

COUNCIL
18 February 2014 at 7.00 pm

Further to the recent despatch of agenda and papers for the above meeting, please find the following item(s) which were marked as 'to follow' and a Member's Question submitted on notice:

6. Matters considered by the Cabinet:

- b) Treasury Management Strategy (Pages 1 - 2)
- c) Revenue Budget and Council Tax (Pages 3 - 18)
- d) Kent Downs & High Weald AONB Management Plan Review (Pages 19 - 20)
- e) CIL Charging Schedule Adoption (Pages 21 - 22)

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. (Pages 23 - 24)

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 Director or 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)

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Item 6 (b) – Treasury Management Strategy

The attached report was considered by the Cabinet on 6 February 2014, relevant minute extract below:

74. Treasury Management Strategy 2014/15

Members considered the reference and recommendations received from the Finance & Resources Advisory Committee. The Portfolio Holder for Finance & Resources presented the report which advised that the Local Government Act 2003 (the Act) and supporting regulations required 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. The Act therefore required 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) which set out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments. Members’ attention was drawn to paragraphs 61-64 of the report and Appendix F, which dealt with proposed changes to the investment criteria.

With reference to recommendation (c) the Portfolio Holder for Finance and Resources expressed his hesitance at looking at investing in non-UK banks. The Chairman acknowledged this but pointed out that rates of returns were diminishing and the Council was tasked with achieving value for money and therefore some of the risks needed to be investigated. He asked whether local government bonds had been looked at. The Chief Finance Officer advised that once more detail was available a report would be brought before the Advisory Committee.

Action 1: The Finance and Resources Advisory Committee to look at local government bonds once more detail was available.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the following amended investment criteria be included in the Treasury Management Strategy for 2014/15:
 - i) Maximum investment period of 2 years.
 - ii) Investments in any single institution or institutions within a group of companies be limited to 25% of the total fund, at the time the

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investment is placed, except it be increased for Lloyds Banking Group plc and Royal Bank of Scotland Group plc to 30%.

- iii) Total investments in any one foreign country be limited to 15% of the total fund, but UK-based institutions to be used as first preference.
 - iv) Investments in banks be limited to £6m per counterparty excluding call accounts and £7m including call accounts except for Lloyds Banking Group plc and Royal Bank of Scotland Group plc, where the limits would be £10m for each with no distinction between fixed deposits and call accounts.
 - v) If the Council's own banker, Barclays, falls below Capita Asset Services' minimum credit rating requirements, it would nevertheless continue to be used, although balances would be minimised in both monetary size and duration.
 - vi) Building Societies with assets in excess of £9bn be included in the lending list with a maximum investment limit of £2m each and a maximum duration of 100 days. If a Building Society meets Capita Asset Services' minimum credit rating requirements, the investment limit be increased to £5m with a maximum duration of two years.
 - vii) Enhanced Money Market Funds (EMMF) to be used as an alternative to the existing standard Money Market Funds (MMF) with a combined maximum limit of £5m per provider.
- b) Property Funds with a limit of £5m in each not be included at this time;
 - c) investments in non-UK banks not be included at this time, but the matter be brought before a future meeting of the Finance and Resources Advisory Committee for further consideration; and
 - d) **it be recommended to Full Council** to approve the amended Treasury Management Strategy for 2014/15.

Item 6 (c) – Revenue Budget and Council Tax

The attached report was considered by the Cabinet on 6 February 2014. The relevant minute extract is below. The recommendations made amendments to the appendices listed within the original report. For clarity the relevant Appendix pages have been amended in line with the recommendations below and are attached for reference.

76. (Budget Setting) Revenue Budget and Council Tax

In accordance with Section 100B (4) of the Local Government Act 1972, the Chairman had agreed to accept the papers for this item as an urgent matter. The papers had not been available five clear working days before the meeting due to the late receipt of Government grant details and the continued delay in announcing the referendum limit for Council Tax and the report needed to be considered by Cabinet prior to Council on 18 February 2014.

