holder for Community Safety and Customer Contact

Discussion:

The Portfolio Holder for Community Safety and Customer Contact, Councillor Peter Hicks, attended the meeting to be held to account for the areas of his portfolio that fell within the remit of this Committee.

Members asked questions and commented and Councillor Hicks responded as follows:

- Community Safety

Further to questions as to the reported validity of crime statistics and the impact of this on future operations the Portfolio Holder assured Members that the Community Safety Partnership would continue to address local community safety issues, which was evidenced by the establishment of an alcohol subgroup on the Partnership. Responding to further questions the

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Portfolio Holder advised the Committee that burglary figures were down nationally and that instances of burglary tended to go in waves; a potential consequence of a large number of instances being committed by a small number of people.

Following comments as to an instance of begging in Medway the Portfolio Holder advised Members that he was certain this illegal activity would be addressed. He also undertook to review the powers available to stop instances of cycling within the pedestrian zones of Medway's high streets.

In response to a question on illegal workers in Medway the Portfolio Holder made reference to the Council's approach to working in partnership with other agencies, such as the UK Border Agency, to remove people who were illegally in the UK or working illegally.

- Enforcement

Responding to questions as to instances of fly tipping and untidy land the Portfolio Holder advised that action was taken to prosecute whenever there was sufficient evidence. It was noted that there had been 12 convictions for fly tipping and waste related offences and one conviction for untidy land. The Committee was however advised that the Council did not receive the fines awarded for successful prosecutions, only the costs.

The Portfolio Holder also advised Members that proposals to introduce Dog Control Orders across Medway were being brought forward. These orders would control when dogs were required to be kept on leads.

- Environmental Health

In response to questions concerning the findings of the consumer watchdog Which?, as to inspection checks of food premises in Medway, the Portfolio Holder assured the Committee of the Council's commitment to safeguarding food hygiene standards and to the continuation of the inspection of food premises. Members were advised that the Council would not hesitate to issue, as appropriate, the necessary notices to ensure businesses were complying with food hygiene regulations.

- Trading Standards

Responding to questions the Portfolio Holder highlighted the work of the Trading Standards team in addressing the sale of prohibited goods, such as the sale of alcohol to persons underage, and emphasised that the council would act whenever evidence was available.

In relation to questions as to the work undertaken to tackle the sale of illicit tobacco, the Portfolio Holder advised that whilst the use of Tobacco sniffer dogs was an additional cost to the Council this approach could be repeated as part of a wider multi agency approach.

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- CCTV

The Committee was informed of a recent successful visit by Kent's Police and Crime Commissioner and Chief Constable to Medway's CCTV hub. It was noted that the hub, which handled cameras for Medway, Gravesham, Maidstone and Swale, had also been short listed for two award categories in the 2014 Local Government Chronicle awards.

- Travellers

Whilst noting that planning was outside his remit the Portfolio Holder advised the Committee that the development of a planning policy for traveller sites would need to be addressed in the context of the emerging Local Plan and suggested that this was within the wider context of north Kent.

- Emergency Plan

The Portfolio Holder advised the Committee that Medway Council worked hard to prepare responses to a number of different emergencies, Recently, work had included the co-ordination of the early stages of the flood storm surge and supporting the Council's on-going response during the emergency.

Decision:

The Portfolio Holder for Community Safety and Customer Contact was thanked for attending the meeting and for answering Members' questions.

796 Annual Review of Waste Contracts

Discussion:

Representatives from Veolia Environmental Services (UK) PLC (Melanie Tong and David Fitzgerald) and FCC (Dave Harling) gave presentations and answered questions on the work carried out within the past year.

Veolia Environmental Services (UK) PLC – waste and recycling collection, waste disposal and street cleaning services

The Committee was advised of the arrangements and agreements undertaken in response to the successful award of DCLG funding, to increase both recycling and organics collections to weekly and retaining black sack refuse collections. Work streams had included a review of the existing contract, payment mechanisms and Key Performance Indicators, as well as vehicle specification. Members were given details of the new fleet, which consisted of 46 Euro 5 compliant vehicles, the recruitment and training of staff and the work undertaken to reschedule garden waste rounds and schedule weekly recycling service to flats. The strong partnership working arrangements were highlighted and it was noted that

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further enhancements to the service would continue to be rolled out, such as the introduction of the twin stream service to flats.

