



DISTRICT COUNCIL

Despatched: 15.04.13

FINANCE ADVISORY GROUP

23 April 2013 at 9.30 am

Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Ramsay

Cllrs. Firth, Fittock, Grint, McGarvey and Scholey

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes Minutes of the meeting held on 24 January 2013	(Pages 1 - 4)	
2. Declarations of interest Any interests not already registered		
3. Matters arising including actions from last meeting	(Pages 5 - 6)	Adrian Rowbotham Ext. 7153
4. Referrals from Performance & Governance Committee: None		
5. Forward Programme	(Pages 7 - 8)	
6. Development Control Finance	(Pages 9 - 16)	Alan Dyer Ext. 7196
7. Big Community Fund Review	(Pages 17 - 64)	Lesley Bowles Ext. 7335
8. Financial Results 2012/13 - to the end of February 2013	(Pages 65 - 100)	Helen Martin Ext. 7483
9. Financial Performance Indicators 2012/13 - to the end of February 2013	(Pages 101 - 104)	Helen Martin Ext. 7483
10. Financial Performance Indicators 2012/13 - to the end of March 2013 (To follow)		Helen Martin Ext. 7483

Please note: The expected date of the next meeting is 29 May 2013

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.

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The Democratic Services Team (01732 227241)

FINANCE ADVISORY GROUP

Minutes of the meeting held on 24 January 2013 commencing at 9.30 am

Present: Cllr. Ramsay (Chairman)

Cllrs. Fittock and McGarvey

Apologies for absence were received from Cllrs. Firth and Scholey

35. Minutes

The Chairman passed a request from Cllr. Firth that minute 28 be amended. It was suggested that Pest Control was two years into a three year “fixed contract” to become sustainable, rather than “review”. Officers stated there was no contract in this matter and the minutes were accurate as they stood. The amendment was not agreed.

Resolved: That the minutes of the meeting of the Finance Advisory Group held on 24 October 2012 be approved and signed by the Chairman as a correct record.

36. Declarations of interest

No declarations of interest were made.

37. Matters arising including actions from last meeting

Those actions which were completed were noted. The weekly refuse collection cost per household was considered a small sum. Although the Head of Environmental and Operational Services already provided a resume of trading accounts in the Financial Result reports, these would be expanded in the future.

38. Referrals from Performance & Governance Committee:

There were none.

39. Kent County Council Superannuation Fund - Investments

The report provided the Summary of Fund Asset Allocation and Performance as at 30 September 2012 and the Statement of Investment Principles for the Kent County Council Superannuation Fund.

In light of responses to previous correspondence, the Group Manager Finance advised it was difficult for the Council to influence the actions of the Fund.

Actuaries had indicated that reforms to the Fund, including moves to average salary payouts and contributors having to work longer would reduce its deficit. However the Chairman noted the Fund was negatively affected by the low gilt annuity rate and by quantitative easing.

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Further information would be available after the Fund's triennial valuation in September 2013. A report on it would be provided to the Group at its meeting in January 2014 as it would have important consequences for this Council's budget.

Action 1: Report on Kent County Council Superannuation Fund investments to be provided to the Group at its meeting in January 2014 following the valuation.

Resolved: That the report be noted.

40. Treasury Management Strategy 2013/14

The Group was asked to consider creditworthiness criteria within the Treasury Management Strategy 2013/14. The minutes of the Performance and Governance Committee meeting held on 8 January 2013, when the item was previously looked at, were tabled.

Members discussed whether any level of limit placed on investments in a single institution or in a group of companies could be too restrictive if sudden demand were placed on the budget. Officers provided a table showing what cash sums the Council would be restricted to if the limits were set at 25%, 30%, 35% or 40% of the total fund. The Principal Accountant advised that the rule would be most restrictive at year-end when balances were low and also that a figure between 30-35% was reasonable. In future precepts for Kent County Council, the Fire and Rescue Service and the Police would be paid in 12 rather than 10 parts making them more evenly spread. Members agreed that investments in any single institution or institutions within a group of companies should be limited to 25% of the total fund at the time of the investment.

It was agreed the cash limit for investments in the semi-nationalised institutions (Lloyds Banking Group and Royal Bank of Scotland Group) be increased from £6million to £8million each.

Since the report was published Sector had revised its opinion on the length of investments generally. There was no longer a recommended maximum duration of 3 months but instead duration times would be determined by their colour coding system.

Members agreed to include building societies having assets in excess of £9billion in the list of institutions to invest with but investments would be limited to £2million in each building society and a maximum duration of 3 months.

Public Sector Equality Duty

Members noted that there were no adverse equality impacts arising from the report.

Resolved: That Cabinet recommend to Council the Treasury Management Strategy Statement subject to the amendments proposed above.

41. Costs and Savings in Partnership Working

The report provided an overview of the partnership working arrangements the Council had with different local authorities together with the costs of and savings associated with them.

The Group Manager Finance advised there was a decreasing interest from potential partners in creating new joint arrangements. A Member noted that Parish and Town Councils may be more willing partners. Most space within the Argyle Road offices was now occupied though this could change depending on what effect reforms to the benefits system has on staffing requirements.

Officers believed it was still difficult to predict what longer term effects the localisation of Council Tax Support would have on the financial arrangements for the Revenues and benefits partnership with Dartford Borough Council. In the short term the financial implications would be moderated by the Kent-wide scheme. The Chairman added that the introduction of the Universal Credit would likely create more work for officers at least in the short term.

42. Risks and Assumptions for Budget 2013/14

The Group was asked to advise Cabinet and to review the risks and assumptions made within the Draft Budget 2013/14.

In response to a question the Group Manager Finance advised pay costs had not been agreed for 2013/14 yet but he did not expect an increase above 1%. It was clarified that this did not include incremental increases and so the bill would rise further. Rises due to incremental increases would fall over time as the Council had recently adopted narrower pay bands for staff. It was generally lower paid staff who were entitled to the increases. It was noted that the Performance and Governance Committee had in the past raised concern at the financial impact of such increases.

Action 2: Officers to send an email to Members of the Group to show entitlement to and rises in pay costs due to incremental increases as a percentage of the salary bill.

Members noted the Government Support grant could change dramatically in future years but figures had been announced by Central Government for the next two years.

Public Sector Equality Duty

Members noted there were no adverse equality impacts arising from the report.

Resolved: That Members comments be noted.

43. Financial Results 2012/13 - to the end of December 2012

The Budget Monitoring report showed an expected forecast £3,000 better than the budget, comparable to the £7,000 forecast in November. Within these figures were wide variances. Building Control income was expected at £130,000 below budget and Development Control £125,000 below. There were £190,000 savings on staff costs beyond the budget. £60,000 of these savings was already accounted for under a Service Change Impact Assessment and £45,000 saving from Licensing staffing would offset an income shortfall in the Licensing budget. The target of £100,000 for staffing vacancies had been exceeded.

Income from car parks was £100,000 below target. £15,000 was due to free parking provided in Sevenoaks just prior to Christmas but the balance was from lower than

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expected custom. The Chairman did not believe this lower performance was caused by high charges as new charges were not due to be introduced until April 2013. Officers informed the Group that maintenance at car parks was an ongoing programme and not determined by income in particular years. The Chairman responded to a question to clarify that income from car parks can be spent freely by the Council but income from on-street parking was restricted by the County Council on whose behalf it was collected.

There was a recent upturn in income in Development Control from large applications and so the forecast may be revised.

Officers were investigating the repairs required to utility blocks at the Hever Road site.

44. Financial Performance Indicators 2012/13 - to the end of December 2012

The Finance Manager had investigated why sundry debts over 21 days had exceeded target in December 2012. She explained that it was exceptional because Building Control had sent out significantly more invoices than usual on 6 December 2012.

The cost per employee had risen but this was distorted in particular by the high turnover among lower paid staff. The Direct Services Team had needed to use more agency staff and a Member said he had observed a growing feeling of low appreciation within that Team. The Finance Manager added that some employees who had been working as apprentices were now in fully paid employment with the Council. The Council was continuing to recruit more apprentices as each completed their term.

45. Forward Programme

Further to the earlier discussion on the Kent County Council Superannuation Fund it was agreed the matter would be further considered in January 2014.

On 8 January 2013 the external auditors, Grant Thornton, had given a presentation to the Performance and Governance Committee entitled "Towards a Tipping Point". A report would be brought to the Group at an appropriate time to show how the Council had performed.

The Chairman was concerned at how abstruse the Statement of Accounts had become. He hoped the process could be set at a lower fee and kept simple. The Group Manager Finance said he had already been in discussions with Grant Thornton to try to achieve this.

At its meeting on 27 March 2013 the Group had invited Development Control to attend. Members intended to focus on plans for the budget, seeing as they were a demand-led service. The Chairman wanted to explore any plans to streamline and cut costs, for example by minimising unnecessary work carried out by specialist staff.

THE MEETING WAS CONCLUDED AT 11.07 AM

CHAIRMAN

Action Sheet - Actions from the previous meeting

ACTIONS FROM 24.01.13			
Action	Description	Status	Contact Officer
1.	Report on Kent County Council Superannuation Fund investments to be provided to the Group at its meeting in January 2014 following the valuation.	Added to Forward Programme	Adrian Rowbotham Ext. 7153
2.	Officers to send an email to Members of the Group to show entitlement to and rises in pay costs due to incremental increases as a percentage of the salary bill.	Email sent 01.03.2013	Adrian Rowbotham Ext. 7153

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FORWARD PROGRAMME FOR FINANCE ADVISORY GROUP

Topic	23 April 2013	May 2013	July 2013	October 2013	January 2014
Annual Accounts		Provisional Outturn 2012/13 and Carry Forward Requests	Draft Statement of Accounts 2012/13		
Budget				Financial Prospects	Risks and Assumptions for Budget 2013/14
Financial Monitoring	February 2013		June 2013 Results	September 2013 Results	December 2013 Results
Financial Performance Indicators	February 2013 and March 2013	April 2013	June 2013	September 2013	December 2013
Treasury Management			Investment Strategy Update		Treasury Management Strategy 2013/14
Invitee	Development Control	Revenues and Benefits			
Other					Costs and Savings in Partnership Working Pensions Investments

DEVELOPMENT CONTROL FINANCE

Finance Advisory Group – 23 April 2013

Report of the: Chief Executive Designate

Status: For Information

Key Decision: No

Executive Summary: This report provides information on the Development Control budget and its management, including consideration of efficiency savings.

This report supports the Key Aim of effective management of Council resources.

Portfolio Holder Cllr. Ramsay

Head of Service Group Manager Planning – Alan Dyer

Recommendation to Finance Advisory Group: That the report be noted.

Introduction

- 1 This report responds to an invitation to Development Control to report to the meeting. Members wished to focus on plans for the budget given that the service was demand-led. The Chairman wanted to explore any plans to streamline and cut costs, for example by minimising unnecessary work carried out by specialist staff.

Budget and Actual Expenditure

- 2 **Table 1** below shows total expenditure on Development Services for the last two years and the budget for this year, broken down into the main categories of expenditure.
- 3 In the last financial year Development Services expenditure overall was within budget. The main areas where there were variations against the budget were as follows:

Staff Costs

- 4 There was a saving due to management restructuring which involved replacing the Head of Service with the Group Manager and recruitment of the Development Control Manager post which was not filled until late August.

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Planning Application Fee Income

- 5 There were substantial variations in fee income on a month by month basis but at the end of the year there was a small surplus against the budget.

<u>Development Services Summary</u>							
<u>2011/12 to 2013/14</u>							
	2011/12			2012/13			2013/14
	Budget	Actual		Budget	Provisional EOY		Budget
	£'000	£'000	() = Unfav	£'000	£'000	() = Unfav	£'000
Pay	1,792	1,750	42	1,847	1,798	49	1,870
Supplies and Services	199	183	16	170	119	51	231
Income	(615)	(525)	(90)	(719)	(674)	(44)	(696)
	1,376	1,408	(33)	1,299	1,243	56	1,405
Note	2012/13 Figures are only provisional @ 10/04/13						
	Figures excludes support services						

Table 1

Pre Application Fee Income

- 6 There was a shortfall in income despite the fact that fees increased during the year.

S106 Monitoring Income

- 7 There was a shortfall in income.

Legal Fees

- 8 There was an overspend on legal costs for appeals though this was offset in part by an underspend on the consultants budget for appeals.

Managing Uncertainty in the Budget

- 9 Significant aspects of income and expenditure in Development Control are dependent on the level and nature of activity in the development industry within the District. This is outside the Council's control and is influenced by the general state of the economy, but in addition large developments can have a disproportionate impact on income and expenditure and their progress will be largely due to individual decisions by landowners and developers which the Council may not be able to anticipate far in advance. For example we currently have two applications for large food store developments, by Sainsbury and Tesco in Edenbridge that were both submitted in the last quarter of 2012/3. Together they have yielded a fee income of over £30,000 and they have also created a requirement for consultancy work costing £6,500 to date. We had no prior

knowledge of these proposals until a few months before they were submitted and they could not have been anticipated at the start of the 2012/3 financial year.

- 10 As a result of the above factors there is an underlying uncertainty in the budget setting process for income and expenditure on planning applications, which also extends to appeals. The section below looks at the more uncertain aspects of the budget and how they are managed.

Planning Application Fees

- 11 **Table 2** below shows the income from planning application fees over the last three years

<u>Development Control</u>				
<u>Planning Fees</u>				
<u>2010/11 to 2013/14</u>				
Year	Actual	Budget	Variance	
	£'000	£'000	() = Unfav	
2010/11	529	502	27	
2011/12	456	502	(46)	
2012/13	585	567	18	
2013/14	-	597		
Note				
12/13 Provisional EOY @11/4/13				

Table 2

- 12 The level of planning fees is set nationally and is thus outside the Council's control. There was an increase in 2008 and then there was no change until 2012 when fees rose by 15% in November. The announcement at that time gave no indication of any increase this year.
- 13 The Government consulted on local fee setting in 2010 and there was a long period after that when there was no announcement. It is known that there was considerable opposition from the development industry to local fee setting and the Government's announcement last year did not suggest local fees would be introduced soon.
- 14 The long term savings plan included an increase in fee income from planning applications and pre application fees of £100,000 from 2012/3. It was envisaged that the bulk of this increase would come from planning application fees, either due to local fee setting or an increase in the national rate, and the budget for planning application fees was increased by £65,000. The delay in the Government announcement meant that there was no increase until more than half way through last year.

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- 15 Despite this delay fee income during the year slightly exceeded the budget. The monthly breakdown of income illustrates the uncertainty in forecasting planning fee income on a short term basis (see **Table 3**). Income exceeded the budget in the first few months of the year but then there was a substantial downturn in the summer and early autumn, leading to an expectation that there would be a significant shortfall at year end. A surge in income late in the year, much greater than could be explained by the fee increase, brought total income back just above the budget.

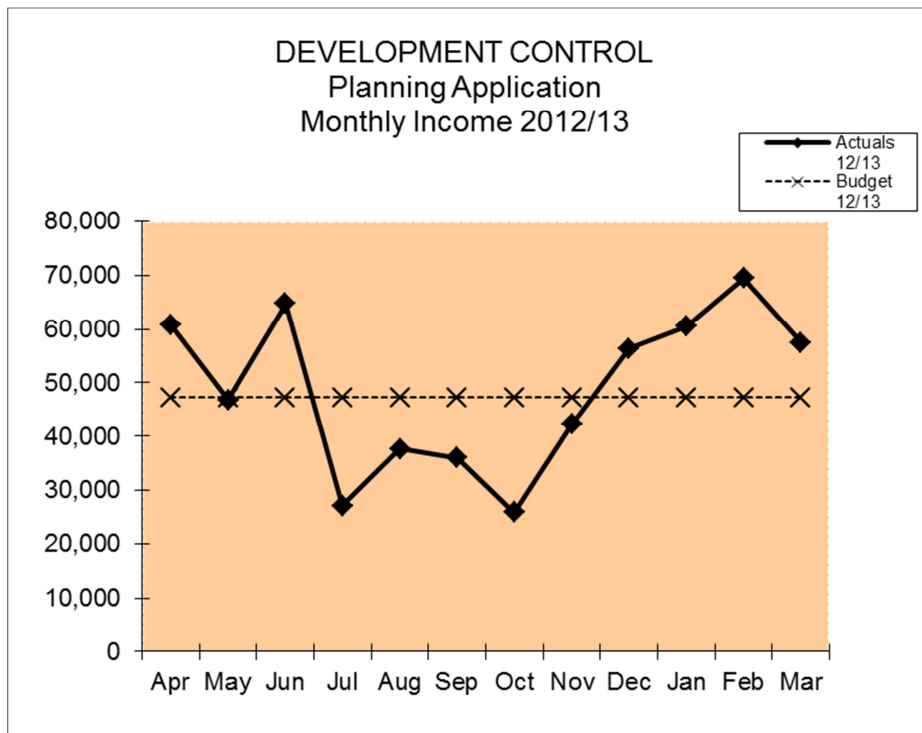


Table 3

- 16 Looking back to previous years there is no established pattern in monthly variations in income. For example in both 2010/11 and 2011/2 fee income in the last quarter was well below average whereas last year it was significantly above.
- 17 The biggest single factor explaining these variations, though not the only one, is the timing of large applications that carry a substantial fee. The timing of these applications is dependent on individual developer decisions, over which the Council has no control. It should be noted that, for accountancy purposes, fee income on large applications is profiled over several months to reflect the period over which work is carried out on them. This means that for a few applications submitted in March some of the fee income will be carried forward to this financial year.
- 18 For this year we do not expect any change in the level of fees. Given that this will be the first full year with the fee increase in place, we can reasonably expect income to be higher than in 2012/3. If, however, the Government introduces its proposed changes to permitted development rights there will be some loss of fee income resulting from developments no longer needing permission. The actual impact will be monitored but at this stage it is not anticipated that the impact on

income will be so severe as to justify reducing the budget. The uncertainty highlighted previously must always be acknowledged.

- 19 Planning application fee income does not cover the full cost of dealing with applications. Government control over the level of fees prevents an increase to cover costs fully and in addition there are significant categories of application, including repeat applications, for which the Council is not allowed to charge. These restrictions are not likely to change in the foreseeable future. Provisional information for 2012/3 shows that of 2,579 applications received during the year 1,184 did not require a fee.

Pre Application Fees

- 20 Fees for pre application advice were introduced in 2008 and remained unchanged until June 2012 when increases and some broadening of the scope were agreed. These fees can be set locally though the Council is not allowed to charge more than the cost of providing the service.
- 21 In 2012/3 £35,000 of the £100,000 savings in increased fee income was allocated to pre application fees. Unfortunately despite the increase there was a substantial shortfall of £45,000 against the budget of £78,000. This was in part due to the changes only coming into place in the second quarter of the year but mainly due to a lower than anticipated take up of the service during the year.
- 22 Pre application advice is an important part of the service provided to customers. It enables potential issues to be addressed and resolved before planning applications are submitted, avoiding unnecessary refusals. Regardless of the fee income there is a case for promoting the service more widely. The following actions are now in place to further promote the service:
- upgrade of the relevant web site pages to focus more on the benefits of the service;
 - highlighting of the service by planning duty officers;
 - promotion to planning agents through the agents forum;
 - promotion through an In Shape article
- 21 The impact on take up of the service is being monitored and it is anticipated that income will be significantly improved this year. A budget of £50,000 has been set for next year, the reduction on the budget for 2012/3 being offset by an equivalent increase in the budget for planning application fees.

S106 Monitoring Fees

- 23 A charge was introduced for monitoring compliance with S106 agreements in 2011/2 with an anticipated income of £50,000. It has become apparent that this figure is too optimistic and the income last year was only just over £10,000.

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- 24 Given the number of legal agreements with monitoring fees signed on developments that have been permitted but have not yet started, it is reasonable to expect income to increase this year.
- 25 The budget income for monitoring fees has been reduced for 2013/4 to the more realistic figure of £25,000.

Planning Appeals: Legal Fees

- 26 A reduction in the budget of £10,000 for legal fees and £6,000 for consultant fees in planning appeals was introduced in 2011/2. The resultant budget for 2012/3 was approximately £5,000 and £8,000 respectively. This was justified on the basis of experience in 2010/1 but the legal fees element has proved to be insufficient in the last two years. Expenditure last year was approximately £18,000.
- 27 The biggest contributor to expenditure on legal fees is public inquiries. Legal representation will almost always be required for inquiries to ensure that the Council's case is properly represented and the appellant's case properly challenged.
- 28 Inquiries vary in frequency and complexity meaning that actual expenditure is very difficult to predict, but the budget of £5,000 would barely be sufficient to fund legal representation at a single average-size inquiry.
- 29 It is difficult to set a budget for an area where expenditure can be expected to vary substantially from year to year but £5,000 was clearly too low. An increase in the budget from this year of £20,000 has been agreed which should be sufficient to cover expenditure in all but exceptional years going forward.
- 30 In contrast to legal fees the reduced budget for consultancy fees, required where the Council needs to obtain specialist advice or use an expert witness to support its case, has proved sufficient.

Efficiency and Cutting Costs

- 31 Significant savings have been made to staffing costs. In 2008/9 a staffing reduction achieved a saving of £41,000. In 2010/1 a review of structure and processes achieved a further reduction of £131,000. This involved deleting posts, including a team manager, and reducing the number of teams from three to two. Last year further savings were made with the replacement of the Head of Service by the Group Manager. The new Chief Officer will have a specific task of reviewing the structure of the service within the existing budget.
- 32 Planning staff deal with applications that vary in complexity and contentiousness. The planning team needs to have staff with a variety of levels of skills and experience to match the variety of applications.
- 33 In Development Control there is a career grade scheme for planning officers that enables them to develop their competencies and progress to more senior levels, dealing with more complex applications as they gain skills and experience. To

avoid the team becoming “top heavy” recruitment is often towards the bottom end of the career grade. For example in 2011 a principal and a senior officer left and both were replaced by more junior planning officers to achieve a better balance.

- 34 In addition the two teams both have technicians who are not qualified planners but have been trained to deal with routine applications. In 2012/3 the two technicians, who also have other duties, together dealt with 109 applications. Care does though need to be taken in allocating smaller scale applications, such as extensions, as these can be contentious and may need consideration by a qualified planner.

Key Implications

Financial

- 35 The body of the report covers financial issues.