The Portfolio Holder for Finance & Resources presented the report which set out the proposed budget and updated Members on the information received to date regarding the setting of Council Tax levels for 2014/15. The report detailed changes to the draft budget since the Cabinet meeting on 5 December 2013, and proposed a net expenditure budget of £14.106m in 2014/15 (£13.800m in 2013/14). The report set out the proposed budget and required Council Tax for 2014/15.

The Chief Finance Officer reported that the Council had continued with the 10-year budget strategy that had been used over the last four years and had recently been highlighted by Grant Thornton, the external auditors, as an example of best practice. Regular reports had been presented to Cabinet and the Advisory Committees had also had the opportunity to analyse the budgets within their areas of responsibility during the process.

The Government had finally set the referendum limit the day before the meeting, at 2%; therefore the proposed net expenditure for 2014/15 was £14.106m with the District's Council Tax increasing by 1.99% to £189.18 for a Band D property.

Since the last update on 9 January 2014, there had been several changes made to the budget set out from paragraph 18 of the report, including: the higher increase in the Council Tax base; superannuation fund triennial valuation having a similar outcome to the previous valuation; and, possible increased budgets for Asset Maintenance. Cabinet had been advised of a number of growth and savings proposals in January, and the Service Change Impact Assessments (SCIAs) for these proposals were included in Appendix D to the report. Appendix H recommended changes to the Reserves, including transferring £200,000 from the First Time Sewerage Reserve to a new Corporate Project Support Reserve.

The late Government announcements including the provisional Government Grant Settlement on 18 December and the referendum limit only just being set had

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caused problems for local authorities across the country. It had looked likely at the time of publication of the report that the Council meeting planned for 18 February 2014 would need to be put back due to the other major preceptors (KCC, Fire, Police) having to formally set their Council Tax levels before this Council could set the overall Council Tax. With the referendum limit now set it was anticipated that all of the information would be received in time for the Council meeting on 18 February 2014. An extraordinary meeting of Cabinet was also now not needed.

The Deputy Portfolio Holder for Economic & Community Development reported that he and the Portfolio Holder had been working with the Chief Officer Communities and Business to accommodate within the budget the employment of a Business Development Manager. The Chief Officer Communities and Business, confirmed that this post could be funded with a budget of £50,000 on a two year fixed term contract by reducing the growth item over five years for broadband (SCIA2).

In light of the Government announcements and subject to the amendments to enable the employment of a Business Development manager for a two year fixed term contract, the Chairman proposed amendments to the recommendations.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be **recommended to Full Council** that

- a) the Summary of Council Expenditure and Council Tax set out in Appendix E to the report, adjusted for the Business Development Manager proposal, be approved;
- b) the 10-year budget 2013/14 to 2023/24 which was the guiding framework for the detailed approval of future years' budgets as set out in Appendix A to the report, adjusted for the Business Development Manager proposal, including the growth and savings proposals set out in Appendix B-D to the report, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve, be approved;
- c) the changes to reserves set out in Appendix H to the report, be approved;
- d) no Council Tax Support funding for Town and Parish Councils be issued as no money had been ring-fenced for this purpose in the Government Grant Settlement, and this approach agreed and adopted by Council; and

- e) Officers to come forward for proposals at Full Council for the amount of council tax charge for 2014/15, in line with the 10-year budget and Government guidance.

(In line with the recommendation above, the following updated appendices are attached: A, C, D, E, and F)