Members were advised as to the performance figures between October 2012 to September 2013 and it was highlighted that the figures for both bulky waste (824 tonnes) and Garden and Kitchen waste (16,224 tonnes) represented an increase on previous years.

In relation to the provision of free WEEE (waste electrical and electronic equipment) collections Members were advised that Medway residents were now able to have items collected from inside their homes and that distinct projects had included WEEE Bring Banks and collections from schools. It was reported that items were taken to SWEEEP's Sittingbourne facility to be broken up and separated into various material streams.

With regard to street cleaning the Committee was advised that double bin barrows enabled the separation of waste and recyclable materials and that, in addition to normal duties, the Response Team had assisted with 137 community clearances. It was also noted that an alternative disposal location to recycle all of the street arisings from mechanical sweepers had further enabled a 95% diversion from landfill.

The Committee was advised that from October 2011 all waste was transferred via the new Transfer Station at Rochester and that opening hours had been arranged to accommodate other contractors. It was noted that the main focus of the disposal contract had been to ensure minimal tonnage to landfill and that a Refuse Derived Fuel (RDF) outlet for residual waste had been identified to further minimise disposal into landfill. Members were advised that total tonnage through the Transfer Station for 2012/2013 had been 104,106 tonnes.

For 2012/2013 it was noted that the recycling performance had achieved the target of 41% and the percentage of roads deemed satisfactory in street cleansing inspections had exceeded target. Members were further advised that public satisfaction was either at or above target for refuse collection, recycling and street cleaning.

The presentation was concluded with information concerning Veolia as a company. This included information on staff development, health and safety and staff welfare.

The Committee asked various questions and commented on:

- The operation of the Veolia HGV apprenticeship scheme.
- The recycling rates and targets reported in the presentation and those contained within the Municipal Waste Management Strategy.
- The impact on recycling rates due to introduction of weekly collections and the emphasis on moving waste from black sacks into brown bins.

**FCC – management of the three household waste recycling centres
(HWRC)**

The Committee was advised that FCC managed 220 licensed waste management facilities in the UK and 140 waste contracts for 98 local authorities. It was reported that they handled over 9 million tonnes of municipal, commercial and industrial waste per year.

The Committee was advised that the total tonnage of waste received at the three HWRCs had decreased year on year and the recycling rate had increased to 63%. It was explained how the high recycling rates at all three Medway sites had been achieved through strategy, diligence of staff and market innovation.

Illustrations of how FCC had reduced landfill and promoted reuse were given. This included 505 tons of ridged plastics being sent for processing and use for items such as bumpers and how the 515 tons of mattresses brought to the Medway HWRCs had been broken down into their original components and sanitised. It was also noted that black bag waste was segregated from bulky items at the Capstone site, ensuring that this waste could be directed for energy recovery rather than landfill. This reduced Medway's exposure to landfill tax.

In relation to reuse and development the Committee was advised that in December 2013 FCC had undertaken a trial auction, in partnership with the national cancer charity Sue Ryder, on the Cuxton site and that this would be developed in 2014. FCC was also investigating other community partnerships to recycle waste or refurbish more reusable equipment ready for sale through charity outlets.

Further information was provided as to health and safety reporting and accidents. It was noted all incidents were reported to identify unsafe trends and find the most practical and economical solutions. Members were advised that, in association with the Medway waste team, FCC was introducing a safety campaign directed at the customers using the sites.

The Committee was informed that measures of public satisfactions were taken via surveys at the three sites and that overall satisfaction had remained high; through all of the seven survey periods between 97% to 98% of users stated that they were 'very or fairly satisfied'.

The presentation was concluded by reference to future contract development and the acknowledgement that FCC understood that Medway Council, like all local authorities, needed to make significant savings both now and in the future. It was noted that FCC would help the Council to meet this challenge by reviewing the service and that striving to improve reuse /recycling / diversion rates would result in reduced disposal costs. As an illustration Members were informed that FCC intended to develop a trade waste proposal that would offer SME's a safe and legal route for the disposal of their waste and that new

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technology and developments in the recycling and waste industry would be constantly reviewed, along with site layouts, staff training and customer satisfactions surveys.