Community Impact and Outcomes

- 36 Planning decisions have an impact on the community and it is important to maintain the quality of decision making to ensure that the impacts are positive and that negative impacts are avoided where possible.

Legal, Human Rights etc.

- 37 The continuing need for legal advice is covered in the main body of the report. Failure to obtain sound advice could lead to successful challenges to Council decisions.

Risk Assessment Statement

- 38 The Council has implemented proper financial control preventing a material error occurring in the statement of accounts and a qualified opinion being issued by the Council’s external auditors.

Background Papers: None

Contact Officer(s): Alan Dyer Ext. 7196

Dr. Pav Ramewal
Chief Executive Designate

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BIG COMMUNITY FUND REVIEW

FINANCIAL ADVISORY GROUP – 23 APRIL 2013

Report of the: Chief Executive Designate

Status: For Consideration

Also considered by: Cabinet – 9 May 2013

Key Decision: No

Executive Summary:

This report informs Members of the results of a review of the Council's Big Community Fund. The Big Community Fund was set up in 2011 to help Members to work with their communities to improve the local area. A summary of grants made to February 2013 is appended.

The review has included analysis of the monitoring information received from Members who have completed projects. Members who sit on the Appraisal Panel and Members who have applied to the Scheme have also been consulted by survey. Approximately 50% of Members consulted have responded to the survey.

This report supports the Key Aims of The Community Plan vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Mrs Pat Bosley

Head of Service Lesley Bowles, Head of Community Development

Recommendation to FINANCIAL ADVISORY GROUP:

- (a) The Guidelines be amended to include specific mention that the work involved is not the responsibility of the landowner or delivery organisation.
- (b) The appraisal scoresheet be revised to place most importance on physical improvements and even more than the current emphasis on whether an application should more appropriately be funded elsewhere.
- (c) The application form be revised to ask applicants specifically to address how a proposed application is additional to usual maintenance arrangements and landowner responsibilities to help Members during the appraisal process.

Reason for recommendation: To reflect the views of Members who were consulted as part of this review. Members consulted were those Members who sit on the appraisal panel and those who have submitted applications to the Scheme.

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Introduction

- 1 The Big Community Fund was set up in 2011/12 using funding from the New Homes Bonus Scheme. It was agreed that £10,000 each month would be available to the Fund and that unspent funds in any month should be rolled forward. The first monthly round of the Big Community Fund was September 2011.

Aims of the Scheme

- 2 The aims of the Big Community Fund are to help Members to work with their local communities to improve the area. In particular:
 - To make physical improvements to the area;
 - To strengthen local communities;
 - To help more vulnerable people in local communities;
 - To improve safety and well-being in local communities.

Scheme Guidelines and Application Form

- 3 The Big Community Fund Guidelines set out eligibility for applications to the scheme. A copy of the Guidelines and Application Form are set out at Appendix A.
- 4 The maximum grant available for any single application is £3,000, but Members can work with Members in another ward and submit an application for a maximum of £6,000.
- 5 Members can put forward applications for a project to be delivered by any “not for profit” organisation offering open access to the community, unless they are schools or parent teacher associations, Church councils or individuals seeking sponsorship.
- 6 Examples of eligible delivery organisations include charities, residents associations or town or parish councils. Any delivery organisation other than the District Council, town or parish councils must have a constitution and a bank account.

Decision-making Process

- 7 Applications are referred to an Appraisal Panel made up of Members who have been trained in appraisal techniques and who follow an approved appraisal process. Members sit on the Panel on a rotating basis, with a minimum quorum of five.
- 8 Awards are made by the Portfolio Holder for Community Wellbeing. Decisions relating to her ward or applications in which she has an interest are made by the Leader of the Council. When both the Portfolio Holder and the Leader both have an interest in an application, the decision is made by Cabinet.

- 9 Decision making takes account of the following:
- The extent to which the application meets the Aims of the scheme.
 - Value for money.
 - The extent to which the application has involved local people and meets identified local need.
 - The feasibility, long-term sustainability and innovation of the project.
 - The extent to which the ward has already benefitted from the scheme.
- 10 A copy of the Scoring Sheet is set out at Appendix B.

Summary of Grants

- 11 A summary of grants allocated from September 2011 to February 2013 is set out at Appendix C.
- 12 From September 2011 a total of 56 projects have received funding. 37 Members, from 26 wards, have submitted successful applications and received a total of £104,133.62 for their projects.

Summary of Monitoring

- 13 Performance monitoring is “light touch”. The Project Appraisal Panel sets simple performance indicators for each project recommended for approval.
- 14 6 months after the grant has been paid out, the delivery organisation is sent a simple monitoring form, copied to the Member who applied, asking them to report on progress against the indicators.
- 15 As of March 2013, 40 applications have been completed and paid out. Of these, 25 applications have been completed at least 6 months ago and have been sent monitoring forms to complete. To March 2013, a total of 15 monitoring forms have been received as completed. All monitoring forms show that the project work has been completed to the satisfaction of the delivery organisation. 91% of the indicators set out on the monitoring forms have been achieved.
- 16 A number of indicators were not achieved. Delivery organisations for Jubilee and Torch Relay events were asked to provide photographs taken by residents, but some were not able to provide these, although many delivery organisations did provide their own photographs. Some delivery organisations were asked to provide residents’ comments regarding new facilities, but were not able to provide these.

Consultation with Appraisal Panel as part of this review

- 17 Members who had been trained to sit on the Appraisal Panel were asked to complete a short questionnaire about their experience of the Appraisal Panel. 8 Members (42.1%) responded. The following is a summary of their responses:

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- 85.7% of Members who responded said that they felt the system of recruiting Members to an Appraisal Panel monthly by their eligibility had worked.
- 100% said they thought officers had been helpful with the appraisal process.
- 85.7% said they thought that the appraisal template was clear.
- 100% said they thought it was important that the appraisal template considered Value for Money, the feasibility, long term sustainability and innovation of the project and the extent to which the application had involved local people and meets an identified local need.
- 84% said they thought the Cost Benefit Analysis on the appraisal form was important.
- Only 28.6% said they thought the extent to which a Ward had already benefitted from the Scheme was an important consideration on the Appraisal template.

Consultation with Members regarding their experience of the scheme

18 Members who had submitted an application to the Scheme were asked to complete a short questionnaire about their experience of the Scheme. 20 Members (51.2%) responded. The following is a summary of their responses:

- 77.8% of Members who responded said they found it easy or somewhat easy to access the application form and guidelines on the Members' Portal.
- 100% said they thought the Scheme guidelines were clear.
- 88% said they thought the application form was easy to complete.
- 55.5% said they thought it should be mandatory to have support from all of the Members in multi-Member wards. This is currently not an absolute requirement.
- 33.3% said they thought the maximum grant amount of £3,000 should be reduced.
- 82% said they thought it was important that the Scheme was only for Members to bid, rather than for other organisations. 72% thought it was important that Members can work with other wards to submit applications for a maximum of £6,000.
- 88.9% said they thought it was important that projects must be delivered by not for profit organisations.
- 100% thought it was important that projects should have a lasting positive effect in their ward.

- 100% thought it was important that the Scheme does not contribute to ongoing running costs.
- 89% thought it was important that applications are appraised by a panel of at least 5 Members trained for the purpose.

Key Implications

Financial

- 19 The scheme is funded from the New Homes Bonus scheme. The total amount available each month is £10,000. The scheme started in September 2011 and £180,000 has therefore been available. Any funds unallocated in a given month are rolled forward to the next month.

Community Impact

- 20 The Scheme's aims ensure that each grant positively addresses local needs, ensuring a good impact on the community.

Legal, Human Rights etc.

- 21 The Scheme is in accordance with the Council's overall Grant-Making Code of Practice.

Resource (non-financial)

- 22 The work connected with the Big Community Fund Scheme administration and monitoring is being undertaken through existing resources.

Value for Money

- 23 Value for Money is assessed as part of the appraisal process scoring criteria based on whether the application attracts funding from elsewhere and the cost compared with the benefit.

Equality Impacts

- 24 An Equalities Impact assessment has been completed. All applicants are asked to sign an Equalities Statement. The aims of the Scheme include helping more vulnerable people in local communities and consideration of this forms part of the appraisal process.

Conclusions

- 25 Comments from Members have included that the Guidelines are clear, that the scheme is well-used and has been beneficial to local communities. However, it would be helpful to make some changes.
- 26 More than half of the Members consulted thought it should be mandatory to have support from all Members in multi-Member wards. However, many commented that this would disadvantage some wards where Members may not be able to

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agree. It is recommended that applicants should continue to seek support from fellow-Members. However, where this is not forthcoming, Officers should ensure that any Member in a Ward who has not signed the application form is made aware of the application and given an opportunity to comment.

- 27 Members responding to the survey have attached great importance to projects having a lasting impact. The grant guidelines make it very clear that projects should have a lasting positive effect. The appraisal scoresheet also addresses this and it is recommended that the number of points available for this should be increased.
- 28 Members responding to the survey have commented that lasting physical improvements are of the greatest value. It is therefore recommended that the appraisal scoresheet used by the Members Panel should reflect the importance that consultees have attached to this by increasing the number of points available for this part of the appraisal.
- 29 Members' responses attached importance to the fact that grants should not support ongoing maintenance or revenue costs. The guidelines are very clear on this and the appraisal scoresheet reflects this.
- 30 Members' responses included that the scheme should not be used to subsidise the work of other authorities.
- 31 The appraisal process currently asks Members to consider, under four headings, whether the scheme should more appropriately be funded by the landowner or delivery organisation. Given the importance attached to these factors by Members, it is recommended that the appraisal scoresheet should be revised to place most importance on physical improvements and even more emphasis on whether an application should more appropriately be funded elsewhere. It is also recommended that the guidelines reflect this and that application form asks applicants specifically to address how an application is additional to usual maintenance arrangements and landowner responsibilities.
- 32 The suggested changes are noted in the attached Guidelines and application form and appraisal scoresheet.

RISK ASSESSMENT STATEMENT

Risk	Mitigation	Residual Risk
Approved projects may not be delivered	Capital grants are only paid on completion of projects. Performance indicators are included as a condition of the grant and these are monitored. Monitoring takes place 6 months after completion of completion of the project. The Council will reserve the right to claw back	There may be some projects that are completed but do not meet all of the performance indicators. In all cases, the appraisal process takes into account the strength of the delivery organisation and likelihood of the project proceeding well.

	funding when the project has not been completed.	
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Appendices

Appendix A – Guidelines and application form

Appendix B – Appraisal scoring sheet

Appendix C – Summary of grants allocated.

Appendix D – Press Cuttings

Background Papers:

The Council’s Grant-Making Code of Practice.

Contact Officer(s):

Lesley Bowles, ext 7335

Simon Davies, ext 7374

**Dr. Pav Ramewal
Chief Executive (Designate)**

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Sevenoaks District Council

The Big Community Fund 2012/13
Scheme Guidelines

1 Aims of the scheme

The scheme exists to help Members to work with their local communities to improve their area. In particular:

- 1.1 To make physical improvements to the area;
- 1.2 To strengthen local communities;
- 1.3 To help more vulnerable people in local communities
- 1.4 To improve safety and well-being in local communities

2 Maximum grant available

Members are invited to submit applications for projects in their ward at any time during the year. The maximum grant available for any single application is £3,000. Members can work with Members in other wards and submit an application for a maximum of £6,000.

There is no restriction as to the number of applications a Member can submit in any one year. However, the Members' Project Appraisal Panel will take into account the value of previous grants in the ward when making their decisions.

A total of £10,000 will be made available each month.

3 Eligibility

Members can put forward an application for a project to be delivered by any 'not for profit' organisation offering open access to the community unless they are:

- 3.1 schools or parent teacher organisations;
- 3.2 Church councils; however, applications from voluntary organisations linked to a church or religious body will be considered;
- 3.3 individuals seeking sponsorship;

Members can put forward an application for the District Council, town or parish councils to deliver a project. Other statutory bodies are not eligible.

Any delivery organisation other than the District Council, town or parish council must have a constitution and bank account.

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4 What the scheme will fund

Projects that demonstrate benefits to a local Community and will have a lasting positive effect. The scheme will not contribute to any form of on-going running costs.

5 The Local Members' role

Local Members can:

- Promote the Scheme in their ward
- Work with and consult local community groups, voluntary organisations or town and parish councils to identify and plan projects that meet an identified local need;
- Satisfy themselves of the feasibility and long-term sustainability of the project;
- Liaise with other Local Members in their ward to ensure that the project is supported by all Members;
- Submit an application in partnership with the local delivery organisation, to include a supporting statement from the Local Member and confirmation that other Local Members' views have been taken into account;
- For approved projects, ensure that the District Council's support is acknowledged in any publicity, attend any launch or local event regarding the project and submit a short summary of the project for the Members' Bulletin;
- Monitor the project 6 months after the funding approval to ensure that it is progressing well.

6 The decision-making process

Applications will be referred to a Project Appraisal Panel made up of Members. The Project Appraisal Panel will consist of 15 Members who have been trained in appraisal techniques and who will follow an approved appraisal process. Members will sit on the Panel on a rotating basis and a minimum of 5 Members will form a quorum.

Decision-making will take account of the following:

- 6.1 The extent to which the application meets the Aims of the scheme;
- 6.2 Value for money. This will take account of the cost and benefit of the scheme, including whether the project will attract funding from elsewhere;
- 6.3 The extent to which the application has involved local people and meets an identified local need;
- 6.4 The feasibility, long-term sustainability and innovation of the project;
- 6.5 The extent to which the application is a one off project with no on-going need for running costs and the work involved is not the responsibility of the landowner or delivery organisation.
- 6.6 The extent to which the ward has already benefitted from the scheme.

Where applications are not approved, the Project Appraisal Panel will recommend clear reasons for refusal. The Panel may invite re-submission of applications if insufficient

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funds are available in any one month or if a minor change in the project would increase its chances of success.

Performance monitoring

- 7 Performance monitoring will be 'light touch'. The Project Appraisal Group will set simple performance indicators for each project recommended for approval and the grant will be conditional upon those indicators. At the end of the 12 month period following approval, the project delivery organisation will be asked to report back on the achievement of the performance indicators and the spending of the grant. Any funding not spent on the project should be returned to the Council.

Submitting completed application forms

- 8 Please note that original signatures are required on the application form.

Please return this form by post or by hand to:
Simon Davies
Partnership & Project Officer
Community & Planning Services Department
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1GP

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Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward:
2	Name of Member:
3	Name of delivery organisation: Address of delivery organisation: Name of the main contact who will be accountable for the delivery of the project: Telephone number of main contact:
4	Description of Project:
5	Total project cost: £ How will the money be spent? If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met: Amount requested from the SDC Big Community fund: £
6	Your community How have you been able to involve the local community in planning this project?

7	What is the need for the project?
8	Long term benefits Please comment on the lasting effects of the project:
9	The impact of your project How will you know whether the project has been a success?
10	Ongoing costs If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded? The extent to which this project is in addition to work that is more appropriately funded by the landowner, the delivery organisation or another agency.
11	Supporting statement from the sponsoring Local Member: Signed (sponsoring Local Member)
12	Agreement of other Local Members that they are happy with the proposed project: SIGN NAMES: PRINT NAMES: (Local Member) (Local Member)
13	Declaration by project delivery organisation: I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement. SignedDate
	PRINT NAME:

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Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

BIG COMMUNITY FUND APPLICATIONS

Sevenoaks District Council - Big Community Fund – 2012/13

Appraisal template for use by the Members' Appraisal Panel

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available
			1	2	3	4	5	6	7	8	9	
6.1	The extent to which the application meets the aims of the Scheme	Aim 1: To make physical improvements to the area; for example this project will improve an area that people are not happy with or will introduce a new piece of equipment,										20
		Aim 2: To strengthen local communities; for example, there will be a legacy to this project because it leaves the community with a physical or other resource that will have a lasting benefit or it ensures that local people will continue to be involved in the future,										20
		Aim 3: To help more vulnerable people in local communities; for example, this project is aimed at a particular group in the community, eg older people,										10

BIG COMMUNITY FUND APPLICATIONS

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available
			1	2	3	4	5	6	7	8	9	
		those who cannot travel, etc.,										
		Aim 4: To improve safety and well-being in local communities. For example, this project will help people to have a greater sense of safety, security or general well-being,										10
6.2	Value for Money	The project attracts funding from elsewhere.										10
		The project is more appropriately funded by the landowner, delivery organisation or another agency. (There is a separate calculation around the cost and benefit at the end of the template)										-50
6.3	The extent to which the application has involved local people and meets an	The planning of the project has involved local people										10
		The project meets an identified										10

BIG COMMUNITY FUND APPLICATIONS

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available
			1	2	3	4	5	6	7	8	9	
	identified local need	community need										
6.4	The feasibility, long-term sustainability and innovation of the project	The project is feasible, eg there is a strong delivery partner, any other required funding is in place, the project is definitely achievable. (If there are significant doubts concerning the feasibility of the project, the Appraisal Panel may wish to reject the project at this stage but will need to justify doing so.)										10
		The project demonstrates innovation – eg, this could include a new approach to an existing problem or an innovative piece of equipment										20
6.5	The extent to which the application is self-sustaining with no on-	There is no on-going need for running costs										20
		OR This project will need to be sustained in the long-term and										10

BIG COMMUNITY FUND APPLICATIONS

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available
			1	2	3	4	5	6	7	8	9	
	going need for running costs	funding is in place										
		OR This project will need long-term input and there is no long-term funding plan in place										-50
6.6	The extent to which the Ward has already benefitted from the scheme	The fact that the ward has already benefitted is not a reason for refusal. However, where there are many competing schemes of similar value, the appraisal panel can award additional points to applications from wards who have not previously received grants.										20
		TOTAL POINTS ALLOCATED										
		TOTAL APPLIED FOR										
		COST/BENEFIT										

Name of Applicant	Ward	Amount Awarded	Project
September 2011			
Cllr Ryan	Hever & Cowden	£3,000.00	Replacement windows at Hever Village Hall
Cllr Mrs Morris	Hextable	£2,000.00	Power source on village green
Cllr Mrs Clark	Ash & New Ash Green	£2,500.00	Repairs to New Ash Green Youth Centre
		£7,500.00	
October 2011			
Cllr Bosley	Fawkham & West Kingsdown	£3,000.00	Construction of adiZone
Cllr Dickins	Sevenoaks Northern	£1,068.00	Litter bins at Mill Pond
Cllr Mrs Firth	Brasted, Chevening & Sundridge	£3,000.00	Resurfacing and upgrading Brasted Tennis Courts
		£7,068.00	
November 2011			
Cllr Brown	Dunton Green & Riverhead	£1,271.00	Bench, tree and a planter at White Hart Parade
Cllr Davison	Edenbridge South & West	£3,000.00	New LED Christmas lights for south end of High Street & enhancement of existing lights
Cllr Williamson	Halstead, Knockholt & Badgers Mount	£1,500.00	Halstead Queen's Diamond Jubilee events
Cllr Raikes	Sevenoaks Town & St Johns	£500.00	Replace light fittings at Sevenoaks Cricket Club
Cllr Miss Thornton	Seal & Weald	£2,000.00	Underriver Diamond Jubilee Village Event
Cllr London	Brasted, Chevening & Sundridge	£1,000.00	Torch Relay Dressing
		£9,271.00	
December 2011			
Cllr Mrs Parkin	Fawkham & West Kingsdown	£3,000.00	Install play equipment at recreation ground, Hever Road, West Kingsdown
Cllr Horwood	Eynsford	£1,000.00	Eynsfest
Cllr Horwood	Eynsford	£1,000.00	Clear additional allotment space
Cllr Mrs Ayres	Hextable	£1,750.00	Replace chairs in Five Wents Hall
Cllr Miss Thornton	Seal & Weald	£1,800.00	Olympic Torch activities in July 2012
Crockenhill	Crockenhill & Well Hill	£3,000.00	Repairs to Crockenhill War Memorial
		£11,550.00	
January 2012			
Cllr Walshe	Sevenoaks Eastern	£2,000.00	Producing "The Sevenoaks Book"
Cllr Mrs Morris	Hextable	£2,000.00	Window in the Art Exhibition Room of "The Gallery"
Crockenhill	Crockenhill & Well Hill	£3,000.00	To create a pathway connecting village hall to car park
Cllr Maskell	Westerham & Crockham Hill	£500.00	To install bollards along a track on King George's Field
		£7,500.00	
February 2012			
Cllr Mrs Lowe	Oxford & Shoreham	£2,738.99	Play equipment at Hale Lane Recreation Ground

Cllr Cooke	Penshurst, Fordcombe & Chidding	£3,000.00	Repairs to Chiddingstone war memorial
Cllr Mrs Hunter	Sevenoaks Kippington	£750.00	Purchase and installation salt bins
		£6,488.99	
March 2012			
Cllr Mrs Firth	Brasted, Chevening & Sundridge	£3,000.00	Replace gas heaters at Toys Hill Village Hall
Cllr Mrs Lowe	Otford & Shoreham	£2,600.00	Create a youth area and one tennis court from two tennis courts
Cllr Miss Stack	Kemsing	£3,000.00	Kemsing Boxing Club
Cllr Mrs Cook	Leigh & Chiddingstone Causeway	£3,000.00	Upgrade lighting at Chiddingstone Causeway Village hall
Cllr Mrs Dawson	Sevenoaks Town & St Johns	£1,200.00	Celebration events on Vine around Torch Relay
		£12,800.00	
April 2012			
Cllr Scholey	Edenbridge North & East	£2,000.00	Jubilee clock on Edenbridge High Street
Cllr Mrs Morris	Hextable	£810.00	Purchase of tables for Heritage Centre
Cllr Ball	Swanley wards	£1,650.00	Swanley Jubilympics Festival
Cllr Abraham	Hartley & Hodsoll Street	£2,000.00	Jubilee Festival
		£6,460.00	
May 2012			
Cllr Brown	Dunton Green & Riverhead	£1,150.00	Torch Relay & Olympic Event
Cllr McGarvey	Farningham, Horton Kirby & South	£500.00	Farningham Village Jubilee Celebrations
Cllr Butler	Kemsing	£125.00	Noah's Ark Residents Association Christmas Community Event
Cllr Edwards-Winser	Otford & Shoreham	£630.77	Otford twinning projects. NB: was awarded £700
Cllr Williamson	Halstead, Knockholt & Badgers M	£600.00	Knockholt Jubilee Celebrations
Cllr Cooke	Penshurst, Fordcombe & Chidding	£2,200.00	Repairs to Fordcombe Village Hall
Cllr Brown	Dunton Green & Riverhead	£1,500.00	Dunton Green Jubilee Celebrations
		£6,705.77	
June 2012			
Cllr Edwards-Winser	Otford & Shoreham	£2,000.00	Purchase of Speedwatch Equipment to monitor traffic
Cllr Mrs Sargeant	Swanley White Oak & St Mary's	£2,696.86	Bartholomew Park clearance work
		£4,696.86	
July 2012			
No allocations made			
August 2012			
Cllr George	Swanley White Oak	£3,000.00	Play Pens - Russet Way
Cllr Mrs Bosley	Fawkham & West Kingsdown	£300.00	Paralympic Celebration Event
Cllr Mrs Purves	Sevenoaks Eastern	£2,600.00	Cycle Racks in four locations
Cllr Mrs Morris	Hextable	£2,500.00	Parking spaces in front of Heritage Centre

		£8,400.00	
September 2012			
Cllr Piper	Brasted, Chevening & Sundridge	£2,750.00	Sundridge Recreation Ground playing area
		£2,750.00	
October 2012			
No allocations made			
November 2012			
Cllr Mrs Ayres	Hextable	£638.00	Upgrade stage, replace stairs and flooring at Four Wents Hall
Cllr Ramsay	Hartley & Hodsoll Street	£3,000.00	Play equipment at Woodland Avenue Recreation Ground
Cllr Maskell	Westerham & Crockham Hill	£1,000.00	Construction of town noticeboard
Cllr Edwards-Winser	Otford & Shoreham	£200.00	Purchase of 2 mobile hearing loops
		£4,838.00	
December 2012			
Cllr Maskell	Westerham & Crockham Hill	£3,000.00	Alterations to Westerham Hall
		£3,000.00	
January 2013			
No allocations made			
February 2013			
Cllr Mrs Bayley	Riverhead & Dunton Green	£2,000.00	Grasscrete geo-textile path
Cllr Mrs Dibsdall	Crockenhill & Well Hill	£1,368.00	Provision of public defibrillator
Cllr Miss Thornton	Seal & Weald	£1,737.00	Re-establish football pitch on Weald Recreation Ground
		£5,105.00	
Total allocations made to February 2013		£104,133.62	

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Edenbridge Reports

Summer 2012



Reviewing first year of the new council

Town Council chairman Clive Pearman at the 2012 Annual Town Meeting hailed the “commitment and dedication” of the majority of people in the parish who create a feeling of community and friendliness.