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Ten Year Budget - Revenue

	Budget 2013/14 £000	Plan 2014/15 £000	Plan 2015/16 £000	Plan 2016/17 £000	Plan 2017/18 £000	Plan 2018/19 £000	Plan 2019/20 £000	Plan 2020/21 £000	Plan 2021/22 £000	Plan 2022/23 £000	Plan 2023/24 £000
Expenditure											
Net Service Expenditure c/f	13,443	13,800	14,136	14,515	14,747	15,662	15,990	16,400	17,226	17,639	18,053
Inflation	621	488	533	555	558	629	626	623	413	414	416
Superannuation Fund deficit: actuarial increase	0	0	0	0	520	0	0	390	0	0	0
Net savings (approved in previous years)	(264)	(99)	(117)	(143)	(162)	(301)	(186)	(187)	0	0	0
New growth	0	327	0	(110)	0	0	(30)	0	0	0	0
New savings	0	(380)	(37)	(70)	0	0	0	0	0	0	0
Net Service Expenditure b/f	13,800	14,136	14,515	14,747	15,662	15,990	16,400	17,226	17,639	18,053	18,469
Financing Sources											
Government Support											
: Revenue Support Grant	(1,926)										
: Revenue Support Grant (incl CTS)		(2,225)	(1,503)	(1,344)	(1,201)	(1,072)	(956)	(851)	(757)	(672)	(596)
: Retained Business Rates	(1,862)	(1,898)	(1,951)	(1,990)	(2,030)	(2,071)	(2,112)	(2,154)	(2,197)	(2,241)	(2,286)
: Council Tax Support (CTS)	(734)										
: to be passed on to Ts & Ps	(274)	0	0	0	0	0	0	0	0	0	0
: passed on to Ts & Ps	274	0	0	0	0	0	0	0	0	0	0
New Homes Bonus	(976)	(1,389)	(1,802)	(2,215)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)
Council Tax	(8,728)	(9,010)	(9,244)	(9,577)	(9,921)	(10,277)	(10,646)	(11,028)	(11,423)	(11,831)	(12,254)
Interest Receipts	(229)	(244)	(242)	(340)	(395)	(369)	(340)	(311)	(281)	(253)	(239)
Contributions to/(from) Reserves	(8)	(192)	(183)	(183)	(303)	(303)	(303)	(303)	(303)	(129)	(129)
Total Financing	(14,463)	(14,959)	(14,925)	(15,649)	(15,179)	(15,421)	(15,686)	(15,976)	(16,290)	(16,455)	(16,833)
Budget Gap (surplus)/deficit	(663)	(823)	(411)	(903)	483	569	714	1,250	1,349	1,598	1,636
Contribution to/(from) Stabilisation Reserve	663	823	411	903	(483)	(569)	(714)	(1,250)	(1,349)	(1,598)	(1,636)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Remaining balance / (shortfall) in Budget Stabilisation reserve: 0

Assumptions	
Revenue Support Grant:	-23% in 14/15, -31% in 15/16, -10% later years
Retained Business Rates:	2% all years
Council Tax:	1.99% in 14/15 - 15/16, 3% later years
Interest Receipts:	0.8% in 14/15 - 15/16, 1.1% in 16/17, 1.3% later years (based on Capita Asset Services Bank Rate forecast + 0.3%)
Pay award:	1% in 14/15 - 15/16, 1.5% in 16/17 - 17/18, 2% later years
Other costs:	3% in 14/15, 2.25% later years
Income:	3.5% in all years

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New Growth and Savings items proposed during the current budget process

Appendix C

Growth							
SCIA Year	No.	Description	Ongoing	2014/15 £000	2015/16 £000	2016/17 £000	10-year budget impact £000
Economic and Community Development							
2014/15	1	Admin. costs for external funding - e.g. Leader & Business Support	yes	10			100
2014/15	2	Broadband and business growth	5 years	80		(50)	250
2014/15	3	Swanley market - reduced income	yes	62			620
Finance and Resources							
2014/15	4	Treasury Management: increased cost of debit and credit cards	yes	11			110
2014/15	5	Finance: improve financial resilience	yes	28			280
2014/15	18	Corporate Projects	2 years	60		(60)	120
Housing and Community Safety							
2014/15	19	Benefit Admin Grant: reduced grant from Government	yes	46			460
Local Planning and Environment							
2014/15	6	Loss of glass recycling at Sainsbury's	yes	30			300
Total				327	0	(110)	2,240