The Committee asked various questions and commented on:

- The site layouts at the HWRCs, which were considered small and difficult to manoeuvre within.
- Positive experiences of staff at the three HWRCs.
- Flytipping in the vicinity of the HWRCs, which was seen to be attributable to people leaving their waste when the HWRCs were shut.
- The importance of the work being undertaken by FCC and the Council in developing a safe and legal trade waste proposal.
- The ability for small privately owned vans to access the Capstone HWRC site by special arrangement and also the ability for residents to take tyres to the Capstone site.
- The asbestos disposal service available at the three HWRCs and the procedure, which was documented on the Council's website.
- The potential to publicise less busy times.

Decision:

The representatives from the waste contractors Veolia and FCC were thanked for their presentations and the answers they had provided to Member's questions.

797 Cultural Activities

Discussion:

The Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance gave a presentation updating on progress made and setting out possible future proposals for the next iteration of the Cultural Strategy, based on the four strategic priorities within the current Cultural Strategy.

Stewardship

Members were advised of the successful funding bid for the renovation and conservation of Eastgate House, and the Opening Doors project at the Guildhall Museum, which had attracted over 70,000 visitors last year. Green Flag accreditation had been secured at 5 sites in Medway and significant investment secured in play areas. The importance of volunteers in delivering the Cultural Strategy was also stressed.

Engagement

Medway's enhanced festival offer was set out with over 30 days of free festivals, this was more than anywhere else in the South East outside London. Details of the Community Hubs that provided a gateway to Council services

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was provided. It was also noted that Medway's creative talent had been celebrated through the Culture and Design Awards in 2010 and 2012.

Economic Prosperity

It noted that a draft Tourism Strategy had been developed and would be launched in May 2014. This reflected the importance of the tourism offer to the local economy, which was worth £286m pa, supporting over 6,000 jobs. The Deputy Director highlighted the Explore Medway Tourism Bus, Christmas markets and the establishment of creative workspaces in support of the Creative Sector.

Health and Wellbeing

The Committee was advised that Medway Park had received over 750,000 visits in 2013 and it was noted that the Council had hosted a number of national and international events, including the Modern Pentathlon World and European Cups, British Transplant Games and the Wheelchair Rugby League World Cup. The success of the Medway Big Splash, a new mass participation swimming event that took place for the first time in January 2014, was highlighted.

It was also reported that the strategy had envisaged a Year of Celebration in 2012, which had been very successfully delivered.

The Deputy Director then advised Members of the next iteration of the Cultural Strategy for 2014 – 2019. It was noted that it was proposed to retain the existing four strategic priorities, which underpinned establishing Medway as a destination for Culture, Heritage, Sport and Tourism. Early proposals for each of the priorities were set out.

Members then asked questions and commented on the existing and emerging Cultural Strategies. This included:

- comment and praise for a number of events held in Medway, including the Medway Mela at Gillingham Park and Armed Forces Day.
- the Council's involvement in a number of sports, including Korfbal and rugby, and opportunities to build on this with other events, such as running races.
- support for encouraging greater use of the river.
- the creation of a continuous footpath and cycle path on the southern side of the river.
- the Medway Big Ride - a new mass participation event in 2014 designed to encourage the people of Medway to cycle.
- the importance of engaging with ward councillors.

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- the current and future marketing and promotion of events at The Central and The Brook theatres, such as through the universities and MidKent College.
- the continued aspiration to have a Waterfront Arts Complex.
- opportunities to explore corporate sponsorship of our festival offer.
- the opportunity to use space within the new Rochester Railway Station to showcase Medway's cultural offer.

Decision:

The Committee endorsed the progress made in delivering Medway's cultural activities and supported the emerging thinking around Medway's Cultural Strategy 2014-2019. In doing so the Committee stressed the importance of officers ensuring that ward councillors were informed when events were happening within their wards.

798 Controlled Parking Zones

Discussion:

The Assistant Director Front Line Services introduced this report that updated Members on a Members' meeting to discuss the size and operation of Medway's controlled parking zones.

Members were reminded that this matter had originated from a petition from residents of the New Road area in Chatham, which had been considered by the Committee in April 2013. Following this consideration a meeting had been held with Chatham Central and River ward Councillors to review parking permit zones.

The report set out the issues discussed and the factors impacting on residents in this area. It was reported that, having taken these factors into account, a consultation exercise had been undertaken on the potential to extend the residents parking hours in New Road. It was noted that there had been 25 responses to the consultation; 16 supported the scheme operating all day (24/7), 5 supported Monday to Sunday 8am and 12 midnight and 4 did not indicate support to the scheme. The suggestion to provide free parking in the Upper Mount car park in the late afternoon and evening and at weekends was also explained.

