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6/11/12



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Mr J Latheron
Sevenoaks District Council
Property Section, Council Offices
Argyle Road
Sevenoaks
Kent TN13 1HG

Our Ref: 6L124988/BJ1/SJH
Your Ref: EWO/5458

25th October 2012

Dear Mr Latherton

Re: 12 Knole Way, Sevenoaks, Kent TN13 3RS

Further to your recent emails to us in respect of the above property, we carried out a further inspection on 24th October 2012 in order to review our earlier valuation of the property dated 14th September 2011.

The property remains basically as described in this previous report but regard has now been made of the further information regarding condition as contained in the tenant's Building Survey, and also comparable evidence with regard to properties in this road, two of which have been sold this year and with a third one at present on the market. The comparables are all in far better condition than the subject property but do indicate to us that in good order this house has potential to achieve a value in the region of £800,000.

The subject property is in need of full refurbishment, to include renewal of services, kitchen and sanitary fittings, extensive roof repairs and the provision of replacement windows. There is a need for remedial timber specialist treatment and also damp specialist treatment.

The property has suffered from structural movement, manifesting in the form of cracks visible internally and externally, mainly to the right-hand side of the property above the garage door opening. On the basis of a single inspection it is not possible to state whether the movement is non-progressive but externally to this side of the house there are indications of underground drainage defects with the right flank paving excessively cracked and uneven. Further movement has occurred to the front open porch on the left-hand front corner and this has pulled away from the main building. This does appear to be historic in nature but has probably been caused by roots from nearby trees and with a need for either re-building or at least remedial strapping to affect a reasonable repair.



RICS

Anderson & Associates Ltd, Registered Office, St Leonard's House, North Street, Horsham, West Sussex, RH12 1RJ

reg number: 2975536 England

If you wish to establish whether the movement is of a progressive nature this will require monitoring over a long period of time and further investigation by a structural engineer and involvement of the insurers.

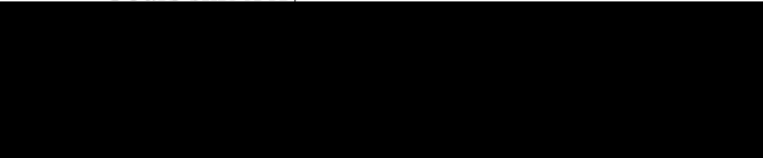
It is considered that in order to repair, improve and upgrade this property an expense in the region of at least £300,000 will be necessary and it is considered that a realistic value for the property in its present condition, having regard to stamp duty thresholds, would be in the region of **£499,995 (Four Hundred and Ninety Nine Thousand, Nine Hundred and Ninety Five Pounds)**.

A point to consider if the tenant is to proceed on a Right-to-Buy basis is that any objection by the tenant as to opinion of value, the matter might be referred to the District Valuer so that the valuation is determined by him. It is however noted from your email of 15th October 2012 that the tenant is undecided as to whether to proceed as a Right-to-Buy or undertake a voluntary purchase with no discount available.

The Building Survey obtained by the tenant issued by Messrs Fulkers, is considered comprehensive and the majority of the findings would not be disputed by us. From our limited valuation inspection, however it is considered that structural movement to this property may also have been caused by defective underground drains and not just roots from mature nearby trees.

We would be pleased to discuss this matter with you if required.

Yours sincerely



Barry Johnston, FRICS
For and on behalf of
Anderson & Associates Limited

APPENDIX H: Membership of Cabinet/Committees etc **2012/13**

CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2012-13

Environment Select Committee

(19 Members: 16 Conservative, 2 Labour, 1 Liberal Democrat)

Chairman: Cllr. Bosley

Vice-Chairman: Cllr. Grint

Cllrs. Abraham, Ayres, Mrs. Bayley, Butler, Ms. Chetram, Cooke, Mrs. Dibsdall, Edwards-Winser, Eyre, London, Maskell, Orridge, Mrs. Purves, Mrs. Sargeant, Scholey, Searles and Williamson

Services Select Committee

(19 Members: 16 Conservative, 3 Labour)

Chairman: Cllr. Davison

Vice-Chairman: Cllr. Brown

Cllrs. Abraham, Mrs. Ayres, Ayres, Ball, Mrs. Dibsdall, Edwards-Winser, Fittock, Mrs. George, Horwood, Neal, Mrs. Parkin, Pett, Piper, Raikes, Scholey, Miss. Stack and Towell.