Savings							
SCIA Year	No.	Description	Ongoing	2014/15 £000	2015/16 £000	2016/17 £000	10-year budget impact £000
Economic and Community Development							
2014/15	7	Communities & Business: Efficiency review	yes	(10)			(100)
2014/15	8	Civil Enforcement: Delete Officer post	yes	(27)			(270)
2014/15	20	Building Control: Shared working with TMBC	yes	(41)	(9)		(491)
2014/15	22	Communities & Business: Reduction in contribution to KCC for West Kent Partnership	yes	(6)			(60)
Finance and Resources							
2014/15	9	Corporate Support: External print income increase	yes	(10)			(100)
2014/15	10	Corporate Support: Efficiency review	yes	(20)			(200)
2014/15	11	Finance: 66 London Road rent and rates	yes	(76)			(760)
2014/15	12	Finance: Efficiency review	yes	(40)			(400)
2014/15	21	Customer Services: Channel shift programme	yes			(20)	(160)
Housing and Community Safety							
2014/15	13	Housing: Efficiency review - Housing Initiatives	part	(15)	7		(87)
2014/15	14	Licensing: Efficiency review	yes	(10)			(100)
2014/15	19	Benefit Admin Grant reduction: fund from Housing Benefit Subsidy Reserve	yes	(46)			(460)
2014/15	23	Housing: Bed and breakfast	yes	(10)			(100)
2014/15	24	Housing: Cost of housing surveys	yes	(12)			(120)
Local Planning and Environment							
2014/15	15	Planning: Use CIL funds for monitoring	yes			(50)	(400)
2014/15	16	Planning: Efficiency review	yes		(35)		(315)
2014/15	17	Planning: Income increase	yes	(35)			(350)
2014/15	25	Planning: Efficiencies following recent vacancies	yes	(22)			(220)
Total				(380)	(37)	(70)	(4,693)

Service Change Impact Assessment forms (SCIAs) for items 1 - 17 were included in the report to Cabinet on 5 December 2013.

SCIAs for items 18 - 25 were included in the report to Cabinet on 6 February 2014

An updated SCIA 2 can be found in Appendix D.

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SCIA # 2 (14/15)

Service Area:	Communities & Business	Service:	Economic Development
Activity	Broadband and business growth	No. of Staff:	0 fte

Activity Budget Growth	14/15 £000	15/16 £000	16/17 £000	17/08 £000
Activity to improve/deliver broadband in local communities as well as funding for business growth initiatives	80	➔	(50)	➔

Reasons for and explanation of proposed change in service

There is considerable demand in some parts of the District for improved Broadband. This Council has assisted the County Council with its 'Make Kent Quicker' campaign in order to prove the need for the County's BDUK provision in our District. Sevenoaks District had the highest response to this campaign in the County. In addition, Officers have made applications to DEFRA for funding for rural broadband, the outcome of which is awaited. The Members' Broadband Working Group is currently looking at additional activity that could be taken forward either to assist communities to help themselves or for the Council to work with other broadband providers to provide superfast or ultrafast broadband.

An example of this is the Crockham Hill project where a group of local people have formed a Community Interest Company to provide a broadband service. The service is up and running and they anticipate a profit for the local community. There are other examples of this sort of initiative which does not rely on BDUK. If the Council were to be involved in the procurement of a similar service for other parts of the District, it would be necessary to buy the technical advice firstly to assess the need and then build a business case. If successful at this stage, it may be necessary to seed fund the implementation of any scheme. This would only be progressed if a profit for the Council, and therefore the community, were identified through the business plan and other technical studies.

In addition to the need for and the opportunity to provide broadband services, the Economic and Community

Development Portfolio Holder and the Communities & Business team are looking for opportunities to grow the local economy and increase the business rate base. Initiatives currently include the production of a prospectus and DVD that will market the District to businesses who may wish to locate to the District or grow within the District. There is also a need to obtain up-to-date information about commercial property in order to be able to promote the District as a business location.

It is not possible accurately to estimate how much this work might cost. The intention would be, wherever possible, to make use of existing knowledge and skills within the Council and wider community. However, it is clear that some expenditure will be necessary if progress is to be made. It is suggested that the sum of £50K per year over a 5 year period could be earmarked for development opportunities and needs as they arise and this fund should be used in order to assist the Council not only to take advantage of development opportunities and grow the local economy but, wherever possible, to raise an income.