Members discussed the particular circumstances within this parking zone and the need to take parking issues in controlled parking zones into account in the consideration of planning applications. The findings of the checks undertaken by Parking Services on the use of residents' parking permits within the zone were also noted and Members considered the operation of business permits. The costs for undertaking a controlled parking review was considered, along with the Council's position that such reviews were not conducted unless there was third party funding. Members considered the unseen consequences of car

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parking charges and the hours of on-street parking and the Assistant Director advised that this could be reviewed in due course.

Decisions:

- a) The Committee noted the report and requested that the Director of Regeneration, Community and Culture explore the potential implementation of the options outlines at 3.2 and 3.3 of the report.
- b) The Committee requested that the Director of Regeneration, Community and Culture, in consultation with the Portfolio Holder for Front Line Services, take into account the 16 out of 25 responses (as set out in section 2.14 of the report) and consider the introduction of 24/7 controlled parking in New Road, Chatham.
- c) The Committee requested that the Director of Regeneration, Community and Culture, consider a change in the hours of charged for parking at the Upper Mount car park. Based on the combination of the proximity to Chatham High Street, the Railway Station and a night club putting pressure on on-street parking in the immediate area it is recommended that residents be allowed to park free of charge in the evening and weekends.
- d) Members requested that the Director of Regeneration, Community and Culture investigate the use of business permits.
- e) Members requested a Briefing Note breaking down the costings of undertaking a parking review.
- f) Members requested that when parking charges are reviewed that the implications of hours of on-street parking are considered.

799 Member's Item: Traffic Flow in Chatham

Discussion:

The Committee was reminded that under Medway's Constitution Councillor Mackinlay had requested that consideration be given to traffic flow in Chatham.

It was noted that the Committee had originally considered this in January 2013, with an update given to Members in June 2013 where it was agreed that a report would come back in six months following a site meeting.

The report gave details of the site visit that had taken place in September 2013, to review traffic conditions along The Brook and Union Street. The issues raised at the site visit along with Director's comments were set out.

Members considered the traffic management improvements that had been undertaken to improve capacity along The Brook and Union Street. The improvements attributable to the introduction of new timing plans for traffic

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signals from the junction of Dock Road/Globe Lane (Chatham Waterfront Bus Station) to Union Street and the introduction of puffin crossings were noted.

Decisions:

- a) The Committee noted the report and the work underway to improve the traffic flow in Chatham Town Centre.
- b) The Committee requested that officers arrange a visit for Committee Members to the traffic control room to understand how the system worked.

800 Chatham Waterfront Bus Station Visit

Discussion:

The Assistant Director Front Line Services introduced a report that followed a visit to the Chatham Waterfront Bus Station by members of the Regeneration, Community and Culture Committee. It was noted that this visit had taken place in November 2013, as Members had requested to view conditions when it was colder.

The report gave details of the various operational issues that had been discussed, noting that no significant issues with the bus station had been raised at the visit.

During the discussion on this item Members were advised that there had been software problems with the bus departure time displays at the Chatham Waterfront Bus Station but that this was in the process of being fixed. It was also reported that investigations were underway to improve weather protection on platform B and that this was currently with the council's Capital Projects team. As these works were currently unfunded Members considered the use of Section 106 funds to finance these works. However it was recognised that if no external funding was available, the works would still be done.

Decision:

The Committee noted the report and requested that officers investigate if section 106 funding can be identified to fund works to improve weather protection on platform B, as set out in section 3.4 of the report.

801 Work programme

Discussion:

The Democratic Services Officer introduced the report and advised that at the agenda planning meeting in January 2014 two items had been added to the Committee's work programme:

- Rochester Riverside Masterplan – June
- Update on Guide to Developer Contributions – June.

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The Committee was also advised that since the despatch of the agenda three items had been added to the Cabinet Forward Plan with the remit of the Committee and that the report relating to the Flood and Water Management Act 2010 would now be submitted to Cabinet in April 2014 (and not February as reported).

Decision:

The Committee noted the current work programme and the changes set out in paragraphs 3.2 and 3.3 of the report.

Chairman

Date:

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