With a history of resilience and self-reliance, and more than 80 voluntary organizations covering nearly all aspects of local life, the town was well placed to take on any new responsibilities which may lie ahead in the move towards “localism”, he said.

The 2011 election had seen the arrival of six new faces as councillors, bringing knowledge and skills from the business world in particular, and representation

from Marsh Green for the first time in many years. The election also marked the retirement of former members Peter Deans, Liz Gray, Liz Plant, Lennox Cato, and Barry Neville-Robinson, who were thanked for their contributions over past years.

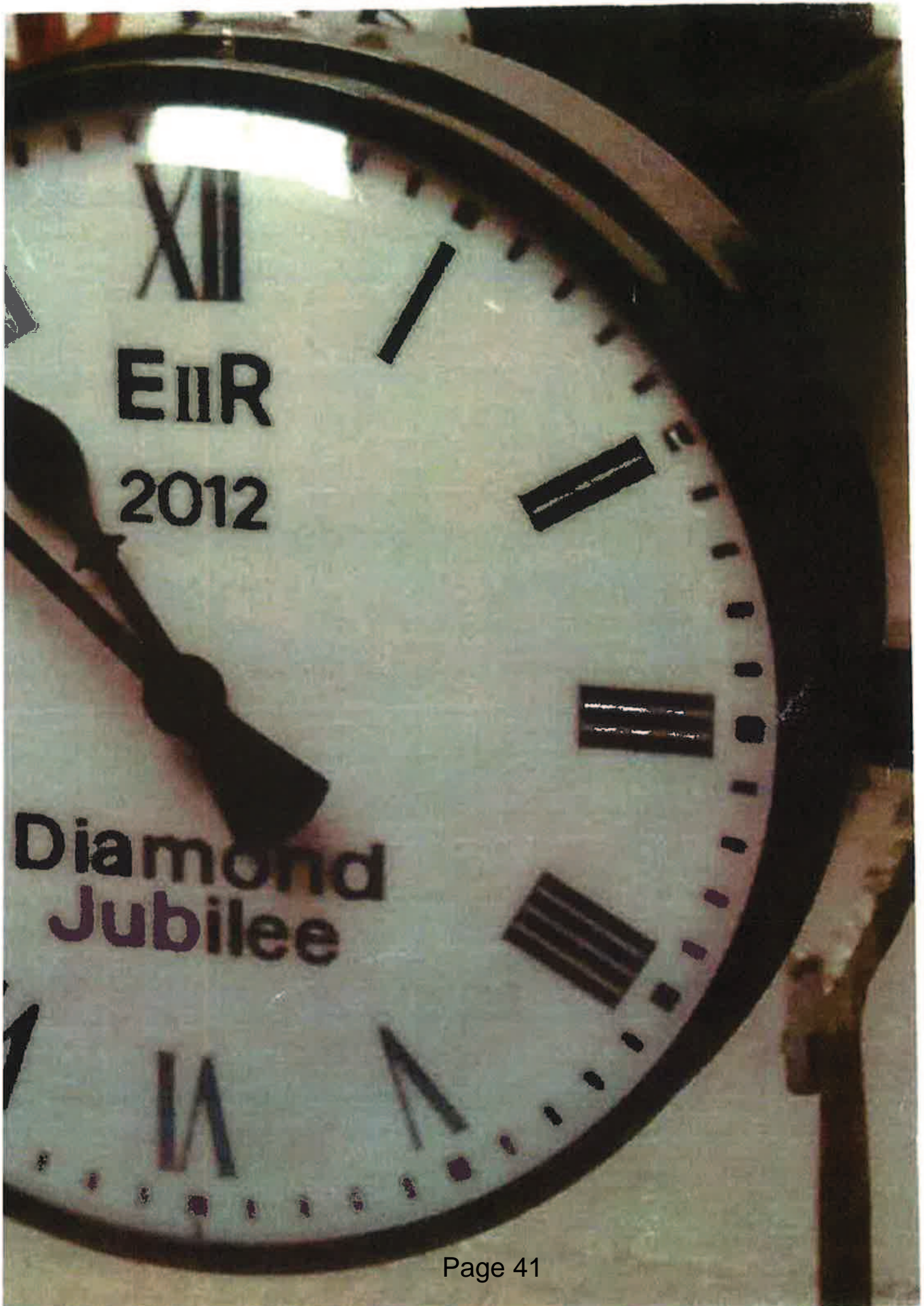
A number of Council projects had come to fruition over the year– some, such as redecoration of the Market Yard toilets, were swift to finish, others had been longer-term achievements, such as the safe walking route from Market Yard to the primary school opened last year, and the three new historic trail leaflets launched this year for visitors, to help develop tourism in the area.

Time for a summer of fun and celebrations...

Rounding off the Diamond Jubilee month the Town Council unveiled a new clock in the High Street on NatWest bank. It replaced the existing clock for King George V Silver Jubilee which was beyond economical repair, and was a project part funded by a £2,000 grant from the Big Community Fund at Sevenoaks DC. The new clock records the 2012 Diamond Jubilee of Queen Elizabeth II on one face, and the original 1935 Jubilee on the other, and was commissioned from specialist makers Gillett and Johnston based at Bletchingley. *(Pic right:.) Time to celebrate with a new High St Jubilee clock*







WESTERHAM TOWN COUNCIL

**Russell House,
Market Square,
Westerham
Kent TN16 1RB
Tel 01959 562147
Fax 01959 569373**

Email westerhamtowncouncil@btconnect.com



Simon Davies,
Partnership & Project Officer,
Community Development Department,
Sevenoaks District Council, Argyle Road,
Sevenoaks, Kent TN13 1HG

25th September 2012

Dear Simon,

King George's Field, installation of bollards

I confirm that the work to install the bollards along the bank of the Bowling Club on King George's Field was completed during July. I enclose the invoice for the work, a letter of appreciation from the Treasurer of the Bowling Club, and two photographs. One of these shows the site before this work was carried out, the other once it was complete.

I am also sending you the Grant Claim Form for the Big Community Fund. Please note that although we have made the transition from being a Parish to being a Town our bank account is still called Westerham Parish Council! Please do contact me if you should need any further information.

On behalf of the Councillors here please accept our thanks for Sevenoaks District Council's contribution to this project.

With kind regards,



Christina Wilton
Assistant Clerk

Enc.

27.07.12

WESTERHAM BOWLING CLUB

Telephone 01959 564482

Derek Edwards
Hon. Treasurer
5 Quebec Avenue
Westerham
Kent
TN16 1BJ

Mrs. Christina Wilton
Assistant Clerk
Westerham Parish Council.

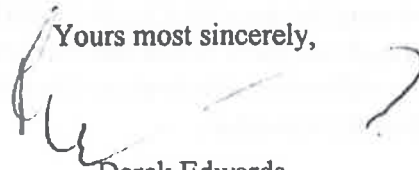
Dear Christina

King George Playing Field

The Officers, Committee Members and Playing Members would like express their appreciation and thanks to Westerham Parish Council for installing the posts along the driveway to the playing field at the bottom of the bank up to the bowling green. As you were aware the Bowling Club were very concerned about the damage being done to the bank by the parking of cars and vans in particular in the winter. The club were worried that if this practice was allowed to continue there could be severe damage to the bowling green in the course of time. If this did happen the cost to repair the green would be considerable. Major damage could involve a cost of £40,000. We am sure neither the Parish Council or the Bowling Club would desire to be involved in such expenditure.

Once again the Bowling Club would like to say how very much your support in taking the action you have is very much appreciated, and hopefully will help maintain the very good relationship that we enjoy between our two organisations.

Yours most sincerely,



Derek Edwards
Hon. Treasurer.





Eynsford Parish Council – New Allotments Project 2012



This is how the plots looked after Community Payback had cleared them.



New trench for the water pipe.



New allotment area during digging



Newly installed water trough donated by local farmer.

Eynsford Parish Council – New Allotments Project 2012



New Allotment Plots being well cultivated.

HALSTEAD JUBILEE CELEBRATIONS – IN PICTURES

The following photographs capture the spirit of a special weekend in the history of Halstead, where our village joined the rest of the country and the Commonwealth in celebration.

Preparing to party!

To host a successful party, preparation is key. A Royal Scarecrow and Bunting-making Workshop was held in Halstead Village Hall in March and run by Dot Woolder (scarecrows) and Val Dennett (bunting).



Parliament background: © Figure - Fotolia.com

Meanwhile in Halstead and Badgers Mount...

Sunday 13th May
Royal Scarecrows went on show in individual gardens around the village which was also decorated with over 2,500 metres of bunting made by local people.

Saturday 2nd June
2.00pm
Badgers Mount Residents Association held a 1950s themed event.

7.00 for 7.30pm
Tiaras & Tuxedos – and three-course meal with wine was held in a marquee at the rear of Halstead Village Hall followed by a disco. Tickets were £2.5 each.

Sunday 3rd June
10.30am
A Diamond Jubilee Service in the marquee was followed by a Hog Roast (tickets were £5 each) and Bring & Share lunch. Then on a Big Screen villagers watched The Thames Diamond Jubilee Pageant.

Monday 4th June
12 noon–4.00pm
Family Funday at Halstead Community Primary School with all Royal scarecrows on display.
7.30pm
'A Right Royal Review' by Halstead Players was held at Halstead Village Hall.
10.00pm
Lighting of the Halstead Beacon at Southdene.

Sunday 1st July
A time capsule was buried in St. Margaret's churchyard containing a copy of this booklet and other items.

Also in 2012...

27th July–12th August London 2012 Olympics.
28th October
The Bishop of Rochester to conduct Confirmation Service at St. Margaret's Church.

The Scarecrows

In the two or three weeks before the Jubilee weekend the over 40 scarecrows could be seen all around the village at the houses of the people who created them. On Monday 4th June they all came together to be displayed at the village Fun Day where they were judged.

Queen Elizabeth I won Joy-Ann Hemmings of Oiford Lane a Highly Commended prize.



The Spurrer Family of Station Road were awarded Highly Commended for Jim Royle of BBC's The Royle Family.



Members of the Herbert family of Knockholt Road and friends celebrating First Prize (Juniors) for their King Harold scarecrow.



Chrissie Blundell of Church Road won First Prize (Adults) for her Pearly Queen which she made from scratch. All the embellishments were hand-sewn - it must have taken ages!



The Queen presenting Edna Parker (centre) and Anita Wilkins (right) with a Highly Commended for Queen Victoria who was displayed in Meadway.



Fun Day

On Monday 4th June a Village Fun Day was held on the playing field of Halstead Community Primary School. The programme included tug of war, egg and spoon races, face painting and a 'Name the Bear' contest. Crowds were entertained with children from Primary School singing 'God Bless The Queen'. Jean Peel was made a Honorary Dame by 'The Queen' (Barbara Jones) for her services to Halstead in organising the Jubilee weekend events.



IN SHAPE MAGAZINE
MARCH 2013

Big Community Fund is a hit with residents

Kemsing Boxing Club looks to be going the distance since it opened its doors last May thanks in part to a grant from our Big Community Fund.

The Club was the brainchild of life-long boxing fan Kenny Libretto. His vision was to set up a club that was accessible to young people from every background.

Kenny contacted one of his local District Councillors, Lorraine Stack, and last April she secured £3,000 from Sevenoaks District Council's Big Community Fund to pay for equipment, including head guards, gloves and punch bags.

The Club meets three times a week at St Edith Hall and has 25 regulars aged eight to 26 charging just £2 a session, making it affordable for most people. Sessions are run by qualified boxing trainers, including Kenny and his fitness trainer Simon Kingy.

Kenny Libretto told In Shape why he set up the club, and why it's proving so popular: "Being local I could see there was a need for extra activities for youngsters and, with my love of boxing, this seemed the ideal thing.

"We offer youngsters a fun, safe environment where they can channel their energy in a positive and constructive way. Thanks to the two councils' funding, the young people do not need their own expensive specialist equipment - they can just turn up and train.



"I've been overwhelmed by the community's support. Many locals are giving up their time and raising money and without them, the club would not be possible.

"We're now running at full capacity so we're looking at options to expand to keep up with demand. In less than a year we've already produced winners and in January we held our first ever boxing tournament for clubs in the area."

Cllr Lorraine Stack adds: "This has been one of my most proud achievements since I was elected in 2005. The Club appeals to many and is affordable and accessible to most children, whatever their parents' income or background."

The club is also popular with the community, including the local PCSO, and since it began there's been a reduction in anti-social behaviour in the village.

The Big Community Fund was launched in 2011 to offer local people, groups and town and parish councils funds for local improvements.

Since its beginnings, we've made nearly £100,000 available to 53 local projects. Applications are made via a local District Councillor and grants worth up to £3,000 for individual projects are available. Neighbouring Councillors bid for up to £6,000 for joint projects.

To be successful, applications should demonstrate the benefits to the community, value for money, how locals have been involved and long-term sustainability.

For details of the Big Community Fund visit www.sevenoaks.gov.uk/bcf. To contact your local District Councillor go to www.sevenoaks.gov.uk/councillors or call us on 01732 227000.



Cash grant to fund repairs for centre

A YOUTH centre, which has 700 people pass through its doors each week, will receive £2,500 for urgent structural repairs.

Money from the Big Community Fund will be used to make essential improvements to the roof, doors and windows of the hall in New Ash Green.

Carol Clark, councillor for Ash and New Ash Green, put in a successful bid for the sum and thinks the youth centre is very deserving.

"It is at the heart of the community and we need to make sure that it stays open," she said.

"Members of the community recognised the need for the community centre about 30 years ago and that was the reason it was built. This money will keep it going."

The Big Community Fund is a scheme led by Sevenoaks District Council, and it makes grants worth up to £3,000 available to help fund community projects and improvements.

Organised

The venue in Ash Road is home to many organisations such as a pre school, dance clubs, an elderly lunch club organised by the parish council and also HAWK (Harley, Ash and West Kingsdown youth project).

HAWK provides services for those aged between 11 and 25 and leader Matthew Burt said: "It's a massive amount of money to be

given to us and it's really needed because the centre has been in need of financial support for a long time. It's the hub of the community."

The money will be used to fix a leak in the roof causing damage and damp, and to replace rotted windows and doors, some of which can no longer be opened.

Dawn Hunt, manager of the pre-school which uses the facility, said: "We are really pleased - the place has needed money spent on it for a long time. It has been a part of the community since 1976, and everybody in New Ash Green paid for a brick back in the 70s."

For more information about the Big Community Fund visit www.sevenoaks.gov.uk

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Press release

Residents worried housing plan unsuitable for village

Application is lodged to build four homes on site of Georgian pub

Application for two detached and two semi-detached houses on green-belt land that worries residents.

Appeals

Genma Wilson, 29, recently moved to Church Road and was attracted by the listed buildings and proximity to countryside.

"I'd definitely want them to keep the appeals of the area - I have a young baby and it's nice to go walking up behind there, it would be a shame if they ruined that view and the public foot-



BUILT ON: Sundridge House

path," she said. Sundridge Parish Councillor Michael Stokes said that while Mr Joseph Kong, the applicant, had

outlined his proposals to the council, no formal application had been received and so he could not comment on their behalf.

Regret

However, Mr Stokes did say: "One expresses regret that the pub closed initially and that the restaurant could not survive financially. It was an asset and also brings losses of employment."

"The public footpath is also an important aspect as it is well used and provides one of the best views in the village."

The theme of retaining the village's character was again repeated by former Sundridge Parish Council chairman Nick White, a Main Road homeowner.

Mr White said: "Although it's not a beautiful or listed building, we ought to make sure everything is in keeping with the aesthetics and character of the village and it looks as though this latest proposal has gone way beyond that."

The application can be viewed on Sevenoaks District Council's website, where comments in objection or support can be made.

7 October 2011

Grant cash windfall will aid hall repairs

HEVER Village Hall has received a boost with the news it is in line for a cash windfall.

The hall is to receive a £3,000 grant under Sevenoaks District Council's Big Community Fund after it was put forward by the council's member for Hever and Cowden, Gerry Ryan.

The money will pay for replacing double-glazed windows because the current frames are rotting away.

The fund makes grants worth up to £3,000 available to help fund community projects and improvements.

Councillor Pat Bosley said: "The Big Community Fund has got off to a good start.

"We look forward to receiving further applications."

Applications for awards are made by Sevenoaks district councillors.

Anyone with ideas for worthy

causes should contact their councillor by visiting www.sevenoaks.gov.uk/ councillors or calling the council on 01732 227000.

Councillors then bid for fund grants on behalf of residents, community groups and parish councils.

A panel evaluates the applications once month.

The next deadline for nominations is November 7.



'GOOD START': Councillor Pat Bosley

Press release

Page 3



TEAM EFFORT: Traders hope to launch the loyalty card this month

The non profit-making project, backed by the Courier and supported by Sevenoaks District Council, is modelled on a similar scheme in Sevenoaks.

Traders pay £40 a year to be part of the scheme. They will receive a start-up pack with professionally-designed loyalty cards, a stamp and a window sticker saying they are a participant.

The Eden Valley scheme will launch this month and the first prize draw will take place at the start of December.

The intention is to expand soon after to Westerham, and encompass corner shops and stores in other villages in the Eden Valley.

To find out more contact edenvalleychamber@gmail.com

Youth clubs in need of your voice

TIME is running out to get involved in a public consultation on changes to youth services.

Under plans put forward by Kent County Council, the number of employees working in youth services could be cut from 234 to 169.

The plans also propose cutting the number of youth centres across the county and replacing them with a new "youth hub" in each district.

The new youth hub in Tonbridge and Malling is being proposed for Avebury Avenue Adult Education Centre.

The Sevenoaks district youth hub is being planned for The Junction in Swanley, and the location of Tunbridge Wells' youth hub has not yet been identified.

The consultation will close on October 29. To participate, visit www.kent.gov.uk

Traders to reward the loyalty of customers

A LOYALTY card scheme for Edenbridge shoppers is set to start this month.

The Eden Valley Chamber of Commerce has revealed details of the scheme, which aims to boost local trade by rewarding shoppers for spending money in the town.

Shoppers can get a card stamped whenever they spend above £10 at participating businesses, to a maximum of three stamps in any purchase. When all six boxes are filled, the cards can be dropped in to collection points at Magnolias or Edenbridge Florist.

Each month, a draw will be held and the winner will receive £50 of local shopping vouchers.

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Front Page

Move to let toilet block go down the pan

EDENBRIDGE: Permission is being sought to convert an unused public toilet into an office.

The toilet building, which was decommissioned some years ago, would become a single lock-up office if permission is granted.

The toilet block is next to the main road roundabout beside the River Eden.

Sevenoaks District Council aims to make a decision by November 10.

Page 3

Dartford & Swanley News Shopper

12 October 2011

Speak out on open spaces in need of protection

SWANLEY residents are being asked to comment on open spaces which they feel need protecting.

The information is being collected as part of an open space allocations consultation run by Sevenoaks District Council.

The consultation is looking at areas greater than 0,2 hectares in

size which are not protected by the green belt or green belt planning policy.

Included on the list is the Swanley recreation ground play area and Bartholomew Way Park.

Other examples include churchyards, allotments and community gardens.

Protecting and retaining open spaces in areas not covered by green belt is seen as high priority for many.

The consultation is open from September 22 to November 3 and can be viewed at sevenoaks.gov.uk/ldfconsultations or in any of the districts libraries.

Press
release

Page 3

Solar plan for farm

SOLAR panels could be installed at a farm with a play area to help encourage children to be greener.

Guardtop Ltd, which owns Johnsons Farm in New Ash Green, has applied for permission to put 15 photovoltaic panels on the roof of its playbarn.

Sevenoaks Council is due to decide whether to allow the application in November.

Visit the planning pages at sevenoaks.gov.uk and search 11/02455/FUL to see the plans in full.



Page 4

Cash on offer to groups

COMMUNITY groups are celebrating after receiving cash from Sevenoaks District Council.