At its meeting on 6th February, Cabinet agreed that in order to progress development and inward investment opportunities, a Business Development Manager post should be funded for two years. It is therefore proposed to allocate £50K to this post in the first two years and the sum of £30K to help broadband and other initiatives over a period of 5 year period.

Key Stakeholders Affected

Businesses, residents, broadband users

Likely impacts and implications of the change in service (include Risk Analysis)

This is a new budget in order to develop the local economy with potential for income to the Council. There is no adverse impact on existing services.

2013/14 Budget	£ 000	Performance Indicators		
Operational Cost	0	Code & Description	Actual	Target
Income	0	2013/14 n/a*		
Net Cost	0			

*An appropriate performance indicator for this budget would be the amount of increase in value to the local economy measured using the Experian Model.

Summary of Council Expenditure & Council Tax

	2013/14 Budget Net Expenditure £000	2014/15 Budget Net Expenditure £000
Service expenditure before Support Services and Capital Charges including trading accounts (see Appendix F)	14,013	14,316
Capital Charges and Support Services charged outside the General Fund	(213)	(180)
Sub Total	13,800	14,136
Non allocated expenditure:		
Collection Fund adjustment	0	0
Net Service Expenditure excluding Capital Charges	13,800	14,136
Revenue Support Grant	(1,926)	
Revenue Support Grant inc CTS		(2,225)
Retained Business Rates	(1,862)	(1,898)
Government Support to be passed to Parishes	(274)	
Government Support passed to Parishes	274	
New Homes Bonus	(976)	(1,389)
Council Tax Requirement - Sevenoaks DC	(8,728)	(9,010)
Council Tax Support Grant	(734)	0
Government support to offset Council Tax freeze	0	0
Grant & Council Tax income	(14,226)	(14,522)
Net Expenditure after Grant & Council Tax, before interest	(426)	(387)
Less: Interest and Investment income	(229)	(244)
Amount to be met from Reserves	(655)	(631)
Contributions (to) / from reserves		
Earmarked Reserves		
Capital	(298)	(198)
Reorganisation	(100)	0
Budget Stabilisation	(1,052)	(1,006)
New Homes Bonus	215	0
Financial Plan	580	573
Planned contribution from Gen Fund Res	0	0
	(655)	(631)

	2012/13	2013/14	2014/15
Taxbase	50,860	47,053	47629
	£	£	£
Council Tax @ Band D	181.89	185.49	189.18

Council Tax Summary

Band D charge

			%	%
Kent County	1,047.78	1,047.78	69.2	
Kent Fire	67.95	67.95	4.5	
Kent Police	138.68	141.47	9.3	
	1,254.41	1,257.20	83.1	0
Sevenoaks District	181.89	185.49	12.3	
Average Town/Parish	66.56	70.61	4.7	
	1,502.86	1,513.30	100.0	0

Interest Receipts Summary

Investment interest	260	268
Mortgage and other interest	2	2
Allocations to Provisions	(33)	-26
Net Revenue contribution	229	244

Net Service Expenditure analysed by Head of Service

	Actuals 12/13	Budget 13/14	Proposed Budget 14/15
	£'000	£'000	£'000
Communities and Business	966	1,014	997
Planning Services	1,261	1,405	1,300
Environmental and Operational Services	2,816	2,533	2,523
Financial Services	4,374	4,597	5,022
Housing	728	779	722
Corporate Support	2,842	3,102	3,208
Legal and Governance	592	630	608
Total Service Expenditure	13,579	14,060	14,380
Direct Services		-64	-64
		13,996	14,316
Items outside General Fund		-196	-180
		13,800	14,136

Analysis of budget changes between 13/14 and 14/15

Base Budget 2013/14	13,800
Inflation	488
Planned Savings agreed previous years	-99
SCIAS 2014/15	
Growth	327
Savings	-380
Proposed Budget 2014/15	14,136