Social Affairs Select Committee

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs. Cook

Vice-Chairman: Cllr. Ms. Lowe

Cllrs. Ball, Bosley, Brookbank, Butler, Ms. Chetram, Eyre, Firth, Mrs. George, Horwood, Maskell, Neal, Mrs. Purves, Raikes, Searles, Miss. Thornton and Towell (one vacancy).

Performance and Governance Committee

(14 Members: 12 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Fittock

Vice-Chairman: Cllr. Walshe

Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Firth, Gaywood, Grint, London, McGarvey and Piper (one vacancy).

Modern Local Government Group

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Mrs. Bracken, Brookbank, Mrs. Cook, Mrs. Davison, Fittock, Fleming, Mrs. Hunter, Piper, Scholey and Walshe

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

Development Control Committee

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs. Dawson

Vice-Chairman: Cllr. Williamson

Cllrs. Mrs. Ayres, Brookbank, Brown, Clark, Cooke, Davison, Dickins, Gaywood, McGarvey, Ms. Lowe, Orridge, Mrs. Parkin, Piper, Scholey, Miss. Thornton, Underwood and Walshe.

Standards Committee

The Standards Committee will be composed of:

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

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

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

Cllrs. Ball, Mrs. Bracken, Mrs. Dibsall, Dickins, Firth, Gaywood and Mrs. Purves.

Appointments Committee

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Brown, Mrs. Cook, Fittock, Fleming, Gaywood, Walshe + 4 appropriate Portfolio Holders

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

Electoral Arrangements Committee

(10 Members: 9 Conservative, 1 Labour)

Cllrs. Mrs. Bayley, Bosley, Brookbank, Mrs. Clark, Mrs. Davison, Fleming, Grint, Mrs. Hunter, Ms. Lowe and Mrs. Sargeant.

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

Sevenoaks Joint Transportation Board

(7 District Council Members: (6 Conservative, 1 Labour), 7 Kent Council Council Members and 1 Town/Parish Council Representative)

Chairman: County Cllr. Parry

Vice-Chairman: Cllr. James London

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

District Council Membership: Cllrs. Mrs. Davison, Edwards-Winsler, Searles, Towell, Underwood and Williamson.

County Council Membership: County Councillors: Brazier, Brookbank, Chard, Gough, Lake and John London.

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

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

Licensing Committee

(15 Members: 13 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Pett

Cllrs. Abraham, Mrs. Ayres, Ayres, Clark, Cooke, Davison, Mrs. Dawson, Fittock, Orridge, Mrs. Parkin, Piper, Raikes and Walshe.

Homelessness Review Board

(3 Members: to be drawn from the Council)

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

Locality Board

(14 Members: 7 District Council Cabinet Members and 7 Kent County Council Members)

Chairman: Cllr. Fleming

Vice Chairman: County Cllr. Brookbank

(The position of Chairman to be the Leader of Sevenoaks District Council, with the Vice Chairman appointed by Kent County Council)

District Council Membership: Cllrs. Mrs. Bosley, Ms. Chetram, Clark, Davison, Ramsay and Searles.

The Leader of the Council has delegated authority to rotate/amend the District Council Membership as appropriate

County Council Membership: County Councillors: Brazier, Chard, Gough, Lake, John London and Parry.

Finance Advisory Group

Reporting to Cabinet and Performance and Governance Committee

(6 Members – decided by first Cabinet meeting of the municipal year)

Cllrs. Firth, Fittock, Grint, McGarvey, Ramsay (Chairman) and Scholey.

Local Development Framework Advisory Group

Reporting to Cabinet

(The appropriate Portfolio Holder; Chairman of Development Control Committee; Chairmen of the Performance and Governance Committee and the Environment, Services and Social Affairs Select Committees; Management Team representative (which can change as and when appropriate depending on the subject under consideration by the Group); one town and parish council representative (to be nominated by the Kent Association of Parish Council (KAPC) with a preference for the Chairman of the KAPC (Sevenoaks Branch) or his representative); at least two representatives from Local Strategic Partnership (LSP) (In the case of District Council, which shares a joint LSP with Tunbridge Wells and Tonbridge & Malling, these representatives would be drawn from the Sevenoaks District Community Partnership) – representatives can change as and when appropriate depending on the subject under consideration by the Group; and, the Chairman of the Group, in consultation with the Community and Planning Services Director, is authorised to invite relevant Officers and representatives from the Sevenoaks District Community Partnership as and when appropriate.)