The council's Big Community Fund makes up to £10,000 a month available for projects. District councillors bid for the cash on behalf of residents, groups, and parishes.

Hextable will be a brighter place thanks to a successful bid for £2,000 from Councillor Dee Morris. The cash will go toward a permanent electricity supply to the village green to power Christmas lights.

Councillor Carol Clark, who represents Ash and New Ash Green, also successfully bid for £2,500 for urgent repairs to the New Ash Green Youth Centre.

The next deadline for applications is November 7. For information, visit sevenoaks.gov.uk/councillors or call 01732 227000.

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Press
release

Households which have not returned electoral registration forms face losing right to vote

SWANLEY residents can expect a knock at the door from the council if they have not returned their electoral registration forms.

The documents were sent out in early September and if they are not returned, people could lose their right to vote.

From October 14 Sevenoaks District Council will send out electoral canvassers who will collect forms

and answer any questions from people who have yet to respond.

Those whose details have not changed since they last registered can reply online, by text or free phone. Details are on the forms.

If you have not received the form, e-mail elreg@sevenoaks.gov.uk or call 01732 227000.

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Press
release

Sevenoaks Chronicle

26 January 2012

Disco will improve security

■ From page 1

Former district councillor Rachel Chard, who has children at the school, branded the incident as "disgusting". She added: "I have no concerns about the safety of my children under the school's care but people need to be aware this sort of thing goes on, even in Sevenoaks."

Warning

RocknRoller Disco refused to speak directly to the Chronicle but put a message on their Facebook page warning their clients about the incident.

It said: "A Word Of Caution. One of our staff's children was approached

within the centre at Sevenoaks.

"She was smart enough to get away but please be aware.

"With immediate effect there will be more security on hand at all RocknRoller events.

"It's an isolated incident, but one which we feel you should all be made aware of.

"Rest assured, all skaters' safety, both on and off the rink is paramount to us, and anyone crossing that line will be dealt with accordingly."

A spokesman for Sencio said: "We are working with the police to ensure all necessary measures are being taken to help this investigation."

Lake oil leak

SEVENOAKS: Residents around Bradbourn Lakes reported an oil leak in the water yesterday (Wednesday) and Tuesday.

The water is fed by a combination of rainfall, ground water springs and a culvert by Lake View Road. Sevenoaks District Council pumps more in dry weather.

Council officials told the Chronicle they are aware of the situation and have reported it to the Environment Agency.

Media enquiry

Page 3

Dunton Green

SPD consultation

SEVENOAKS District Council is conducting a consultation on the

Draft Residential Character Area Assessment SPD.

This document sets out to define the character of local residential areas and provide design guidance for areas including Dunton Green. It is important that residents view and comment on this assessment.

The Dunton Green portion of the document is on the Parish Council website, www.dgpc.org.uk, for residents to view and comment on. The closing date for comments is Thursday February 16.

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press release

■ It seems district councillor Ian Bosley should have gone to Specsavers - at a Sevenoaks District Council meeting last weekend, he invited a female colleague to speak, addressing her more than once as "sir".

Page 29

Mayor has your cash

LAST week's Sevenoaks Town Council budget meeting exposed the fraud at the heart of local government finance. Tory town councillors who are also county and district councillors, stood up and boasted about how Kent and Sevenoaks District had frozen their council tax for 2012. What they failed to mention was the central government money they are given to do it!

So for example, Kent is getting £14 million from the Treasury to freeze its tax level. But we residents of Kent are paying for it through higher VAT and extra government borrowing. Just remember that when the council tax bill falls through the letter box!

Sevenoaks Town Council has no such cosy deal available. So to freeze council tax, the Conservative leadership has decreed that grants to voluntary and community bodies must be cut. Support to volunteers next year will be down by 15 per cent.

In real terms, allowing for inflation since 2006, community grants have been cut by 30 per cent.

But they still found money to raise the mayor's funding. This has gone up by 69 per cent since 2006, to almost £7,000.

So the message to volunteer groups in 2012 is clear. If you invite the mayor to an event, ask for a £100 entry fee.

He's got the money you are missing.

Tony Clayton
Bayham Road
Sevenoaks

Page 12 **Page 55**

£5k boost for projects from fund

MORE details have emerged about the latest round of Sevenoaks District Council's local grants.

Last month's Big Community Fund decisions include £3,000 for a Thumper Tower addition to the recreation ground in West Kingsdown.

The idea for the multi-level apparatus, which includes classic playground features like swings and monkey bars, came from a meeting district councillor Faye I... held recently with local schoolchildren and the parish council.

In addition, Seal and Weald district councillor Julia Thornton has been awarded £1,800 to help celebrate the Olympic Torch passing through to Seal on July 20.

SDC leader Peter Fleming said: "We've received a record number of applications for a wide range of community improvements and activities. I am very pleased that we've been able to provide funding for these exciting proposals."

■ For more information about the Big Community Fund visit www.sevenoaks.gov.uk/bcf

Page 9

press release



New playground wins £3k grant from district council

Groups and projects encouraged to apply for share of special fund

By **Harriet Cooke**
harriet.cooke@sevenoaks-chronicle.co.uk

OTFORD village has been given a grant of £3,000 towards a new playground.

The funding from Sevenoaks District Council's Big Community Fund was set up last year to help worthy projects across the area.

District councillor Michelle Lowe successfully secured £3,000 from the pot for a play facility intended for two to eight-year-olds.

The planned new £36,000 project, in Hale Lane Recreation Ground, will also cater for the needs of disabled and visually impaired users.

It has been designed with the input of residents and will meet the need of a junior play area within easy walking distance of the village.

The project, led by the parish council, has already secured funding from the Otford Society and fundraising continues.

Richard Knight, chairman of the recreation committee, said: "We had to raise 11 per cent of the total amount before we could make a big application, and now we have exceeded that."

The Kippington area is also soon to benefit from the fund after

a successful bid by Avril Hunter for new salt bins.

Costing £750, the bins mean residents can help themselves during icy conditions.

They will be located by nine steep roadsides and will each have designated "road representatives".

The community will contribute to the total cost of the bins and buy their own salt.

The project is being managed by the Redlands Residents' Association.

Cllr Pat Bosley, cabinet member for community grants, said: "We are delighted at the response we have received and are looking forward to seeing these worthwhile projects being put into action."

Ideas

Residents, groups, and local people with ideas for the Big Community Fund can find out how to make an application by getting in touch with their district councillor.

Their contact details are available at www.sevenoaks.gov.uk/councillors or by calling 01732 227000.

For more information about the Big Community Fund visit www.sevenoaks.gov.uk/bcf

The deadline for the next applications is April 2.



DELIGHTED: Pupils from Otford School at the Hale Lane recreation ground where the new play area will be built

press release

Sevenoaks Chronicle

7 June 2012



Projects benefit from community fund cash windfalls

MORE villages have benefited from Sevenoaks District Council's (SDC) Big Community Fund cash windfalls.

The authority's initiative makes available pots of money for local projects.

District councillors, on behalf of their wards, must apply to SDC with details of how the money would be used.

The latest round of grants are largely Diamond Jubilee and Olympic-themed.

Dunton Green received £1,500 to help stage a free Jubilee community entertainment event, with the remaining £1,150 going towards the purchase of street decorations, facilities and a memorial plaque to commemorate the Olympic Torch passing through Riverhead on July 20.

Meanwhile, councillor John Edwards-Winsor has been granted £700 to help commemorate the joining of Otford with its town Neufchatel-Hardelet in France.



COMMEMORATION: Julia Thornton on Underriver's new Jubilee bench

The money awarded from May's round of grants will be put towards new gateway signs and framed certificates declaring the twinning of the towns.

And Cllr Gary Williamson successfully secured £600 to help towards Knockholt's Jubilee celebrations.

Looking further ahead is Kemsing's dis-

trict councillor Mark Butler, who has secured £125 to go towards the Noah's Ark Resident Association's Christmas community event.

The money granted from May's Big Community Fund will help pay for insurance and the cost of an electrician, allowing this year's event to take place as planned.

Lastly, Farningham, Horton Kirby and South Darenth's councillor Philip McGarvey was granted £500 from May's Big Community Fund for Farningham's Jubilee celebrations.

Residents, groups and local people who would like to bid for a share of the Big Community Fund can find out how by getting in touch with their local district councillor.

Councillors' contact details are available at www.sevenoaks.gov.uk/councillors or by calling 01732 227000.

Press release

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Sky ride for all cyclists

RESIDENTS of Sevenoaks are invited to get on their bikes to join in a celebration of cycling.

Sky Ride, a national campaign from Sky and British Cycling, is being run in the area and aims to inspire and help everyone, regardless of their age or ability to cycle.

A programme of free rides with routes throughout Sevenoaks district is available and rides fall into four categories of difficulty: Ride Easy, Ride Steady, Ride Well and Ride Strong.

Sky Rides in the Sevenoaks area are co-ordinated by Sevenoaks District Council as part of the Paralympic Games road cycling event being held in the district in September.

Cllr Pat Bosley, the council's cabinet member for community wellbeing, said: "This is a bril-

liant opportunity for local residents to take advantage of a national scheme and embrace cycling in the year of the Paralympic Games coming to the District."

Places are limited to approximately 30 people per ride and are expected to fill up quickly, so interested residents are advised to book places as quickly as possible.

The next rides in the Sevenoaks area are Ride Easy - a spin around Knole Park and Ride Steady - a ride from New Ash Green to Stanstead, both on August 12.

For more details or to book a place on a ride, visit www.goskyride.com and search for Darent Valley on the Ride Finder or go to the Sevenoaks Cycle Forum website.

Alternatively, call the district council on 01732 227000.

Press release

Page 26

8 June 2012

Jubilee clock to be replaced

EDENBRIDGE: The town's historic clock will be replaced after two councillors managed to get funding from Sevenoaks District Council.

District councillors John Scholey and Jill Davison received £2,000 from the Big Community Fund to replace the broken clock which has hung from the Natwest Bank building in the High Street since 1935.

The clock was put there initially to celebrate King George V's Silver Jubilee. The new clock will be revealed as part of the upcoming summer festival and will celebrate both that Silver Jubilee and the current Diamond Jubilee.



press release.

page 3

Dartford & Swanley News Shopper

25 July 2012



Councillors' successful bid for park funds

TWO Sevenoaks District councillors have secured a grant of £2,700 for improvements to Bartholomew Park in Swanley.

Swanley White Oak ward councillor Janet Sargeant and Swanley St Mary's ward councillor Mark Fittock applied for the grant from the council's Big Community Fund.

It will be spent on a new bench and a bollard at the entrance to improve security with the remainder being put towards the cost of trimming the shrubs.

Cabinet member for community grants Councillor Pat Bosley said: "This month's applications continue to show how people are working with their district

councillors on projects which will benefit their communities."

The deadlines for the next applications are August 6 and September 3.

To bid for a share of the Big Community Fund, call your district councillor on 01732 227000 or visit the website at sevenoaks.gov.uk/councillors



Cllr Mark Fittock

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Press release



Speed gear catching dangerous motorists

Volunteers in Otford on the streets to monitor traffic

By Kirsty Grimes

kirsty.grimes@sevenoaks-chronicle.co.uk

NEW fears have been highlighted over dangerous traffic in Otford after a neighbourhood group took the streets with a speed mon-

Volunteers from Otford Parish Council carried out checks on passing cars by the village station last Thursday.

Between 6.30 and 7.30pm, they recorded more than 60 vehicles travelling above the 30mph limit.

District councillor and parish council chairman John Edwards-Winsor said: "That evening we caught 60-plus offenders speeding at over 36mph, which is the reportable speed to the police.

"A fair number of them were driving at more than 45mph, and police send notices to offenders that break the limit like that.

Safety

"All of this was recorded in a 30mph zone and all within one hour.

"This shows how important it is to carry out speed watch, it is for the safety of the community.

"We now have 12 police-removed sites in Otford and once the word gets around I'm sure traffic will slow down."

He added the equipment was bought thanks to Sevenoaks District Council's Big Community Fund, which gave the group £2,000 to buy portable signs that monitor the speed of passing motorists.

Otford Parish Council, The



SPEED WATCHERS Cliff Ward, John Edwards-Winsor and Sue Stephenson

TWLD20120731A-002_C

Otford Society and the Historical Society also contributed towards the equipment.

The figures were revealed just a week after a horror crash in nearby Otford Road at lunchtime on July 21, which gridlocked traffic in the village for hours.

The Speedwatch group are also concerned about traffic on Sev-

enoaks Road, near to where the accident happened, and intend to investigate speed on this stretch.

A 51-year-old man from West-erham died in the collision.

Police are still investigating the incident, although there is no suggestion the accident was caused by excessive speed.

Brian Brauns, of The Old Walk,

Otford, suffered a punctured lung and shock in the crash.

His Sevenoaks Rotary Club colleague John Carrie, of Pilgrims Way East, Otford, said: "He is still in hospital but is progressing satisfactorily."

■ **What do you think of traffic in Otford?** Write to reporters @sevenoaks-chronicle.co.uk

page 7

Sevenoaks Chronicle

20 September 2012



Grants for community will bring cycle boost

POTS of cash have been handed out to village projects.

Sevenoaks District Council's (SDC) Big Community Fund aims to make surplus money available to benefit residents and delegates amounts to communities looking for a windfall every few months.

Applicants must have the support for their local district councillor before entering.

The latest winners include the eastern ward of Sevenoaks, where £2,600 has been awarded to councillor Elizabeth Purves and the Hollybush Residents Association for eight bike racks.

The new racks will be at Hollybush Recreation Centre and aim to boost cycling in the area after hosting the Paralympic Games Road Cycling event.

Increasing the number of bike facilities is also in line with the Sevenoaks District Cycle Strategy.

Legacy

In addition, to further commemorate the legacy of the Paralympic Road Cycling event held in West Kingsdown, Cllr Pat Bosley has been awarded £300 to enable the parish council to buy a plaque to mark the occasion.

The plaque will be made by a local wood-turner and will be positioned in the entrance of the new village hall to be built on part of Gamecock Meadow.

The plaque will commemorate the Paralympic Games and cycling, with local primary school children involved in the design.

Swanley White Oak and Hextable also received handouts in the latest draw.

Peter Fleming, the leader of the council said: "All of these applications have had input from local communities and it's inspiring to see them applying for funds to improve their areas."

Residents, groups and local people who would like to bid for a share of the Big Community Fund should contact their local district councillor.

■ Their contact details are available online at www.sevenoaks.gov.uk/ councillors or by calling 01732 227000.

Press
release

Sevenoaks Chronicle

1 November 2012



GRANTED: The under 13s team at Chipstead Football Club

Recreation site receives a cash grant

A BELEAGUERED recreation ground will receive a much-needed makeover courtesy of a local grant.

Young footballers at Chipstead can now look forward to playing on new small-sized pitches following the £2,750 boost.

The grounds in Sundridge Rec have been vandalised countless times over the past year, and young footballers were being intimidated by older children.

Chipstead FC now plans to set up new under 7s and under 9s teams as a way of introducing more young people to the sport and it is hoped the new pitches will offer a safer environment for the young players.

Club chairman Alan Black said: "We're all very pleased about the grant - the parish council has been through some really tough times with the rec and we appreciate their help.

Intimidation

"Obviously, I'm hoping the new pitches will put an end to any intimidation to the younger players.

"We can't say for sure this will help, but we are looking at it very positively."

The total cost of the makeover is expected to be £5,750. The grant of £2,750 came following a bid to the Sevenoaks District Council Big Community Fund by Robert Piper, who represents Brasted, Chevening and Sundridge.

This money will be used to clear and level a derelict play area, so that the site can be seeded for the new pitches.

Additional security measures will also be installed to monitor the entire area.

■ Residents or groups who would like to bid for a share of the Big Community Fund should contact their local district councillor.

Individuals' contact details are available at www.sevenoaks.gov.uk/ councillors or by calling 01732 227000.

Extension to primary questioned by council

A PROPOSED extension to a Sevenoaks school has been thrown into doubt by the town council.

Members of the authority expressed concern over traffic congestion near Lady Boswell's Primary School.

The school in Plymouth Drive, Sevenoaks, is one of four in the district selected by Kent County Council to consider taking more pupils on a permanent basis.

It has been determined there is not enough educational availability to meet the number of school-age children in the district.

Numbers for Lady Boswell's could soar from 210 to 420 within seven years.

Councillors objected during the public consultation over the future of both Lady Boswell's and Sevenoaks Primary School, noting "the current road network" around the former "lacks the capacity to meet the increase in traffic movements which would result from the expansion", according to town clerk Ann White.

Councillors suggested that negotiations be entered into with Sevenoaks District Council to permit parents and guardians to park in the nearby SDC-owned car park, which has a direct access route through to the school, during drop-off and pick-up times, thus bypassing Plymouth Drive entirely.

However, they supported the expansion of Sevenoaks Primary School subject to the provision of an on-site turning area to alleviate the current congestion in Bradbourne Park Road during peak drop-off and pick-up times.

Page 10

Cycle commuters totally disregarded

ONE item looked forward to each week in the Chronicle, is discovering which item of local absurdity Christine Mackinnon has turned her acerbic journalistic skill to in the current issue. This week was a delight, where she contrasted the concert hall-like atrium at Sevenoaks station, with the removal and almost hiding of functional items like ATMs.

If Christine were to join the growing number of those who cycle to the station, she would in addition become aware of what amounts to utter disregard for the needs of cycle commuters in the station refurbishment.

Prior to the station revamp, the Sevenoaks Cycle Forum on a number of occasions asked that the cycle parking capacity be drastically increased.

This was in recognition that the facilities were inadequate and cyclists were dependent on the railings by the station to secure cycles.

It became all the more poignant when it looked as if Sevenoaks District Council (SDC) was going to remove most of the railings.

We rejoiced when it was announced that the storage space at the station was going to be increased to 300 cycles, and awaited the arrival of high quality, well designed and built, twin tier cycle racks on a par with those installed at many London stations.

The rejoicing soon ended though when the racks arrived and were installed.

They were not of the high quality seen in London, but a rather shoddy copy with a number of basic design flaws.

We succeeded in getting minor modifications to overcome the worst of the defects, but in essence Sevenoaks cyclists have been short-changed by the quality of cycle parking installed.

Further, the cycle forum has received a number of reports of how the upper racks descend without warning when loaded with a bike.

It is a considerable danger for anyone nearby.

It would seem that Network Rail are not prepared to discuss this dire situation any further.

Meanwhile, I would like to express on behalf of many cyclists our appreciation to SDC for not removing the expanse of railings around the station, as they are providing a much valued cycle securing facility, far superior to that supplied in the station refurbishment.

Reg Oakley
Nightingale Road
Kemsing

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page 3 Press release

1 November 2012



Recreation ground given revamp grant

Parish council secures £2,750 for football pitch

By Alice Hemmings

alice.hemmings@sevenoaks-chronicle.co.uk

A BELEAGUERED recreation ground is to receive a much-needed makeover courtesy of a local grant.

Sundridge Parish Council has successfully applied for a cash injection of £2,750 to spruce up Sundridge rec following months of antisocial behaviour from local youths.

The grounds have been vandalised countless times over the past year, with young footballers being intimidated by older children.

But thanks to Sevenoaks District Council's (SDC) Big Community Fund, new football facilities at the ground will be put in place.

Secured

District councillor Robert Piper, who represents Brasted, Cheyening and Sundridge, secured the funding, which is proposed to be used for creating a new dedicated playing area for younger boy and girl footballers at a total cost of £5,750.

Chipstead FC plans now to set up new under 7s and under 9s teams as a way of introducing more young people to the sport.

Club chairman Alan Black said: "We're all very pleased about the grant – the parish council over there have been through some really tough times with the rec and we appreciate their help.

"Obviously, I'm hoping it will put an end to any intimidation to the younger players. The problem really comes in the evening when there are 20 or so youngsters with just one manager.

"At the weekend, when there are parents there, it is easier to manage.



READY TO PLAY: The under 13s team who train at Sundridge recreation ground

"We can't say for sure this will help, but we are looking at it very positively."

Although Sundridge Recreation Ground has two full-sized football pitches used frequently by older junior, senior and veteran teams, young children under the age of 10 have previously been unable to partake in the sport due to regulations stating that younger players must play on smaller pitches.

The funding granted by the District Council along with funding from the Par-

ish Council, will be used to clear and level a derelict play area, so that they can then seed the site for the new ground. Additional security measures will also be added to the area.

Residents, groups and local people who would like to bid for a share of the Big Community Fund should contact their local district councillor.

■ Their contact details are available at www.sevenoaks.gov.uk/councillors or by calling 01732 227000.

Page 5

Press release

Parking not the big issue we thought?

■ Comment on Mixed fortunes for pre-Christmas trade from page 3

THERE was a mixed reaction from traders to the great Christmas rush.

With free parking on offer, the much-anticipated shopfest did not materialise for some store owners. Others in Sevenoaks say it brought many to the party and they were rushed off their feet.

It seems the great Sevenoaks issue - town centre parking - might not be the sole solution to traders' woes.

Page 2

Business owners' free conference

WEST KENT: A free conference is being held for the county's business owners.

The intention is to provide a forum for people to meet, hear from and question people working in economic development at a national, regional and local government level.

Sevenoaks MP Michael Fallon will be the keynote speaker at the event, called Stimulating Economic Growth, while Sevenoaks District Council leader Peter Fleming is chairman.

It will be held at the East Malling Conference Centre, from 9.30am to 1pm on January 18, and there will be numerous other speakers.

Anyone who wishes to attend the event can register their interest at www.eventzilla.net

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Local projects receive total of £5,000

COMMUNITIES in Sevenoaks have received a share of £5,000 in grants for local projects.

The money has been dished out by Sevenoaks District Council in the latest round of the Big Community Fund.

Hartley and Hodsoll Street ward has been awarded £3,000 for new play equipment at the Woodland Avenue Recreational Ground for young children.

Pupils from Hartley Primary School said they wanted a new play area and used the project as part of their citizenship curriculum.

Hartley Parish Council and Hartley Community Group hope to provide equipment for under eights and children with special needs, and will be organising fundraisers.

The play area will include a climbing frame with slide, swings, a roundabout, a rocker and spinner,

and an adventure trail.

Otford and Shoreham ward has bagged £200 towards a project to provide and install hearing loops and train staff in their use.

The money will be used to buy equipment for the reception desk and the meeting room at Otford council offices to improve access for residents with hearing disabilities.