	Actuals 12/13	Budget 13/14	Proposed Budget
	£'000	£'000	14/15
			£'000
Pay Costs	9,088	9,744	10,095
Pay Costs Externally Funded	40	0	0
Premises and Grounds	1,815	1,616	1,639
Transport	52	62	62
Supplies & Services	2,060	2,218	2,235
Supplies & Services IT	623	726	700
Agency & Contracted	3,951	3,813	4,147
Agency & Contracted - Partnerships	3,405	2,624	2,622
Agency & Contracted - Direct Services	3,442	3,630	3,690
Transfer Payments - Benefits	34,039	26,140	27,590
Transfer Payments - Other	117	45	37
Staff Costs - Other Chief Officers	678	672	456
Support Services	117	50	50
Funds drawn to/from Reserves	480	5	-133
Capital Charges	0	0	0
Income - Other	-37,066	-28,603	-29,918
Income - Fees and Charges	-5,662	-5,550	-5,786
Recharges	-302	-322	-298
Recharges - Partnerships	-3,298	-2,810	-2,808
not budget lines	0	0	0
Service expenditure before re-allocation of Support Services and Capital charges	13,579	14,060	14,380
Direct Services (net)		-64	-64
Items outside General Fund		-196	-180
		13,800	14,136

Net Service Expenditure analysed by Chief Officer

	Actuals 12/13	Budget 13/14	Proposed Budget 14/15
	£'000	£'000	£'000
Communities and Business			
8 to 12 project	0	0	0
Arts Development	0	0	0
All Weather Pitch	-2	-2	-2
Big Community Fund	0	0	0
Broadband	0	0	80
Community Activity	-0	0	0
Community Safety	205	209	179
Community Development Service Provisions	-11	-2	-5
The Community Plan	59	70	45
Economic Development	41	44	69
Grants to Organisations	178	183	181
Health Improvements	42	45	45
Leisure Contract	259	281	295
Leisure Development	20	20	20
Local Strategic Partnership	0	0	0
Partnership - Child	0	0	0
Partnership - Home Office	-0	0	0
Administrative Expenses - Communities & Business	9	14	14
STAG Community Arts Centre	100	75	0
Sustainability	4	0	0
Tourism	24	28	29
Choosing Health WK PCT	-0	0	0
Falls Prevention	0	0	0
PCT Health Checks	0	0	0
New Ash Green	0	0	0
PCT Initiatives	0	0	0
Troubled Families Project	0	0	0
West Kent Partnership	0	0	0
West Kent Partnership Business Support	0	0	0
Youth	39	49	48
Total Service Expenditure	966	1,014	997

	Actuals 12/13 £'000	Budget 13/14 £'000	Proposed Budget 14/15 £'000
Communities and Business			
Pay Costs	439	477	507
Pay Costs Externally Funded	40	0	0
Premises and Grounds	77	71	73
Transport	4	9	7
Supplies & Services	142	137	128
Supplies & Services IT	0	0	0
Agency & Contracted	621	515	537
Staff Costs - Other Chief Officers	25	24	-0
Support Services	4	0	0
Funds drawn to/from Reserves	-60	0	-20
Income - Other	-268	-187	-187
Income - Fees and Charges	-57	-33	-49
Recharges	0	0	0
Service expenditure before re-allocation of Support Services and Capital charges	966	1,014	997

Analysis of budget changes between 13/14 and 14/15

Base Budget 2013/14	1,014
Inflation	32
Planned Savings agreed previous years	
SCIA 24 (2010/11) STAG Agreement	-75
SCIAS 2014/15	
SCIA 1 (2014/15) Admin Costs External Funding	10
SCIA 2 (2014/15) Broadband & Business Development	80
SCIA 7 (2014/15) Efficiency Review	-10
SCIA 22 (2014/15) Reduction re West Kent Partnership	-6
Other Adjustments between Chief Officers	
SCIA 59 (2011/12) Adjustments following Senior Management Review	-48
Proposed Budget 2014/15	997

Item 6 (d) – Kent Downs & High Weald AONB Management Plan Review

The attached report was considered by the Cabinet on 6 February 2014, relevant minute extract below:

64. Approval of High Weald and Kent Downs Areas of Outstanding Natural Beauty Management Plans Second Revision

The Portfolio Holder for Local Planning & Environment presented a report which introduced a proposal to adopt the Second Revision of the Management Plans for both the High Weald and the Kent Downs Areas of Outstanding Natural Beauty (AONBs). Both AONB Units had revised their Management Plans to cover the period April 2014 to March 2019, fulfilling the statutory duties of the Countryside and Rights of Way Act (2000) on behalf of the constituent Local Authorities covering each AONB.