Pat Bosley, the council's member for the Big Community Fund, said:

"All of these applications will benefit their local communities and it is motivating to see so many local groups keen to improve services and facilities in their local areas."

Westerham got £1,000 for a notice board and Hextable was handed £638 to improve the stage at the Five Wents hall.

■ Any residents or groups who would like a slice of the fund should contact their local councillor.

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BIN men are working over the busy festive period meaning minimum disruption for residents in Sevenoaks.

The district council's refuse crews are working between Christmas Day and New Year to keep the town clean and avoid a backlog of collections.

In most cases the collections will be one day later than usual with one collection, December 25, delayed for a week.

■ December 24 collection will not be changed.

■ December 25 collection delayed until January 2

■ December 26, 27, 28 collections will be a day later

■ December 31 collection will not be changed

■ January 1, 2, 3, 4 collections will be a day later.

■ Residents should put out rubbish sacks by 7am on the revised collection days. For more information call 01732 227000 or go to www.sevenoaks.gov.uk/refuse



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MY OLD MAN'S A SANTA: Refuse collectors Tony Miles and Paul Constable

Press release

Press release

Budget Monitoring Sheets for February 2013

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BUDGET MONITORING - Strategic Commentary - As at 28 February 2013

Overall Financial Position

1. Eleven months into the year the results to date show an overall favourable variance of £216,000.
2. The year-end position is forecast to be £136,000 better than budget.

Key Issues for the year to date

3. **Income** – investment income is performing above target and is forecast to be better than budgeted at the year-end. This is due to higher than estimated balances and slightly higher rates being achieved during the year so far, and a favourable forecast is shown to reflect this position.
4. Looking at the other main income sources, the position still remains difficult. Building Control, Land Charges, Car Parking and Planning fees currently show adverse variances for the year to date although planning fees income has improved in the last three months.
5. **Pay costs** – the actual expenditure is less than budget due to some vacancies during the year and staffing restructures following the departure of senior managers..
6. **Other** – Direct Services' results currently show a favourable variance of £14,000 compared to budget.

Year End Forecast

7. The year-end position is forecast to be £136,000 better than budget which is better than the forecast at the end of January.
8. Extra investment income is the largest favourable variance. Additional income is also expected from office rentals and council tax court costs. A further favourable variance is forecast for audit fees.
9. Income from Building Control, Land Charges, Car Parking and Planning fees are all forecast to be less than the budget for the year.
10. The operators of the Swanley and Sevenoaks markets went into voluntary liquidation in August; leaving two months unpaid rent which is included in the year-end forecast. The market operation has now being re-tendered and new operators start in April 2013.

ITEM 1
(1)

Risk areas

11. The current economic situation continues to have a real and potential impact on the Council's finances:
- the investment strategy is constantly under review in light of the changing long term credit ratings which affects the number of organisations the Council can invest in;
 - property related income such as Development Control (particularly pre-application fees and S106 monitoring), Building Control, Land Charges and Capital Receipts remain vulnerable;
 - the Benefits workload is continuing at a higher level than before the recession, which is having an impact on processing times (though the action plan is continuing to improve performance);
 - Council Tax collection rates, though currently in line with the previous year, could be affected by increased unemployment and squeezed household incomes; and
 - Planned savings through the generation of income, particularly from new partnership working, remain risk areas for the current and for future years.

Contacts:

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Adrian Rowbotham	Group Manager – Financial Services	ext 7153
Helen Martin	Finance Manager	ext 7483

Community Development – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Community Safety	11	3	Forecast has been changed to reflect a projected saving of £3k due to external funding contribution to strategic assessment work.
STAG Community Arts Centre	25		This is due to late invoicing by The Stag.
Choosing Health WK PCT	-13		This is external funding and will be zero at year end.
Partnership – Home Office (Ext Funded)	23		This is external funding and will be zero at year end.
Youth	7	11	Reduced costs on youth activities, savings made on safeguarding due to arrangement's with KCC and Activity van less expensive to run this year.
Salaries – Ext Funded	-24	-9	This relates to additional staffing costs for externally funded projects and is balanced by additional external income for these projects.
Capital – Big Community Fund	-46		This is transferred from the earmarked reserve and will therefore be zero at year end.
Capital – Parish Projects	0	61	This is expected to be £10k at year end and no further capital projects are expected this financial year.

Future Issues/Risk Areas

Lesley Bowles
Head of Community Development
March 2013

ITEM 1
(3)

Development Services – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Planning – Development Control	-52	-60	The position on planning application fee income has continued to improve with several major applications submitted in January and February. There continues to be a shortfall in pre-application fees and S106 Monitoring and there has also been a need for some extra expenditure on legal advice. Initiatives are being pursued to further promote the pre-application enquiry service to potential customers including putting an article in the In Shape magazine, advertising the service to planning agents and also amending the website to make the pre-application advice service more prominent.
Planning Policy	65	101	The variation remains due to savings on staff costs and delays in receipt of invoices for grants to outside bodies. A further saving is made by not making a contribution to the LDF fund this year. There are no LDF examinations this year and LDF consultancy expenditure can be funded from contributions in previous years.
Salaries	51	54	Savings continue to be primarily due to the restructuring of management for the service and the DC manager post being vacant until late August. Part of the saving is maternity leave in Planning Policy offset by agency cover.
Capital – Affordable Housing	-27		Expenditure has been approved for the refurbishment of Sevenoaks Almshouses which is funded from contributions previously received under legal agreements on planning permissions.

Future Issues/Risk Areas

There is still the prospect of a further major application in Edenbridge before the end of the year and some expenditure on a High Court Challenge in Penshurst though the main expenditure is likely to be next year.

**Head of Development Services
March 2013**

Environmental & Operational Services – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance Car Parks	-41	15	All expenditure to be charged to on-street parking surplus fund.
Asset Maintenance Direct Services	10	3	Further maintenance works required at Dunbrik and Hollybush depots. Small saving forecast.
Building Control	-63	-80	Income for statutory work is £110,575 below profile. Budget income for year is £485,043. Total income in 2011/12 was £365,000 which is a realistic estimate of the likely income in 2012/13 (£326,500 after 11 months). A shortfall of income of approx £120,000 is forecast. Savings will be made on structural checking fees and other areas.
Car Parks	-109	-110	Income currently £95,934 below profile. £68,000 on Pay and Display income alone.
CCTV	-20	-30	Budget contains unidentified Income of £45,000 which will not be realised. Savings elsewhere to partly offset this.
EH Animal Control	-15	-17	Over expenditure on kennelling costs due to increase in stray dogs picked up and not being claimed. Over expenditure on vet fees.
EH Environmental Protection	31	27	Savings will be incurred on air quality consultancy costs. Works deferred until 2013/14.
Environmental Health Partnership	-33		This is year two of the one-off implementation costs which will be met from the stabilisation reserve.
Licensing Partnership Hub (Trading)	15		Trading hub in surplus. However, additional staff employed for remainder of financial year to meet existing workloads. Investment to be made into on-line forms for the partnership. These arrangements agreed with partner authorities. Any surplus at year end is shared proportionally between the three partner authorities.
Licensing Regime	-11	-10	Budget contains £18,000 of unidentified income which will not be realised. Other savings made to partly offset this.
On-street Parking	-24	-20	Income £13,000 above profile, mostly from Pay and Display. Expenditure £35,000 above profile, mainly due to costs involved with implementing new schemes.

Agenda Item 8

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Parks & Recreation Grounds	-27		Over expenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management – Grounds and Parks Rural (Countryside),
Parks – Rural	18		Over expenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management – Grounds and Parks Rural (Countryside).
Public Conveniences	-11	-10	Budget contains £11,000 unidentified income.
Refuse Collection	-27	-30	£10,000 unbudgeted expenditure on consultants to examine manual handling techniques following HSE visit at the depot. HSE now revisited and there are now no on-going concerns re our manual handling practices. Income £4,700 down on recycling credits. No income will be received for disposal of clinical waste as this is now undertaken by KCC.
Street Cleansing	18	10	Savings on transport costs.
Salaries – Operational Services	240	221	Savings on Direct Services Salaries offset by expenditure on agency staff to maintain services where vacancies exist. All reflected in Direct Services Trading Accounts.
Salaries – Building Control	21		Savings due to vacancy for Building Control Surveyor. Work being covered by agency surveyor.
Salaries – Environmental Health	11		Savings due to vacancy – now filled.
Salaries – Licensing	45	45	Licensing Partnership Manager post now confirmed. Post of Assistant Licensing Partnership Manager will not be filled. Savings on salaries (Licensing and Taxis) will be offset by shortfall in income (£45,000) from not attracting new partners to the existing Licensing Partnership.
Capital – Vehicle Purchases	603		Vehicle replacement programme will be delivered as per the approved programme. Any underspend will be carried forward into the vehicle replacement fund.
Direct Services – Refuse	67	67	Savings on salaries due to vacancies (£91,000) helped offset expenditure on agency staff to cover vacancies and sickness (£74,000). Savings on fixed transport costs due to new vehicles coming onto depreciation later than planned. Income £7,000 over profile. Account £5,000 in surplus against a profiled deficit of £62,000.
Direct Services – Street Cleansing	-20	-23	Salaries over profile by £34,000 due to budget adjustments and savings made on General Fund costs. Transport repairs £6,000 over profile. Account £55,000 in deficit against a profiled deficit of £35,000.

ITEM 1
(6)

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Direct Services – Trade	29	26	Although trade waste income £37,000 below target, expenditure controlled £65,000 below profile. Account £53,000 in surplus against a profiled surplus of £24,000
Direct Services – Green Waste	-14	-16	Income £7,000 below target on sale of bins/permits and sacks. Expenditure £6,000 over profile due to expenditure on agency staff covering staff on suspension pending disciplinary action and resultant vacancies. Recent purchase of sacks has put expenditure over profile, but stock will take provision into 2013/14.
Direct Services – Cesspools	-28	-40	Income £27,000 below target. Account £20,000 in surplus against a profiled surplus of £48,000.
Direct Services – Pest Control	-31	-30	Total income £34,000 below profile and £41,000 below profile on wasp nest treatments alone. Only 169 wasp nest treatments in 2012 compared to 818 in 2011. Income on rodent control and contract work £7,000 above profile.
Direct Services – Overall Trading Position	14		Overall trading accounts £92,000 in surplus against a profiled surplus of £78,000. Forecasting a year end surplus to budget (£64,000).

Future Issues/Risk Areas

Head of Environmental & Operational Services
March 2013

ITEM 1
(7)

Finance & Human Resources – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Dartford Partnership Hub (SDC Costs)	-159		Additional resources to help reduce the Benefits backlog. Both partners have agreed to provide additional funding.
Dartford Partnership Implementation & Project Costs	-16		Agreed implementation costs to be split between partners and SDC element funded from reserves.
Local Tax	16	53	Additional Council Tax court costs income.
Members	15	15	Effect of Members only able to claim one Special Responsibility Allowance.
Misc. Finance	5	15	Reduced allowances for discretionary rate relief.
Support – Exchequer & Procurement	4	11	Savings resulting from the restructure following the departure of the Head of Finance and HR.
Support – Finance Function	40	44	Savings resulting from the restructure following the departure of the Head of Finance and HR.
Support – General Admin	28	27	Savings made on central training.
Treasury Management	-21	-25	Additional costs of debit/credit card transactions.
Salaries	-160	74	Savings resulting from the restructure following the departure of the Head of Finance and HR. Also, agency staff are being used to fill Benefits posts as it is proving difficult to recruit suitable permanent staff.

Future Issues/Risk Areas

**Group Manager – Financial Services
March 2013**

ITEM 1
(8)

Housing & Communications – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Energy Efficiency	-5	-15	The overspend will be met from private sector housing underspend. This relates to 50% of the post not being accounted for in the budgets and where possible is met from external funding.
Home Improvement Agency	20	20	The HIA is to be brought in-house from 1 st April 2013 and any savings (previous core funding to the HIA) will pay for the Register savings and support an admin officer post to assist the officers to manage the extra work.
Homeless	-10	-8	This is due to profiling on B&B but year end forecast should be on target.
Housing	-15	-15	This is due to increased Register costs which will be offset from other savings.
Private Sector Housing	19	19	Savings on staff costs will offset the overspend on energy efficiency.
Salaries – Ext Funded	61	55	This is external funding and will not affect Council budgets.
Capital – Improvement Grants	345	250	It is difficult to predict when works will be completed. Forecast is correct.
Capital – WKHA Adaps for Disabled	-36		It is difficult to predict when works will be completed. Forecast is correct.
Capital – SDC – HMO Grants	-24		This is external funding and will not affect Council budgets.
Capital – RHPCG – Discretionary Grants	-13		This is external funding and will not affect Council budgets.
Future Issues/Risk Areas			

Head of Housing & Communications
March 2013

ITEM 1
(9)

IT & Facilities Management – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance – IT	138		£189k forecast to be unspent at end of year. This is in line with the 10 year asset maintenance plan and will be transferred into the rolling fund at end of year.
Support – Contact Centre	12	14	Forecast due to salary underspend arising from staff turnover during the year.
Support – IT	-1	-24	11k to be requested as a carry forward for online forms for licensing as project unlikely to be complete this financial year. Remaining forecast due to one off underspend on maintenance for microfilm and scanning equipment.
Support – Central Offices – Facilities	6	17	Forecast due to an underspend on corporate stationery and a number of other small but cumulative underspends across the cost centre.
Support – General Admin	4	19	Reduced costs on corporate telephony.

Future Issues/Risk Areas

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**Head of IT & Facilities Management
March 2013**

ITEM 1
(10)

Legal & Democratic Services – February 2013 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance Argyle Road	30		Work is already committed and on site for completion and invoicing by the end of the year.
Asset Maintenance Leisure	14		Work is already committed and on site for completion and invoicing by the end of the year.
Asset Maintenance Other Corporate Properties	12		Work is already committed and on site for completion and invoicing by the end of the year.
Asset Maintenance Sewage Treatment Plants	10	11	No expenditure was required for 2012/13 therefore this is a saving.
Asset Maintenance Support & Salaries	-11		This relates to IT expenditure scheduled for March but actually spent in February.
Committee Admin	10	10	Savings on staffing budget.
Corporate Management	29	58	The Council has seen a reduction in its proposed audit fee for 2012/13 as a result of the Governments decision to abolish the Audit Commission and contract out local government audit services. This reduction occurred after budgets for the year were approved. The proposed 40% reduction in fees means that it is now forecast that audit fees are accrued at £5k per month plus additional fees for the audit of grant claims.
Corporate Savings	40	43	The Council has achieved its £100k target in 2012/13 for vacant posts and is forecast to exceed it by £9k at year end. In addition all market premiums have been allocated for the current year and providing there are no further applications made there will be an underspend of £34k.
Elections	28		Central government has advanced £152,000. Once all invoices and payments have been processed, the surplus will be refunded to central government.

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Estates Management – Buildings	-54	-52	The variance is due to the Council having to meet the business rates of properties now vacant pending disposal and the associated reduced rental income.
Land Charges	-32	-35	The impact of the current economic climate continues to have an effect on the income.
Markets	11	-87	The loss incurred by the liquidation of the market operator (£72,000) needs to be written off.
Register of Electors	14	15	The cost of the canvassers is less than originally estimated.
Support – Central Offices	73	45	This budget is affected by the income generated by letting accommodation to third parties and to the reduced costs of energy as previously reported.
Support – Legal Function	-11	-10	The outturn on counsel's fees is worse than expected partly from the use of Counsel to cover staff absence and partly from the need to use Counsel in High Court litigation. For the next financial year departments are expected to fund their own requirements in relation to their use of Counsel. S106 income is somewhat higher than expected but this income is inherently unpredictable due to market conditions.
Salaries	-16	17	The previous Legal Services Manager had to undertake overtime to maintain the service and the contribution to the Corporate Vacancy Savings has resulted in the adverse variance.
Capital – Sevenoaks Town Centre	38		Awaiting consultants fee invoices.
Capital – Police Co-location	24	18	Contract completed, final account £182,000, rent invoiced at £18,200p.a. First quarters invoice submitted.

Future Issues/Risk Areas

Head of Legal & Democratic Services
March 2013

ITEM 1
(12)

2. Overall Summary

February 13 - Final

	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual		2011/12	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Forecast (including Accruals)	Variance	Actual	Budget	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000
Community and Planning																		
Community Development	58	69	-11	-18.7	842	777	65	7.7	978	961	17		978	961	17	1,140		1,140
Development Services	101	65	36	35.8	1,158	1,146	13	1.1	1,299	1,266	33		1,299	1,266	33	1,413		1,413
Environmental and Operations	253	249	4	1.5	2,627	2,875	-249	-9.5	2,724	2,955	-231		2,724	2,955	-231	2,528		2,528
Housing and Communications	62	53	9	15.2	738	714	24	3.3	872	854	19		872	854	19	944		944
Total Community and Planning	474	436	38	8.1	5,364	5,511	-147	-2.7	5,873	6,035	-162		5,873	6,035	-162	6,025		6,025
Corporate Resources																		
Finance and Human Resources	317	376	-59	-18.6	3,081	3,160	-79	-2.6	3,958	3,806	152		3,958	3,806	152	4,516		4,516
IT and Facilities Management	151	119	32	21.0	1,770	1,618	152	8.6	2,012	1,985	27		2,012	1,985	27	1,595		1,595
Legal and Democratic Services	122	154	-33	-26.7	1,759	1,589	170	9.7	1,924	1,922	2		1,924	1,922	2	1,363		1,363
Total Corporate Resources	590	649	-60	-10.1	6,610	6,367	243	3.7	7,894	7,712	182		7,894	7,712	182	7,473		7,473
NET EXPENDITURE (1)	1,064	1,085	-21	-2.0	11,974	11,878	96	0.8	13,767	13,747	19		13,767	13,747	19	13,498		13,498
<i>Adjustments to reconcile to Amount to be met from Reserves</i>																		
Direct Services Trading Accounts	4	-14	18	450.0	-78	-92	14	17.9	-64	-65	1		-64	-65	1	21		21
Capital charges outside General Fund	-4	-4	-0	-0.0	-49	-49	-0	-0.0	-54	-54	-		-54	-54	-	-47		-47
Support Services outside General Fund	-16	-16	-	-	-172	-172	-	-	-191	-191	-		-191	-191	-	-197		-197
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-		-
NET EXPENDITURE (2)	1,048	1,051	-3	-0.3	11,675	11,565	110	0.9	13,458	13,437	20		13,458	13,437	20	13,275		13,275
Government Grant	-387	-387	-	0.0	-4,259	-4,259	-	-	-4,646	-4,646	-		-4,646	-4,646	-	-5,141		-5,141
Council Tax Requirement - SDC	-771	-771	-	0.0	-8,480	-8,480	-	-	-9,251	-9,251	-		-9,251	-9,251	-	-9,199		-9,199
NET EXPENDITURE (3)	-111	-107	-3	2.9	-1,064	-1,174	110	10.4	-439	-460	20		-439	-460	20	-1,065		-1,065
<i>Summary including investment income</i>																		
Net Expenditure	-111	-107	-3	2.9	-1,064	-1,174	110	10.4	-439	-460	20		-439	-460	20	-1,065		-1,065
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-		-
Interest and Investment Income	-18	-26	7	-39.0	-190	-295	105	55.6	-173	-289	116		-173	-289	116	-308		-308
Overall total	-129	-133	4	3.1	-1,254	-1,469	216	17.2	-612	-748	136		-612	-748	136	-1,373		-1,373
Planned appropriation (from)/to Reserves																		
Supplementary appropriation from Reserves																		
Surplus																		

3. Net Service Expenditure for each Head of Service - analysed by Budget area												
February 13 - Final												
Community Development												
SDC Funded												
Period	Period	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	2011/12
Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Annual	Actual
£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	%	£'000	(including Accruals)	£'000	£'000
0	1	-0	5	8	-47.4	-2	8	-47.4	10	8	2	8
-0	-0	0	-2	-2	4.0	0	-2	4.0	-2	-2	-	-2
-	-3	3	-	-0	-	0	-0	-	-	-	-	20
-0	-	-0	-2	-11	497.4	9	-11	497.4	-2	-11	9	-15
18	14	4	188	177	5.6	11	177	5.6	207	204	3	191
3	0	3	38	33	13.6	5	33	13.6	41	41	-	43
2	2	-0	176	176	0.3	1	176	0.3	179	179	-	185
3	4	-0	37	39	-4.4	-2	39	-4.4	41	41	-	41
9	30	-21	179	186	-3.9	-7	186	-3.9	251	259	-8	339
-	-	-	20	20	-	-	20	-	20	20	-	20
-	-	-	100	75	25.0	25	75	25.0	100	100	-	100
0	0	0	4	4	1.1	0	4	1.1	4	4	-	16
5	7	-2	53	52	2.3	1	52	2.3	58	58	-	50
1	-4	5	22	17	22.5	5	17	22.5	24	24	-	52
2	4	-2	-6	3	-153.1	-9	3	-153.1	-	-	-	-
4	2	2	43	36	17.2	7	36	17.2	48	37	11	71
48	56	-8	857	813	5.2	44	813	5.2	978	961	17	1,140
Total Community Development (SDC Funded)												
Externally Funded												
-	-3	3	-	0	-0	-0	0	-0	-	-	-	-
6	11	-5	-11	2	-115.6	-13	2	-115.6	-	-	-	-
-	-3	3	-	-5	-	5	-5	-	-	-	-	-
-	-	-	-	1	-1	-1	1	-1	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
4	11	-7	-5	-28	487.2	23	-28	487.2	-	-	-	-
-	-	-	-	-1	-	1	-1	-	-	-	-	-
-	-3	3	-	-5	-	5	-5	-	-	-	-	-
10	13	-3	-16	-36	132.8	21	-36	132.8	-	-	-	-
Total Community Development (Ext Funded)												
58	69	-11	842	777	7.7	65	777	7.7	978	961	17	1,140

3. Net Service Expenditure for each Head of Service - analysed by Budget area
February 13 - Final

Development Services

	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		2011/12	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Forecast	Annual	Actual
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Administrative Expenses - Development Control	2	1	1	1	19	16	3	15.7	29	29	-	-	29	29	-	21
Administrative Expenses - Policy and Environment	-	-0	0	0	-	-0	0	-	-	-	-	-	-	-	-	0
Bridleways / Footpath Diversions	0	0	-	-	1	1	-	-	1	1	-	-	1	1	-	2
Conservation	4	-2	6	157.1	43	40	3	7.2	47	45	2	2	47	45	2	45
LDF Expenditure	-	1	-1	-	-	1	-1	-	-	-	-	-	-	-	-	-
Planning - Appeals	13	14	-0	-3.0	148	152	-3	-2.3	161	168	-7	-7	161	168	-7	166
Planning - Counter	-0	-0	-0	-	-1	-0	-0	-45.0	-1	-1	-	-	-1	-1	-	0
Planning - Development Control	29	-0	30	101.7	344	396	-52	-15.2	355	415	-60	-60	355	415	-60	499
Planning - Enforcement	22	22	0	1.6	236	237	-1	-0.6	259	262	-3	-3	259	262	-3	253
Planning Policy	31	30	0	0.7	368	302	65	17.7	446	345	101	101	446	345	101	428
Total Development Services	101	65	36	35.8	1,158	1,146	13	1.1	1,299	1,266	33	33	1,299	1,266	33	1,414

3. Net Service Expenditure for each Head of Service - analysed by Budget area												
February 13 - Final												
Environmental and Operational Services												
Period	Period		Period		Period		Y-T-D		Y-T-D		2011/12	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	Actual
£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000
Administrative Expenses - Building Control	0	0	-0	-	5	4	1	22.0	6	6	-	6
Administrative Expenses - Community Director	1	0	0	58.6	10	6	3	34.8	11	11	-	5
Administrative Expenses - Direct Services	-	0	-0	-	-	-0	0	-	-	-	-	-
Administrative Expenses - Health	1	1	-0	-16.5	17	11	6	36.6	18	18	-	15
Administrative Expenses - Transport	0	0	0	-	6	7	-1	-10.7	6	6	-	5
Asset Maintenance Car Parks	-0	-	-0	-	15	56	-41	-271.1	15	-	15	-
Asset Maintenance CCTV	1	-	1	100.0	10	14	-4	-34.3	11	14	-3	15
Asset Maintenance Countryside	0	-	0	-	5	2	3	56.7	5	3	2	8
Asset Maintenance Direct Services	2	2	0	0.6	24	14	10	40.0	26	23	3	19
Asset Maintenance Playgrounds	1	-	1	100.0	7	-	7	100.0	8	1	7	3
Asset Maintenance Public Toilets	1	0	1	95.4	7	0	7	95.2	8	1	7	13
Building Control	-10	-21	12	118.5	-112	-48	-63	-56.6	-130	-50	-80	-14
Building Control Discretionary Work	-0	0	-0	-	-0	2	-2	-	-	-	-	-
Car Parks	-141	-123	-18	-12.4	-1,431	-1,323	-109	-7.6	-1,587	-1,477	-110	-1,555
CCTV	35	18	17	48.5	232	252	-20	-8.5	245	275	-30	275
Civil Protection	2	2	-0	-10.9	25	23	2	7.9	28	28	-	10
Dangerous Structures	2	1	1	67.4	20	18	2	11.5	22	22	-	21
Dartford Environmental Hub (SDC Costs)	0	-	0	-	-0	-0	-0	-	-	-	-	-
EH Animal Control	1	8	-7	-622.0	-1	15	-15	-2,997.0	1	18	-17	40
EH Commercial	21	23	-2	-7.9	223	228	-5	-2.1	244	244	-	-
EH Environmental Protection	29	29	1	2.5	363	332	31	8.7	393	366	27	709
Emergency	5	5	-0	-8.2	55	53	2	2.9	60	60	-	57
Environmental Health Partnership	-	-	-	-	-	33	-33	-	-	-	-	-
Estates Management - Grounds	8	11	-3	-38.9	86	80	6	7.0	94	94	-	81
Licensing Partnership Hub (Trading)	-0	-0	0	-	-1	-15	15	2,985.8	-0	-0	-	-
Licensing Partnership Members	-	-	-	-	-	-	-	-	-	-	-	-
Licensing Regime	5	6	-1	-22.0	-7	4	-11	-153.8	-14	-4	-10	25
National Food Hygiene Rating Scheme	-	-	-	-	-	-3	3	-	-	-	-	-
On-Street Parking	-35	-27	-9	-24.7	-359	-335	-24	-6.7	-391	-371	-20	-297
Parks and Recreation Grounds	7	7	0	0.2	82	110	-27	-32.9	91	91	-	123
Parks - Rural	8	2	6	71.0	73	54	18	25.0	81	81	-	56
Public Conveniences	3	5	-2	-83.7	34	46	-11	-33.3	37	47	-10	55
Public Transport Support	0	0	-0	-	1	1	-0	-41.8	1	1	-	1
Refuse Collection	200	192	8	3.9	2,104	2,130	-27	-1.3	2,204	2,234	-30	2,161
Street Cleansing	100	98	2	1.9	1,081	1,063	18	1.7	1,175	1,165	10	1,214
Street Naming	1	-1	2	204.6	12	3	9	75.5	13	5	8	4
Support - Direct Services	3	14	-11	-437.7	35	42	-7	-20.9	38	38	-	25

Support - Health and Safety	1	1	0	22.8	16	0	2.2	17	17	-	12
Taxis	1	-5	5	879.5	-12	6	54.9	-12	-12	-	-16
Total Environmental and Operational Services	253	249	4	1.5	2,627	-249	-9.5	2,724	2,955	-231	2,528

3. Net Service Expenditure for each Head of Service - analysed by Budget area												
February 13 - Final												
Finance and Human Resources												
Period	Period		Period		Period		Y-T-D		Y-T-D		2011/12	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Forecast (including Accruals)	Annual Variance	Actual
£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000
Administrative Expenses - Chief Executive	1	0	1	71.9	12	5	6	54.7	18	12	7	6
Administrative Expenses - Corporate Director	0	0	0	-	4	5	-1	-24.2	4	4	-	2
Administrative Expenses - Finance	1	2	-1	-51.4	17	20	-3	-20.0	39	39	-	17
Administrative Expenses - Personnel	0	2	-1	-	12	13	-1	-5.3	13	13	-	14
Benefits Admin	-11	-11	-1	-4.5	-123	-125	2	1.3	828	828	-	1,276
Benefits Grants	-49	-48	-0	-0.5	-535	-535	0	0.0	-659	-659	-	-659
Dartford Partnership Hub (SDC costs)	152	186	-34	-22.3	1,669	1,828	-159	-9.5	-7	-7	-	-524
Dartford Partnership Implementation & Project Costs	-	-	-	-	-	16	-16	-	-	-	-	-
Housing Advances	0	-	0	-	4	3	1	27.9	5	5	-	3
Local Tax	-25	7	-32	-127.7	-453	-469	16	3.6	154	101	53	208
Members	32	29	3	8.2	351	336	15	4.3	395	380	15	313
Misc. Finance	148	145	3	1.8	1,418	1,413	5	0.3	2,152	2,137	15	2,036
Support - Audit Function	-2	-2	-0	-0.0	-22	-22	-0	-0.0	139	139	-	126
Support - Exchequer and Procurement	11	10	1	6.3	120	116	4	3.3	138	127	11	134
Support - Finance Function	15	11	4	23.5	157	117	40	25.3	231	187	44	147
Support - General Admin	17	19	-2	-11.2	167	139	28	16.9	193	166	27	177
Support - Nursery	-	0	-0	-	-	2	-2	-	-	-	-	2
Support - Personnel	19	18	1	3.3	206	200	6	2.9	225	220	5	208
Treasury Management	7	7	0	4.3	77	98	-21	-27.5	90	115	-25	99
Total Finance and Human Resources	317	376	-59	-18.6	3,081	3,160	-79	-2.6	3,958	3,806	152	3,584

3. Net Service Expenditure for each Head of Service - analysed by Budget area															
February 13 - Final															
<u>Housing and Communications</u>															
Period	Period		Period		Period		Y-T-D		Y-T-D		Annual		2011/12		
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	Budget	Forecast (including Accruals)	Annual Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Administrative Expenses - Housing	1	1	-1	-67.0	10	9	1	8.4	11	12	-1	11	12	-1	11
Consultation and Surveys	0	-	0	-	2	-	2	100.0	2	0	2	2	0	2	-
Energy Efficiency	2	2	-0	-22.7	21	26	-5	-25.1	6	22	-15	6	22	-15	16
External Communications	7	9	-2	-24.2	132	126	6	4.5	143	134	9	143	134	9	113
Gypsy Sites	8	-1	9	117.7	-19	-19	0	0.4	-20	-21	2	-20	-21	2	-6
Home Improvement Agency (prev. Care and Repair)	-	-	-	-	39	20	20	50.0	39	20	20	39	20	20	39
Homeless	8	9	-1	-9.7	86	96	-10	-11.6	104	112	-8	104	112	-8	194
Homelessness Funding	-3	19	-22	-721.2	-33	-33	0	0.2	-	-	-	-	-	-	-
Homelessness Prevention	-	-1	1	-	-	-0	0	-	-	-	-	-	-	-	-
Housing	22	20	2	9.4	305	320	-15	-5.0	363	378	-15	363	378	-15	394
Housing Initiatives	1	0	0	56.2	7	8	-1	-9.7	8	8	-	8	8	-	9
Housing Option - Trailblazer	0	-19	19	-	0	-1	1	-	0	0	-	0	0	-	-
KCC Loan Scheme	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Leader Programme	1	1	0	4.5	8	8	0	0.8	9	9	-	9	9	-	5
Needs and Stock Surveys	-	-	-	-	-	-	-	-	13	13	-	13	13	-	15
Private Sector Housing	16	13	3	18.8	179	160	19	10.7	195	176	19	195	176	19	164
Support - General Admin	0	-0	0	-	0	-7	7	-	0	-7	7	0	-7	7	-10
Total Housing and Communications	62	53	9	15.2	738	714	24	3.3	872	854	19	872	854	19	944

3. Net Service Expenditure for each Head of Service - analysed by Budget area
February 13 - Final

IT & Facilities Management

	Period			Period			Period			Y-T-D			Y-T-D			Y-T-D			Annual			2011/12	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Annual	Annual	Actual
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Administrative Expenses - IT	2	0	2	23	22	2	23	22	2	23	22	2	23	22	2	26	26	26	26	26	26	26	16
Asset Maintenance IT	25	9	16	240	102	138	240	102	138	240	102	138	240	102	138	300	300	300	300	300	300	300	300
Support - Central Offices - Facilities	20	18	2	225	219	6	225	219	6	225	219	6	225	219	6	234	234	234	234	234	234	234	259
Support - Contact Centre	34	32	2	357	346	12	357	346	12	357	346	12	357	346	12	377	377	377	377	377	377	377	407
Support - General Admin	15	21	-6	223	227	-4	223	227	-4	223	227	-4	223	227	-4	242	242	242	242	242	242	242	280
Support - IT	55	39	16	649	650	-1	649	650	-1	649	650	-1	649	650	-1	754	754	754	754	754	754	754	739
Support - Local Offices	0	-	0	52	52	0	52	52	0	52	52	0	52	52	0	53	53	53	53	53	53	53	50
Total IT & Facilities Management	151	119	32	1,770	1,618	152	1,770	1,618	152	1,770	1,618	152	1,770	1,618	152	1,985	1,985	1,985	1,985	1,985	1,985	2,012	2,052

3. Net Service Expenditure for each Head of Service - analysed by Budget area														
February 13 - Final														
Legal and Democratic Services														
Period	Period		Period		Period		Y-T-D		Y-T-D		2011/12			
	Budget	Actual	Variance	£'000	%	Budget	Actual	Variance	£'000	%	Annual Budget	Annual Forecast (including Accruals)	Annual Variance	Actual
£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Action and Development	1	-	1	100.0		6	3	3	44.1		6	6	-	11
Administrative Expenses - Legal and Democratic	4	5	-1	-27.8		71	64	6	9.0		77	74	3	58
Administrative Expenses - Property	0	-	0	-		1	0	1	88.8		2	2	-	1
Asset Maintenance Argyle Road	-	-	-	-		50	20	30	60.8		50	50	-	30
Asset Maintenance Leisure	8	3	5	60.9		84	70	14	16.4		92	92	-	143
Asset Maintenance Other Corporate Properties	-	7	-7	-		30	18	12	40.1		30	30	-	34
Asset Maintenance Sewage Treatment Plants	1	-	1	100.0		10	-	10	100.0		11	-	11	13
Asset Maintenance Support & Salaries	8	19	-11	-144.3		99	110	-11	-11.3		115	115	-	101
Bus Station	1	0	0	49.2		12	9	3	27.4		13	13	-	10
Civic Expenses	0	-	0	-		13	13	0	0.1		14	14	-	14
Committee Admin	9	8	1	15.0		92	82	10	11.0		102	92	10	85
Corporate Management	70	60	10	14.1		772	744	29	3.7		893	836	58	879
Corporate Savings	3	-	3	100.0		40	-	40	100.0		43	-	43	-
Elections	5	17	-12	-235.4		62	34	28	44.6		67	67	-	68
Equalities Legislation	-	-	-	-		17	13	3	19.6		17	14	3	13
Estates Management - Buildings	-11	-7	-4	-33.2		-79	-25	-54	-68.0		-93	-41	-52	-48
Housing Premises	-0	2	-3	-		-12	-7	-5	-40.2		-9	-9	-	-8
Land Charges	-8	-5	-2	-27.4		-110	-78	-32	-28.8		-121	-86	-35	-116
Markets	-19	5	-24	-127.2		-216	-227	11	5.3		-260	-173	-87	-281
Performance Improvement	0	-	0	-		5	5	-0	-7.2		6	6	-	5
Register of Electors	6	5	2	23.7		124	110	14	11.2		131	116	15	118
Support - Central Offices	17	15	2	13.7		407	334	73	17.9		426	382	45	410
Support - Legal Function	20	14	6	30.3		205	217	-11	-5.5		225	235	-10	242
Support - Property Function	7	7	-0	-5.6		76	80	-4	-5.3		88	88	-	56
Total Legal and Democratic Services	122	154	-33	-26.7		1,759	1,589	170	9.7		1,924	1,922	2	1,837

4. Cumulative Salary Monitoring

February 13 - Final

Chief Executive, PA & Secretariat
Total Chief Executives Dept

Director, PA & Secretariat
 Finance & Human Resources
 IT & Facilities Management
 Legal & Democratic Services
Total Corporate Resources

Director, PA & Secretariat
 Community Development
 Development Services
 Housing & Communications
 Operational Services
 Building Control
 Environmental Health
 Licensing
 Parking & Amenity Services
Total Community and Planning Services

Sub Total

Council Wide - Vacant Posts
 Performance Award Contingency
 Market Premiums

TOTAL SDC Funded Salary Costs

Externally Funded & Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

Community Development Ext.
 Housing Ext.

TOTAL All Salary Costs

Less Allocs to Trading a/cs inc Ext Funded TASK
Less Allocations to Capital and Asset maint. etc
Check total to Pay Costs

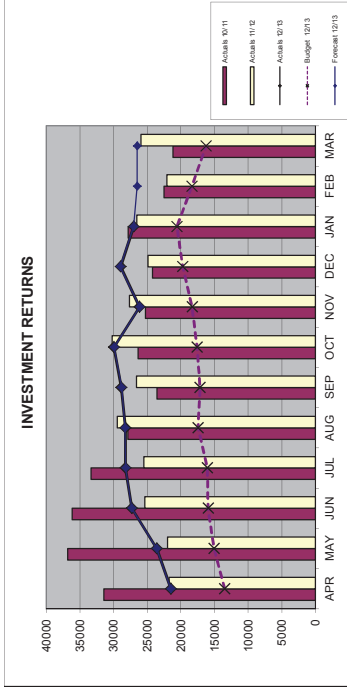
	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Forecast (including Accruals)	Variance	£'000
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	17	17	0	1.3	188	193	-5	-2.4	206	206	206	206	206	206	-	-
	17	17	0	1.3	188	193	-5	-2.4	206	206	206	206	206	206	-	-
	24	23	1	2.3	259	264	-5	-2.1	282	282	282	282	282	282	-	-
	241	258	-17	-7.1	2,622	2,783	-160	-6.1	2,863	2,790	2,863	2,790	2,863	2,790	74	74
	62	59	2	3.8	704	706	-2	-0.3	765	770	765	770	765	770	-5	-5
	53	52	2	3.1	573	589	-16	-2.7	626	606	626	606	626	606	21	21
	379	392	-13	-3.4	4,158	4,341	-184	-4.4	4,537	4,447	4,537	4,447	4,537	4,447	90	90
	14	14	0	-2.3	155	159	-4	-2.7	169	169	169	169	169	169	-	-
	30	29	1	1.7	328	322	6	1.7	358	358	358	358	358	358	-	-
	147	146	1	0.7	1,644	1,593	51	3.1	1,791	1,737	1,791	1,737	1,791	1,737	54	54
	51	55	-4	-8.2	630	633	-3	-0.5	681	684	681	684	681	684	-3	-3
	279	260	19	6.9	3,071	2,831	240	7.8	3,350	3,129	3,350	3,129	3,350	3,129	221	221
	32	10	21	68.0	347	326	21	6.1	379	379	379	379	379	379	-	-
	49	45	4	8.6	533	522	11	2.0	582	582	582	582	582	582	-	-
	27	24	3	10.8	300	255	45	15.1	328	283	328	283	328	283	45	45
	40	41	-1	-1.8	431	433	-2	-0.4	471	471	471	471	471	471	-	-
	669	625	44	6.6	7,440	7,075	365	4.9	8,109	7,792	8,109	7,792	8,109	7,792	317	317
	1,066	1,034	32	3.0	11,786	11,609	177	1.5	12,852	12,445	12,852	12,445	12,852	12,445	407	407
	-1	-	-1	-100.0	11	-	11	100.0	10	-	10	-	10	-	10	10
	-	-	-	-	-	0	-0	-	48	48	48	48	48	48	-	-
	4	-	4	100.0	29	-	29	100.0	34	34	34	34	34	34	-	-
	1,069	1,034	35	3.3	11,826	11,609	217	1.8	12,943	12,493	12,943	12,493	12,943	12,493	450	450
	8	11	-2	-27.6	93	117	-24	-26.3	101	110	101	110	101	110	-9	-9
	15	11	4	28.8	170	109	61	35.9	186	131	186	131	186	131	55	55
	24	22	2	8.9	263	226	37	14.0	287	241	287	241	287	241	46	46
	1,093	1,056	37	3.4	12,089	11,836	254	2.1	13,230	12,734	13,230	12,734	13,230	12,734	496	496
	-237	-219	-19	-7.9	-2,611	-2,384	-226	-8.7	-2,848	-2,848	-2,848	-2,848	-2,848	-2,848	-	-
	-2	-2	0	8.0	-20	-22	2	9.6	-22	-22	-22	-22	-22	-22	-	-
	853	835	18	2.2	9,458	9,429	29	0.3	10,360	9,864	10,360	9,864	10,360	9,864	496	496

DIRECT SERVICES SUMMARY

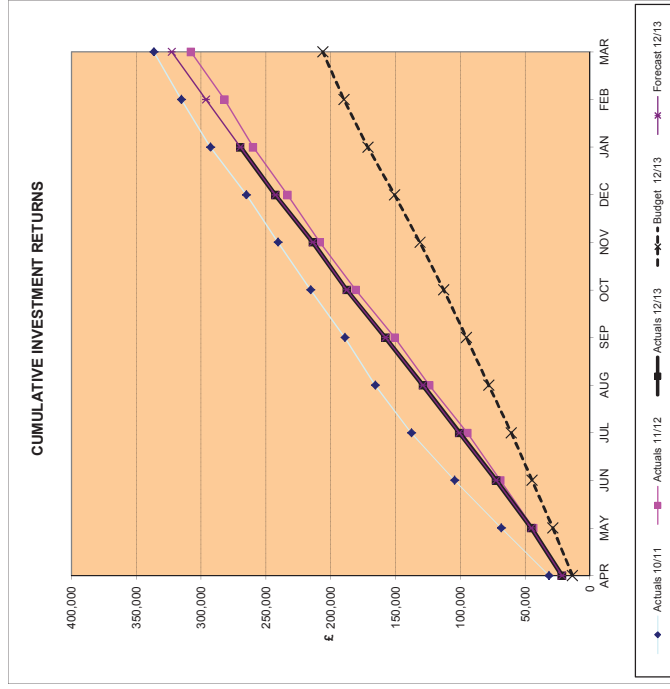
	PERIOD						Y-T-D				ANNUAL				Y-T-D NET VARIANCE				ANNUAL NET VARIANCE			
	Budget	Actual	Actual / Budget	Variance	Budget	Actual	Actual / Budget	Variance	Budget	Forecast	Variance	Net Budget by Service	Net Actual by Service	Variance by Service	Net Budget by Service	Net Actual by Service	Variance by Service					
	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000					
Feb-13																						
Income																						
Refuse	-175	-178	1%	3	-1,932	-1,939	0%	7	-2,109	-2,110	1	62	-5	67	67							
Street Cleaning	-93	-93	0%		-1,024	-1,025	0%	1	-1,117	-1,117		35	55	-20	38	61	-23					
Trade	-28	-28	1%		-372	-335	-10%	-37	-400	-360	-40	-24	-53	29	-21	-47	26					
Workshop	-47	-45	-3%	-2	-517	-499	-3%	-18	-564	-543	-21	-15	-17	2	-17	-19	2					
Green Waste	-22	-24	7%	2	-359	-352	-2%	-7	-389	-368	-21	-66	-52	-14	-60	-44	-16					
Premises Cleaning	-17	-16	4%	-1	-182	-186	2%	4	-199	-200	1	9	4	5	10							
Cesspools	-23	-19	-14%	-3	-248	-221	-11%	-27	-270	-230	-40	-48	-20	-28	-52	-12	-40					
Pest Control	-2	-2	9%		-76	-42	-44%	-34	-79	-45	-34	-3	27	-31	30	-30						
Grounds	-12	-12	0%		-112	-112	0%		-122	-121	-1	-1		-1	-2							
Fleet	-70	-65	-7%	-5	-765	-705	-8%	-60	-835	-835			3	-3								
Depot	-31	-39	25%	8	-271	-265	-2%	-5	-293	-282	-11	-27	-29	2	-26	-27	1					
Emergency	-4	-4	0%		-42	-42	0%		-46	-46			-5	5	-6							
Total Income	-523	-526	0%	2	-5,900	-5,723	-3%	-176	-6,423	-6,257	-166	-78	-92	14	-64	-64	1					
Expenditure																						
Refuse	181	178	2%	3	1,994	1,934	3%	60	2,175	2,110	65											
Street Cleaning	96	99	-3%	-3	1,059	1,080	-2%	-21	1,155	1,178	-23											
Trade	32	27	14%	4	347	282	19%	65	379	313	66											
Workshop	46	43	6%	3	501	481	4%	20	547	524	23											
Green Waste	26	25	4%	1	294	300	-2%	-6	329	324	5											
Premises Cleaning	17	16	9%	1	192	190	1%	1	209	200	9											
Cesspools	18	16	9%	2	199	201	-1%	-1	218	218												
Pest Control	7	6	7%		73	70	4%	3	79	75	4											
Grounds	9	8	12%	1	111	111	-1%	-1	119	121	-2											
Fleet	70	64	8%	5	765	708	7%	57	835	835												
Depot	22	25	-10%	-2	244	236	3%	8	267	255	12											
Emergency	4	5	-17%	-1	42	38	11%	5	46	40	6											
Total Expenditure	527	511	3%	16	5,821	5,631	3%	190	6,359	6,193	166	-78	-92	14	-64	-64	1					
Net	4	-14	-482%	18	-78	-92	18%	14	-64	-64	1											

INVESTMENT RETURNS

	Actuals		Budget 12/13	Variance	Forecast 12/13
	10/11	11/12			
APR	31,431	21,722	13,502	7,987	21,500
MAY	36,831	21,983	15,074	8,497	23,600
JUN	36,164	25,342	15,944	11,336	27,300
JUL	33,361	25,498	16,070	12,157	28,200
AUG	27,858	29,446	17,425	10,831	28,300
SEP	23,532	26,586	17,156	11,697	28,800
OCT	26,352	30,200	17,603	12,338	29,900
NOV	25,254	27,636	18,323	7,821	26,100
DEC	24,240	24,871	19,730	9,224	29,000
JAN	27,832	26,525	20,578	6,421	27,000
FEB	22,501	22,078	18,355	7,150	25,500
MAR	21,179	25,935	16,240		26,500
	336,535	307,822	206,000	105,459	321,700



	Actuals		Budget 12/13	Variance	Forecast 12/13
	10/11	11/12			
APR	31,431	21,722	13,502	7,987	21,500
MAY	68,262	43,705	28,576	16,484	45,100
JUN	104,426	69,047	44,520	27,820	72,400
JUL	137,787	94,545	60,590	39,977	100,600
AUG	165,645	123,991	78,015	50,808	128,900
SEP	189,177	150,577	95,171	62,505	157,700
OCT	215,529	180,777	112,774	74,843	187,600
NOV	240,783	208,413	131,097	82,664	213,700
DEC	265,023	233,284	150,827	91,888	242,700
JAN	292,855	259,809	171,405	98,309	269,700
FEB	315,356	281,887	189,760	105,459	295,200
MAR	336,535	307,822	206,000		321,700



BUDGET FOR 2012/13 206,000
 FORECAST OUTTURN 321,700

CODE:- YHAA 96900

N.B.