The report summarised the main amendments to the current Management Plans and sought approval for formal adoption of the two Plans. Neither review represented a significant policy shift, but more generally light touch reviews of the existing respective Management Plans. It was noted that these were not consultation documents; detailed consultation had already taken place on the two proposed plans. The Council had been involved in the development of the plans through its membership of the two AONB Units and through Portfolio Holder comments on the draft plans. Any changes requested through the adoption process should be minor in nature and not materially affect the plan. The statutory adoption deadline for each plan was 1 April 2014.

The Portfolio Holder and the Chairman of the Local Planning & Environment Advisory Committee reported that though the last meeting had not been quorate Members present had discussed the report, had all been in favour and had praised Officers for their work.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be **recommended to Full Council** that the the Kent Downs and High Weald AONB Management Plans be adopted and copies made available on the Sevenoaks District Council website.

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Item 6 (e) – CIL Charging Schedule Adoption

The attached report was considered by the Cabinet on 6 February 2014, relevant minute extract below:

64. Community Infrastructure Levy (CIL) Charging Schedule

The Portfolio Holder for Local Planning & Environment presented a report which advised that adoption of the CIL Charging Schedule would ensure that the Council could continue to secure funding for infrastructure to support development once greater limitations were placed on the use of planning obligations. A CIL Charging Schedule had been prepared that took into account the viability of development in the District and the infrastructure needed to support development. The Charging Schedule had been found sound by an independent Examiner following two rounds of public consultation and an examination.

The report recommended that Council adopt the CIL Charging Schedule and set out a timetable for the Council to begin charging CIL. The Portfolio Holder [tabled](#) amended recommendations that Cabinet delegate the task of recommending, and keeping under review, governance arrangements for the prioritisation of CIL to the Local Planning and Environment Advisory Committee. It was noted that any amendments would not need to be brought back before the Planning Inspectorate.

The Chairman of the Local Planning & Environment Advisory Committee advised that Members who had been present at the inquorate meeting had only raised concerns as to the governance arrangements and subject to the recommendations being agreed, the Advisory Committee would consider a report on these at the next meeting on 25 March 2014.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) subject to the adoption by Full Council of the Community Infrastructure Levy Charging Schedule as below, it be added to the the Local Planning and Environment Advisory Committee's Terms of Reference to recommend, and keep under review, governance arrangements for the prioritisation of CIL;
- b) it be **recommended to Full Council** that:
 - i) the Community Infrastructure Levy Charging Schedule be adopted.

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- ii) the Community Infrastructure Levy rates be charged from 4 August 2014.
- iii) the scheme be monitored to understand its impact on development across the District and held under review.
- iv) all town or parish councils receive £18.75 per m² (15% of £125 per m²) of a CIL payment relating to a residential development that occurs in their area if they do not have an adopted Neighbourhood Plan at the time of development being permitted to spend on infrastructure or £31.25 per m² (25% of £125 per m²) if they do have an adopted Neighbourhood Plan, subject to caps set out in the CIL Regulations.
- v) the Portfolio Holder for Local Planning & Environment be authorised to agree minor presentational changes and detailed amendments to the Charging Schedule prior to publication to assist the clarity of the document.
- vi) the document be published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder.

SEVENOAKS DISTRICT COUNCIL

NOTICE OF QUESTION TO FULL COUNCIL STANDING ORDER 19.5

On 6 January 2014 an executive decision 33(2013/14) was taken by the portfolio holder to serve notice on the Rural Age Concern Darenth Valley RACDV to vacate the premises at 27-37 High street Swanley by 31 March 2014.

When making that decision what consultation took place with RACDV and other stake holders throughout the northern parishes? What consideration was given to economic affects the closure will have on Swanley Town Centre and how does this decision comply with the establish policies of this council in caring for the elderly within the community?

Mark Fittock

7 February 2014

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