- 1) These are the gross interest receipts rather than the interest remaining in the General Fund
- 2) Interest due on the Landsbanki investment has been removed from the calculations as from 25/6/2008

Fund Average 1.0455%
 7 Day LIBID 0.4239%
 3 Month LIBID 0.6707%

STAFFING STATISTICS
FEBRUARY 2013

	BDGT BOOK FTE	STAFF FTE	AGENCY STAFF	CASUAL FTE	TOTAL FTE	COMMENTS / VARIATIONS	JANUARY TOTALS
CHIEF EXECUTIVES							
Chief Executive's Office	3.00	2.00	0.00	0.00	2.00		2.00
SUB TOTAL	3.00	2.00	0.00	0.00	2.00		2.00
CORPORATE RESOURCES							
Director, Secretaries	6.38	7.62	0.00	0.00	7.62	Budget includes Secretariat (although report to HR). 1 Temp post for maternity cover.	7.62
Finance & Human Resources	82.67	73.92	9.00	0.00	82.92	Still includes Human Resources, Contact Centre and Property Team.	82.67
Legal, Electoral, Democratic Services & Policy & Performance	14.95	13.14	0.00	0.00	13.14		13.14
<i>Legal, Electoral & Democratic Services</i>	<i>13.14</i>	<i>11.33</i>	<i>0.00</i>	<i>0.00</i>	<i>11.33</i>		<i>11.33</i>
<i>Policy & Performance</i>	<i>1.81</i>	<i>1.81</i>	<i>0.00</i>	<i>0.00</i>	<i>1.81</i>	Now 1.61 budgeted to Legal, Electoral and Dem Services. 0.2 worked in Housing & Comms but inc. in P&P.	<i>1.81</i>
IT & Facilities Management	23.43	23.43	0.00	0.00	23.43	1 apprentice post (IT).	23.43
SUB TOTAL	127.43	118.11	9.00	0.00	127.11		126.86
COMMUNITY AND PLANNING SERVICES							
Director, PA & Secretarial	2.00	2.00	0.00	0.00	2.00		2.00
Community Development	8.54	9.73	0.00	0.76	10.49	1 post is part externally funded. 1 temp post (7 weeks Dec - Feb).	11.71
Environmental & Operational Services	152.82	139.22	15.14	0.35	154.71		158.23
<i>SDS & CCTV</i>	<i>115.98</i>	<i>104.08</i>	<i>15.14</i>	<i>0.35</i>	<i>119.57</i>	Includes Grounds Maintenance.	<i>123.09</i>
<i>Env Health</i>	<i>12.57</i>	<i>11.57</i>	<i>0.00</i>	<i>0.00</i>	<i>11.57</i>		<i>11.57</i>
<i>Licensing</i>	<i>9.41</i>	<i>9.96</i>	<i>0.00</i>	<i>0.00</i>	<i>9.96</i>		<i>9.96</i>
<i>Parking & Amenity</i>	<i>14.86</i>	<i>13.61</i>	<i>0.00</i>	<i>0.00</i>	<i>13.61</i>		<i>13.61</i>
Development Services	48.37	49.75	1.00	0.00	50.75		49.75
Building Control	7.81	5.81	1.00	0.00	6.81	Plus 1 Seconded Officer.	6.81
Housing & Communications	14.89	13.79	1.00	0.00	14.79	1 post is part externally funded.	14.79
SUB TOTAL	234.43	220.30	18.14	1.11	239.55		243.29
EXTERNALLY FUNDED POSTS							
Community Development	2.54	2.54	0.00	0.00	2.54		2.54
Environmental & Operational Services	0.00	0.00	0.00	0.00	0.00		0.00
Development Services	0.00	0.00	0.00	0.00	0.00		0.00
Housing & Communications	5.81	3.00	0.00	0.00	3.00	1 post is part funded by SDC (see Housing permanent posts).	3.00
SUB TOTAL	8.35	5.54	0.00	0.00	5.54		5.54
TOTALS	373.21	345.95	27.14	1.11	374.20		377.69
Number of staff paid in February:							
380 permanent, 4 casuals							

Reserves

	31/03/12	Movement in month	Cumulative to date	Balance as at 28/02/13	31/3/13 budget	31/3/13 forecast
	£000	£000	£000	£000	£000	£000
Provisions						
Edenbridge Relief Road Compensation	1,546		-1,546	0	0	0
Accumulated Absences	152			152	152	152
Municipal Mutual Insurance (MMI)	211			211	0	305
Others	34			34	0	0
	1,943	0	-1,546	397	152	457
Capital Receipts(Gross)						
	708	-62	302	1,010	1,314	1,564
Note: this balance will reduce at year end as the receipts are used to finance capital expenditure						
Earmarked Reserves						
Financial Plan	5,812			5,812	5,296	5,224
Budget Stabilisation	2,765			2,765	3,495	3,651
New Homes Bonus	215			215	1,588	741
Housing Benefit subsidy	1,351			1,351	1,102	1,261
Asset Maintenance	1,000			1,000	1,000	1,000
First Time Sewerage	915			915	715	815
Vehicle Renewal	292			292	564	292
Reorganisation (previously Termination)	478			478	499	478
LDF	565		-52	513	428	416
Community Development	470	-19	-54	416	418	470
Carry Forward Items	222		-61	161	341	222
Action and Development	296			296	300	295
Vehicle Insurance	287			287	264	287
Pension Valuation	349			349	628	628
Big Community Fund	103		-9	94	81	81
Rent Deposit Guarantees	181	-5	-72	109	179	82
Local Strategic Partnership	81		-5	76	111	82
Homelessness Prevention	134	25	14	148	134	134
IT Asset Maintenance	121			121	0	0
Others	461	1	3	464	424	414
	16,098	2	-236	15,862	16,724	16,573
General Fund						
Required Minimum	1,500				1,500	1,500
Available Balance	2,213				2,213	2,213
	3,713				3,713	3,713
TOTAL	22,462				21,903	22,307

9. Capital

February 13 - Final

COMMDEV Big Community Fund - Capital
 COMMDEV West Kingsdown VH (10k)
 COMMDEV Parish Projects
 DEVCONT Affordable Housing
 ENVOPS Vehicle Purchases
 FINSERV Horton Kirby Village Hall
 FINSERV Argyle Road Office Accommodation
 HOUSING Improvement Grants
 HOUSING WKHA Adaps for Disab Financing Costs Advances
 HOUSING SDC - HMO Grants
 HOUSING RHPGG 10-11 SDC
 HOUSING RHPGG - Discretionary Grants
 LEGAL Sevenoaks Town Centre
 LEGAL Modern Govt Document Management System
 LEGAL Police Co-Location

Period	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual	
	Budget	Actual	Variance	£'000	%	Budget	Actual	Variance	£'000	%	Budget	Actual	Variance	£'000	Forecast (including Accruals)	Annual Variance
	-	9	-9			-	46	-46			-	-	-	-	-	-
	-	-	-			-	-	-			-	10	-10	-	10	-10
	-	-	-			-	-	-			71	0	71	-	0	71
76	6	70	92.2			768	165	603		78.5	844	844	-	844	-	
	-	-	-			-	1	-1			-	-	-	-	-	
1	-	1	100.0			6	7	-1		-24.5	7	7	-	7	-	
51	9	42	83.1			561	216	345		61.5	612	362	250	362	250	
21	74	-53	-246.9			235	271	-36		-15.3	256	256	-	256	-	
	-	4	-4			-	24	-24			-	-	-	-	-	
	-	-	-			-	2	-2			-	-	-	-	-	
	-	-	-			-	13	-13			-	-	-	-	-	
	-	5	-5			100	62	38		37.9	150	150	-	150	-	
1	-	1	100.0			15	8	7		45.0	16	16	-	16	-	
	-	-	-			200	176	24		11.9	200	182	18	182	18	
151	107	43	28.8			1,885	1,018	867		46.0	2,157	1,828	329	1,828	329	

Improvement Grants budget shown net of Government grant.

CUMULATIVE INCOME FIGURES

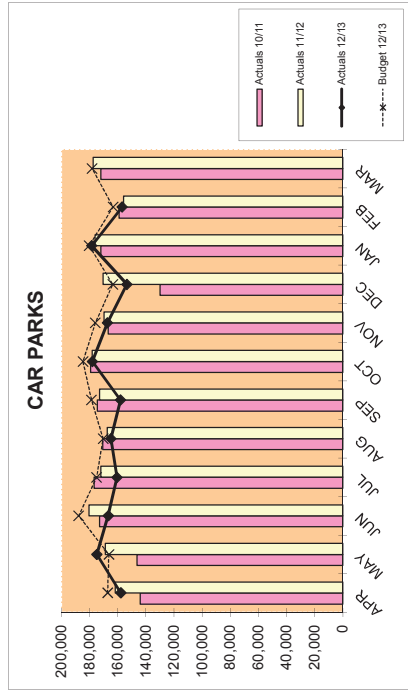
February 2013

Agenda Item 8

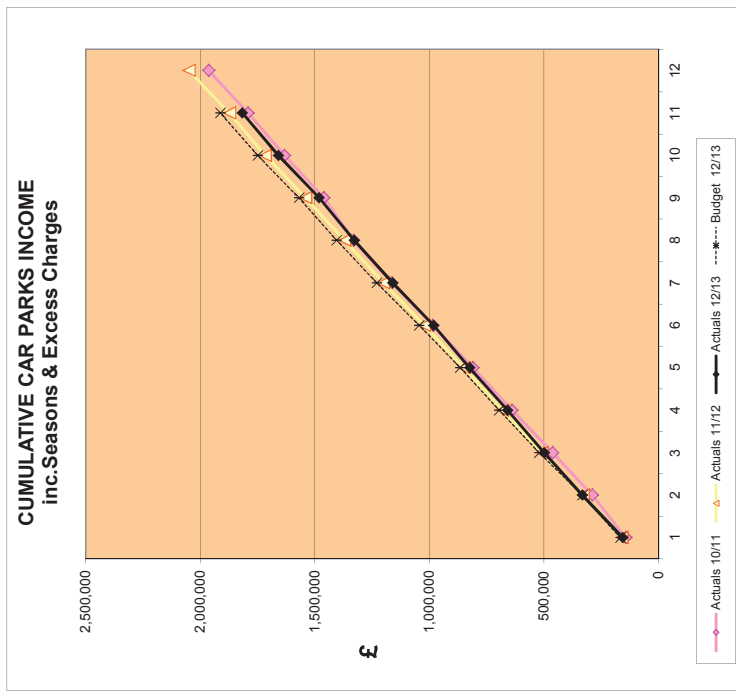
	Comparison of 11/12 and 12/13, where a minus is 'bad news'	MANAGER'S PROFILED BUDGET	Variance, where a minus is 'bad news'	ANNUAL BUDGET	Annual Forecast
CAR PARKS	1,816,554	1,912,487	-95,933	2,090,692	1,980,692
COMMON STREET PARKING	626,817	613,808	13,009	669,035	684,035
LAND CHARGES	136,571	173,406	-36,835	190,556	155,280
BUILDING CONTROL	350,193	468,097	-117,904	519,648	404,786
DEVELOPMENT CONTROL	572,305	638,627	-66,322	696,684	624,684
	3,502,441	3,806,425	-303,983	4,166,615	3,849,477

10 Car Parks Graphs

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	144,052	161,707	157,819	-3,888	167,079	-9,260	
2 MAY	146,247	168,722	174,830	6,108	166,300	8,530	
3 JUN	172,788	180,368	166,750	-13,618	187,694	-20,944	
4 JUL	176,717	171,960	160,431	-11,529	174,953	-14,522	
5 AUG	170,558	167,336	164,734	-2,602	170,293	-5,559	
6 SEP	174,392	172,793	157,977	-14,816	178,651	-20,674	
7 OCT	179,153	178,067	178,029	-38	184,625	-6,596	
8 NOV	166,673	169,631	167,264	-2,367	175,874	-8,610	
9 DEC	129,891	170,349	153,501	-16,848	163,450	-9,949	
10 JAN	171,978	175,979	178,423	2,444	180,246	-1,823	
11 FEB	158,986	155,870	156,797	927	163,322	-6,525	
12 MAR	172,012	177,420	177,420	-177,420	178,205	-78,205	
	1,963,447	2,050,202	1,816,554	-233,648	2,090,692	-274,138	1,980,692



	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	144,052	161,707	157,819	-3,888	167,079	-9,260	
MAY	290,299	330,429	332,649	2,220	333,379	-730	
JUNE	463,087	510,797	499,399	-11,398	521,073	-21,674	
JUL	639,804	682,757	659,830	-22,927	696,026	-36,196	
AUG	810,362	850,093	824,563	-25,530	866,319	-41,756	
SEP	984,754	1,022,886	982,541	-40,345	1,044,970	-62,429	
OCT	1,163,907	1,200,953	1,160,569	-40,384	1,229,595	-69,026	
NOV	1,330,580	1,370,584	1,327,834	-42,750	1,405,469	-77,635	
DEC	1,460,471	1,540,933	1,481,334	-59,599	1,568,919	-87,585	
JAN	1,632,449	1,716,912	1,659,757	-57,155	1,749,165	-89,408	
FEB	1,791,435	1,872,782	1,816,554	-56,228	1,912,487	-95,933	
MAR	1,963,447	2,050,202	1,816,554	-2,050,202		0	1,980,692



	Actuals	Budget	(Monthly)
DAY TICKETS	***0	1,472,489	121,971
EXCESS /PENALTY CHARGES	***1/***3	142,878	8,593
SEASON TICKETS	***2	289,043	26,163
OTHER (inc.Res.Pkg)	***9	1,366	-
WAIVERS	3404	1,970	70
RENT	94500	4,000	-
	1,816,554	1,912,487	-156,797

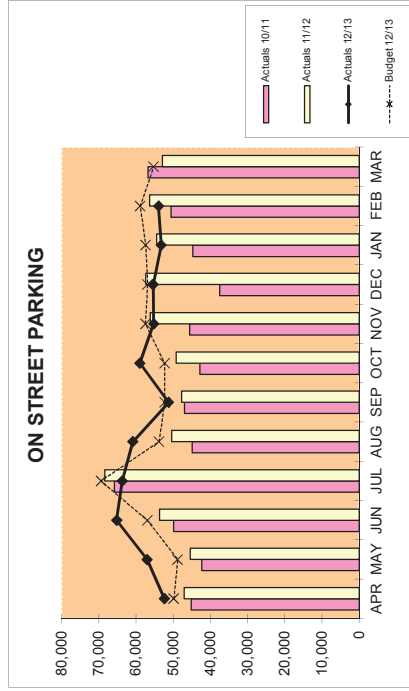
FEBRUARY 2013

	Actual	Budget
CUMULATIVE BREAKDOWN		
(Cumulative)		
Actual	1,402,209	1,472,489
Budget	117,899	142,878
	289,043	293,120
	1,366	-
	1,970	-
	4,067	4,000
	1,816,554	1,912,487

10 On-Street Graphs

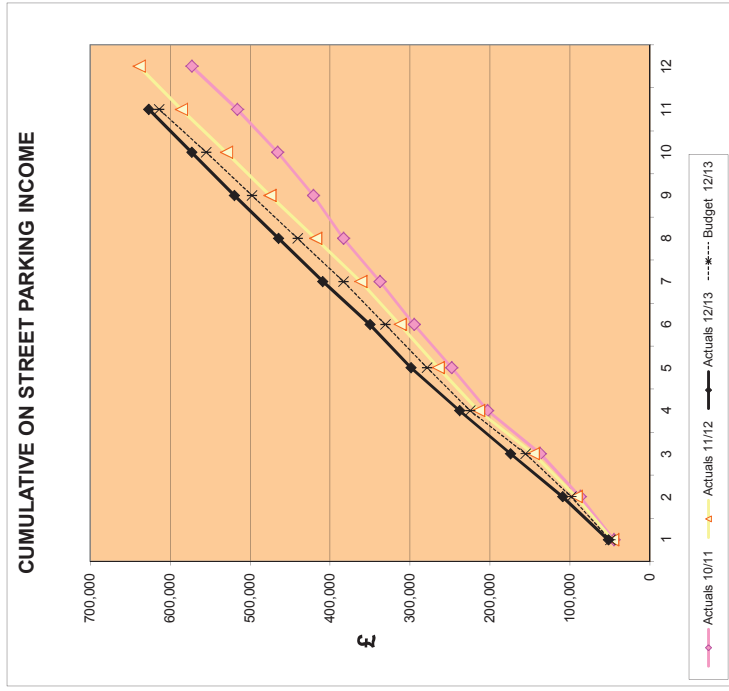
ON STREET PARKING (HWDCRIM)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	45,146	47,046	52,328	5,282	49,814	2,514	
2 MAY	42,328	45,408	56,995	11,587	48,794	8,201	
3 JUN	49,872	53,666	65,190	11,524	56,938	8,252	
4 JUL	65,784	68,376	63,657	-4,719	69,398	-5,741	
5 AUG	44,910	50,350	60,822	10,472	53,779	7,043	
6 SEP	46,913	47,762	51,221	3,459	52,243	-1,022	
7 OCT	42,832	49,209	58,926	9,717	52,291	6,635	
8 NOV	45,607	56,170	55,213	-957	57,436	-2,223	
9 DEC	37,452	57,330	55,356	-1,974	56,875	-1,519	
10 JAN	44,720	54,468	53,183	-1,285	57,396	-4,213	
11 FEB	50,568	56,324	53,925	-2,399	58,844	-4,919	
12 MAR	56,761	52,883	55,227	-52,883	55,227	-55,227	
	572,893	638,992	626,817	-12,175	669,035	-42,218	684,035



ON STREET PARKING (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	45,146	47,046	52,328	5,282	49,814	2,514	
MAY	87,474	92,454	109,324	16,870	98,608	10,716	
JUNE	137,346	146,120	174,514	28,394	155,546	18,968	
JUL	203,130	214,496	238,171	23,675	224,944	13,227	
AUG	248,040	264,846	298,993	34,147	278,723	20,270	
SEP	294,953	312,608	350,214	37,606	330,966	19,248	
OCT	337,785	361,817	409,140	47,323	383,257	25,883	
NOV	383,392	417,987	464,353	46,366	440,693	23,660	
DEC	420,844	475,317	519,709	44,392	497,568	22,141	
JAN	465,564	529,785	572,892	43,107	554,964	17,928	
FEB	516,132	586,109	626,817	40,708	613,808	13,009	
MAR	572,893	638,992	626,817	-638,992	0	684,035	



FEBRUARY 2013

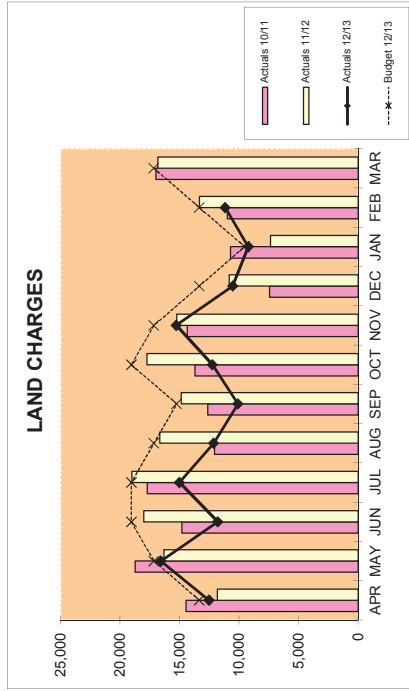
HWDCRIM

	Actual (Cumulative)	Budget	(Monthly)
PENALTY NOTICES	3403	132,000	8,634
WAIVERS	3404	4,697	246
RESIDENTS PERMITS	3406	42,114	2,606
ON STREET PARKING	3300	382,253	36,572
BUSINESS PERMITS	3408	74,142	5,867
OTHER	9999	305	-
	626,817	613,808	53,925

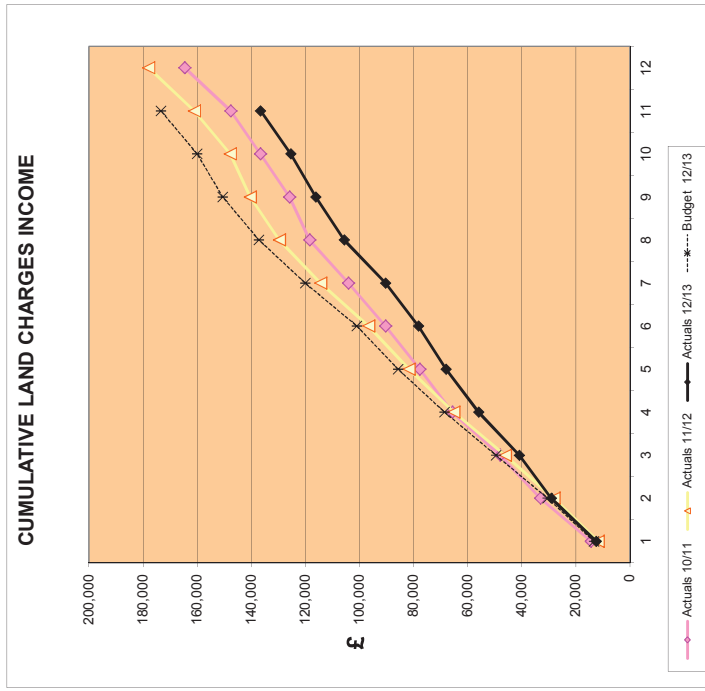
CUMULATIVE BREAKDOWN

10 Land Charges Graphs

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	14,463	11,836	12,520	684	13,339	-819	
2 MAY	18,718	16,303	16,579	276	17,150	-571	
3 JUN	14,812	17,994	11,786	-6,208	19,055	-7,269	
4 JUL	17,700	18,987	15,021	-3,966	19,055	-4,034	
5 AUG	12,074	16,658	12,139	-4,519	17,150	-5,011	
6 SEP	12,624	14,863	10,100	-4,763	15,244	-5,144	
7 OCT	13,710	17,740	12,235	-5,505	19,055	-6,820	
8 NOV	14,339	15,228	15,271	43	17,150	-1,879	
9 DEC	7,439	10,819	10,536	-283	13,339	-2,803	
10 JAN	10,731	7,369	9,220	1,851	9,530	-310	
11 FEB	10,999	13,340	11,165	-2,175	13,339	-2,174	
12 MAR	16,983	16,826	17,150	-16,826	17,150	-17,150	
	164,592	177,963	136,571	-41,392	190,556	-53,985	155,280



	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	14,463	11,836	12,520	684	13,339	-819	
MAY	33,181	28,139	29,099	960	30,489	-1,390	
JUNE	47,993	46,133	40,885	-5,248	49,544	-8,659	
JUL	65,693	65,120	55,906	-9,214	68,599	-12,693	
AUG	77,767	81,778	68,044	-13,734	85,749	-17,705	
SEP	90,391	96,641	78,145	-18,496	100,993	-22,848	
OCT	104,101	114,381	90,379	-24,002	120,048	-29,669	
NOV	118,440	129,609	105,651	-23,958	137,198	-31,547	
DEC	125,879	140,428	116,186	-24,242	150,537	-34,351	
JAN	136,610	147,797	125,407	-22,390	160,067	-34,660	
FEB	147,609	161,137	136,571	-24,566	173,406	-36,835	
MAR	164,592	177,963	136,571	-177,963	0	0	155,280



	Received (Month)	Percentage (Month)	Percentage (Month) 11/12	Percentage (Month) (Cumulative)
Searches Received - Paper	£105	41	25.3%	21%
Searches Received - Electronic	£86	71	43.8%	51.1%
Searches Received - Personal	£0	50	30.9%	27.9%
	162	100.0%	100.0%	100.0%
				2,022

FEBRUARY 2013

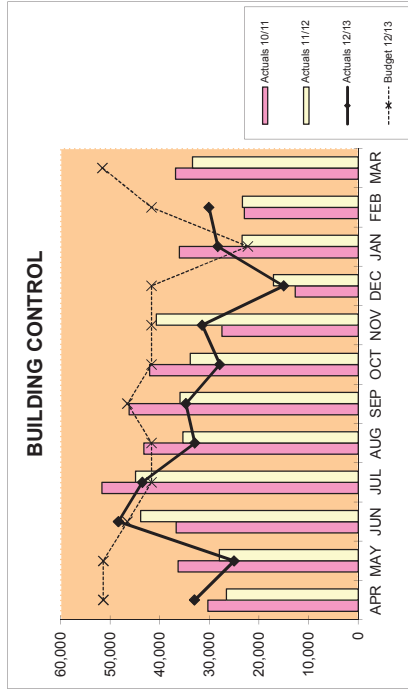
LPLNDCH

Searches Received - Paper
 Searches Received - Electronic
 Searches Received - Personal

10 Building Control Graphs

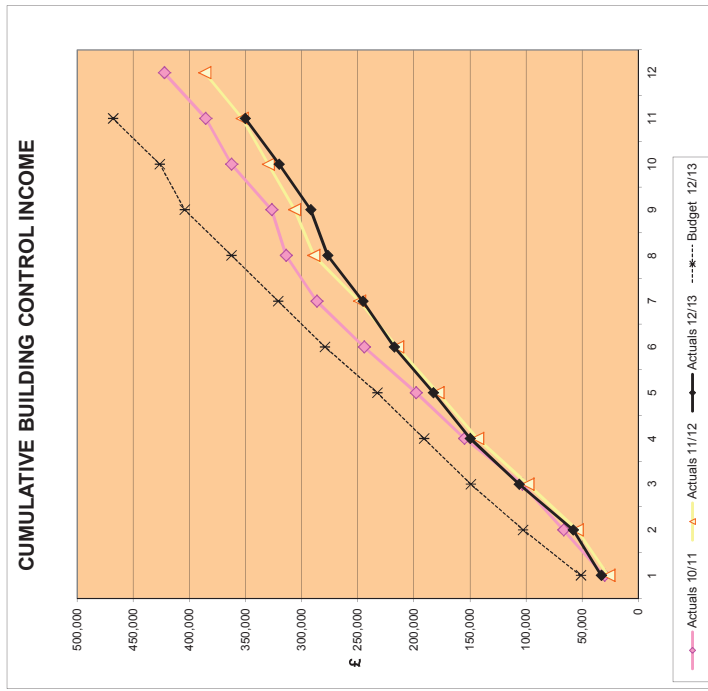
BUILDING CONTROL (DVBCFEE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	30,284	26,583	32,975	6,392	51,384	-18,410	
2 MAY	36,330	28,008	24,976	-3,032	51,384	-26,408	
3 JUN	36,701	43,878	48,352	4,474	46,527	1,825	
4 JUL	51,649	44,902	43,510	-1,392	41,671	1,839	
5 AUG	43,199	35,321	32,905	-2,416	41,671	-8,766	
6 SEP	46,163	35,890	34,735	-1,155	46,527	-11,793	
7 OCT	42,044	33,837	27,882	-5,955	41,671	-13,789	
8 NOV	27,469	40,725	31,440	-9,285	41,671	-10,231	
9 DEC	12,695	17,118	15,031	-2,087	41,671	-26,641	
10 JAN	36,036	23,425	28,290	4,865	22,245	6,044	
11 FEB	22,935	23,315	30,097	6,782	41,671	-11,575	
12 MAR	36,833	33,397	51,551	-33,397	51,551	-51,551	
	422,338	386,399	350,193	-36,206	519,648	-169,455	404,786



BUILDING CONTROL (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	30,284	26,583	32,975	6,392	51,384	-18,410	
MAY	66,614	54,591	57,951	3,360	102,769	-44,818	
JUNE	103,315	98,469	106,303	7,834	149,296	-42,993	
JUL	154,964	143,371	149,813	6,442	190,967	-41,154	
AUG	198,163	178,692	182,719	4,027	232,639	-49,920	
SEP	244,326	214,582	217,463	2,871	279,166	-61,713	
OCT	286,370	248,419	245,335	-3,084	320,837	-75,502	
NOV	313,839	289,144	276,776	-12,368	362,509	-85,733	
DEC	326,534	306,262	291,807	-14,455	404,180	-112,373	
JAN	362,570	329,687	320,096	-9,591	426,425	-106,329	
FEB	385,505	353,002	350,193	-2,809	468,097	-117,904	
MAR	422,338	386,399	350,193	-386,399	0	404,786	



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DVBCFEE

	Actual	Budget
Plan Fee	3066	276,863
Inspection Fee	3067	160,221
Other	9999	31,013
	350,193	468,097

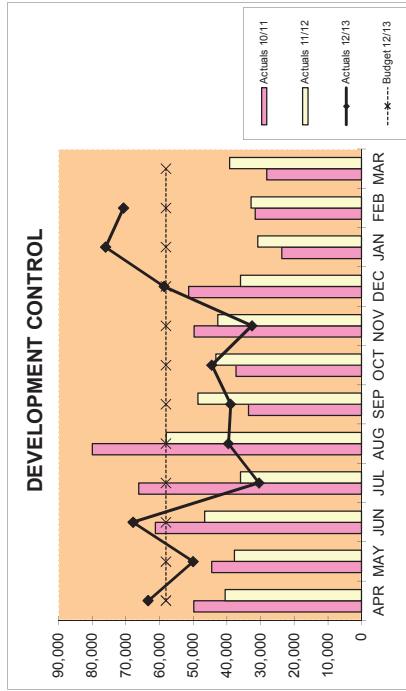
CUMULATIVE BREAKDOWN

	Actual (Cumulative)	Budget (Monthly)
Plan Fee	198,326	16,667
Inspection Fee	128,183	11,296
Other	23,684	2,133
	350,193	30,097

10 Development Control Graphs

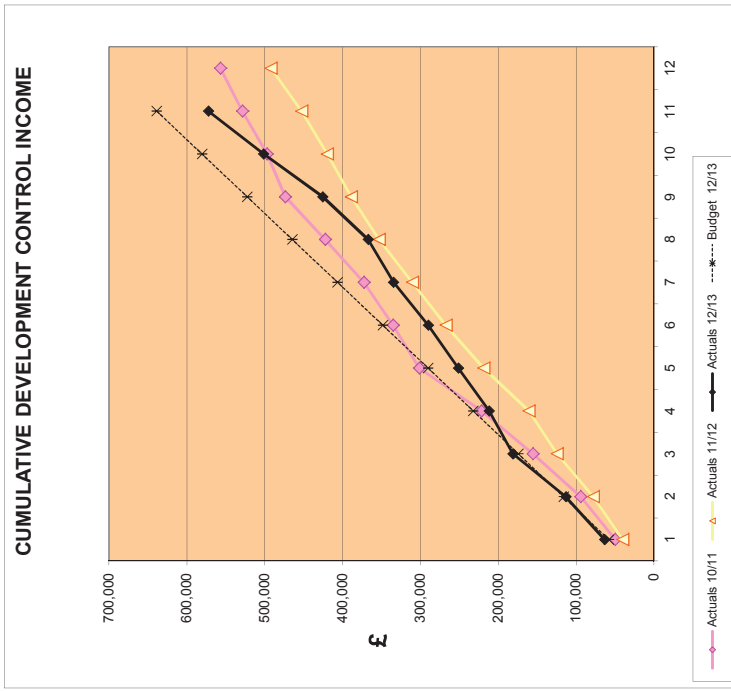
DEVELOPMENT CONTROL (DVDEVCT)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	49,786	40,515	63,378	22,863	58,057	5,321	
2 MAY	44,456	37,722	49,955	12,233	58,057	-8,102	
3 JUN	61,214	46,543	67,875	21,332	58,057	9,818	
4 JUL	66,145	35,903	30,448	-5,455	58,057	-27,609	
5 AUG	79,942	57,980	39,527	-18,453	58,057	-18,530	
6 SEP	33,610	48,611	38,837	-9,774	58,057	-19,220	
7 OCT	37,246	43,214	44,434	1,220	58,057	-13,623	
8 NOV	49,751	42,649	32,532	-10,117	58,057	-25,525	
9 DEC	51,341	35,907	58,588	22,681	58,057	531	
10 JAN	23,650	30,824	76,016	45,192	58,057	17,959	
11 FEB	31,622	32,829	70,715	37,886	58,057	12,658	
12 MAR	28,116	39,201	572,305	-39,201	58,057	-58,057	
	556,879	491,898	572,305	80,407	696,684	-124,379	624,684



DEVELOPMENT CONTROL (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	49,786	40,515	63,378	22,863	58,057	5,321	
MAY	94,242	76,237	113,333	35,096	116,114	-2,781	
JUNE	155,456	124,780	181,209	56,429	174,171	7,038	
JUL	221,601	160,683	211,657	50,974	232,228	-20,572	
AUG	301,543	218,663	251,184	32,521	290,285	-39,101	
SEP	335,153	267,274	290,020	22,746	348,342	-58,322	
OCT	372,399	310,488	334,454	23,966	406,399	-71,945	
NOV	422,150	353,137	366,986	13,849	464,456	-97,470	
DEC	473,491	389,044	425,574	36,530	522,513	-96,939	
JAN	497,141	419,868	501,590	81,722	580,570	-78,980	
FEB	528,763	452,697	572,305	119,608	638,627	-66,322	
MAR	556,879	491,898	572,305	-491,898	0	624,684	



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DVDEVCT

	Actual (Cumulative)	Budget	(Monthly)
Planning Application Fees	3009	519,536	69,467
S106 Monitoring	3106	-	-
Other	9999	-	(2,481)
Pre-application Fees	94301	71,882	2,830
Monitoring Fees	94302	47,208	900
	572,305	638,627	70,715

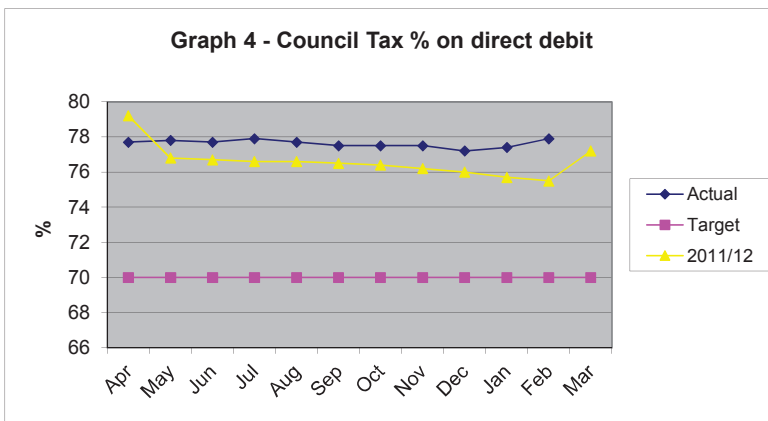
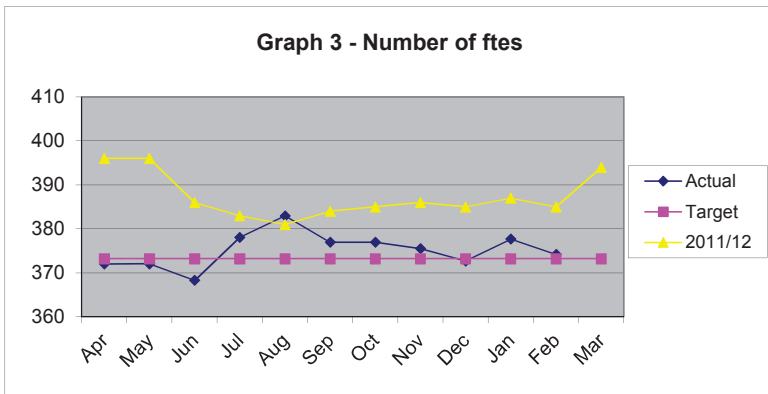
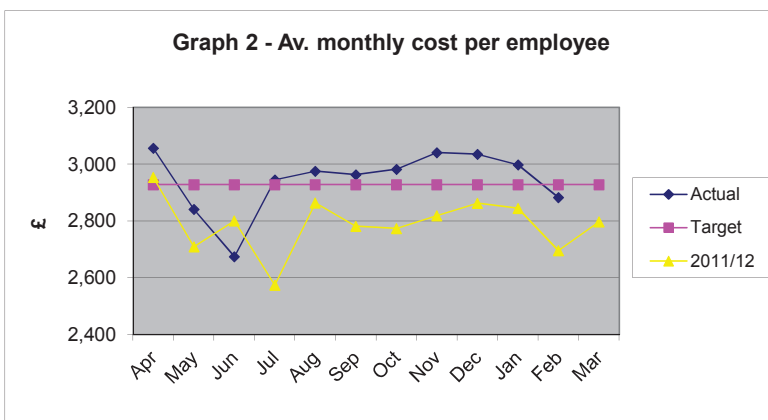
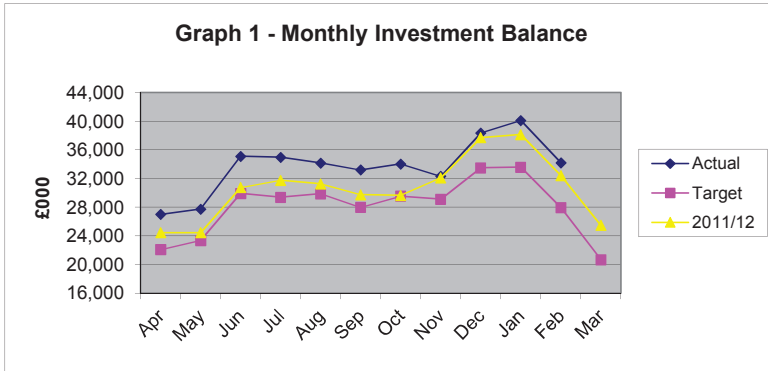
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**Finance Advisory Group Finance Indicators 2012/13
as at end February 2013**

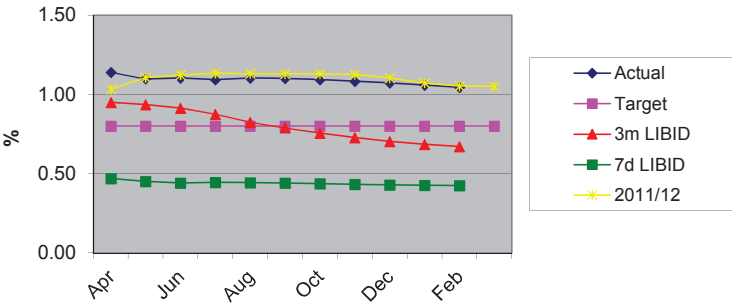
Description	target	actual	Variance %	notes	graph
Monthly investment balance £000	23,355	34,222	10,867 46.5%	Total investments at month end. Precepts are paid in 10 instalments of roughly £6m, but not in June or December. Therefore, we receive cashflow benefits until the last 2 precept payments go out in February and March. The target figures have been updated to reflect the Balance Sheet position as at 31/03/11.	1
Average monthly cost per employee (non cumulative) £	2,928	2,883	-45 -1.5%	Target is annual pay budget divided by budget ftes, figures include agency and casual staff. Actuals excludes costs and fte of Agency staff at Dunbrik.	2.00
Number of ftes	373.2	374.2	1.0 0.3%	Target is budgeted ftes.	3
Council Tax % collected for 2012/13	98.1	98.1	0.0 0.0%	LPIFS 19. Monthly cumulative figures	-
NNDR % collected for 2012/13	97.7	96.6	-1.1 -1.1%	LPIFS 20. Monthly cumulative figures.	-
Council Tax payers % on direct debit	70.0	77.9	7.9 11.3%	LPIFS8 - % on direct debit	4
Investment return %	0.80	1.05	0.25 30.7%	Cumulative return on investments. Target is budget assumption	5
3 month LIBID		0.6707	0.67		
7 day LIBID		0.4239	0.42		
Sundry debtors: debts over 21 days £000	35	21,234	-14 -39.3%	21 days is taken as the base as the first reminder is issued after 3 wks.	6
Sundry debtors: debts over 61 days £000	20	23,755	4 18.8%	61 days is when the third reminder is issued (debts exclude items on 'indefinite hold', e.g. debtors in administration)	7

Agenda Item 9

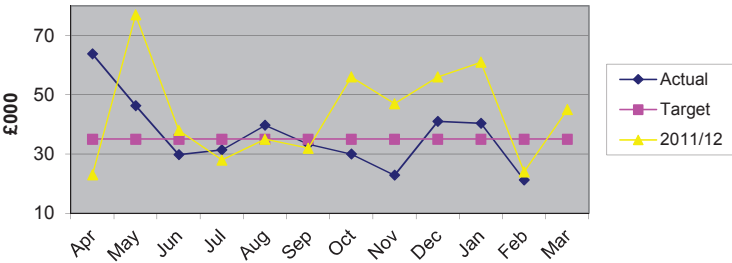
Finance Advisory Group Finance Indicators 2012/13 as at end February 2013



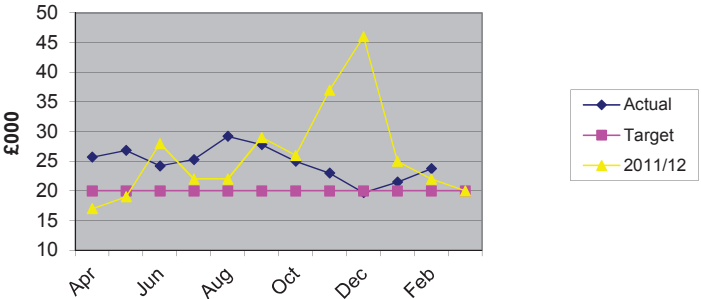
Graph 5 - Investment Return %



Graph 6 - Sundry debts over 21 days



Graph 7 - Sundry debts over 61 days



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