Cllrs. Bosley, Mrs. Cook, Mrs. Davison (Chairman), Mrs. Dawson, Fittock and Walshe.

Other Members: Mr. R. Parry, Mr. Coupland, Mr. Czarnowski and a Management Team representative.

Cabinet Membership

(8 Members: 8 Conservatives) Cllrs. Mrs. Bosley, Mrs. Bracken, Mrs. Clark, Mrs Davison, Fleming (Chairman), Mrs. Hunter and Ramsay.

Portfolio Holders 2012/13 (Annex to Appendix H of the Constitution - last revised May 2011)

Cllr. Pat Bosley	Community Wellbeing	Art, Culture, Community Development, Community Grants, Community Plan (S), Healthy Living, Leisure, Localism (S), Older People, Olympics 2012, Tourism, Town and Parish Councils, Young People
Cllr. Elaine Bracken	Safe Community	CCTV, Community Plan (S), Community Safety, Emergency Planning, Environmental Health and Regulation, Equality, Freedom of Information, Food Hygiene, Legal and Democratic Services, Licensing, Localism (S)
Cllr. Carol Clark	Housing and Balanced Communities	Climate Change, Community Plan (S), Community Regeneration, Economic Development (S), Homeless, Housing Strategy, Housing Needs, Improvement Grants, Key Worker and Affordable Housing, Localism (S), Sustainable Development
Cllr. Jill Davison	Planning and Improvement (Deputy Leader)	Community Plan (S), Conservation, Data Quality, Development Control, Economic Development (S), Highway related Issues, Internal Service Inspections (S), Local Development Framework, Localism (S), Local Strategic Partnership (S), Performance Management (S), Planning Policy, Transport Policy
Cllr. Peter Fleming	Leader	Communications & Consultation, Community Plan (S), Corporate Governance, Corporate Planning, Customer Services & Standards, Internal Service Inspections (S), IT and website, Localism (S), Local Strategic Partnership (S), Organisational Development, Partnership Working (S), Performance Management (S)
Cllr. R. Hogarth	Economic Development and Partnerships	
Cllr. Avril Hunter	The Cleaner and Greener Environment	Air Quality, Building Control, Clean Streets, Community Plan (S), Contaminated Land, Flooding, Grass Cutting, Localism (S), Open Spaces, Parking Management, Recycling, Refuse, Sustainability

Cllr. Brian Ramsay	Finance and Value for Money	Annual Efficiency Statement, Audit, Budget, Community Plan (S), Human Resources, Local Tax and Benefit, Localism (S), Payroll, Procurement Policies, Property, Risk Assessment, Use of Resources, Value for Money, Partnership Working (S)
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Scheme of Delegations of Executive Functions by the Leader of the Council (May 2011)

1. Scope of the Scheme of Delegations of Executive Functions by the Leader of the Council

This Scheme of Delegations is made pursuant to paragraph 9.2 of Part 2 of the Council's Constitution which requires that a written record of delegations of executive functions be presented by the Leader of the Council at the first meeting of the Council following whole Council elections.

Thereafter this Scheme of Delegations of Executive Functions may be amended at any time by the Leader of the Council on written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any body, Committee or the Cabinet as a whole. The changes will be reported to the next ordinary meeting of the Council.

This Scheme of Delegations has regard to the Council's Constitution and should be read in the context of the procedure rules contained in Part 4 of the Constitution. Should there be any conflict between this Scheme of Delegations and the Council's Constitution then the Constitution will prevail.

2. Role

- 2.1 The Cabinet (the Executive) will carry out all of the District Council's functions which are not the responsibility of any other part of the District Council, whether by law or under the Constitution. Please see table below for those functions delegated to Officers of the Council:

Function	Delegation of functions
Any function relating to contaminated land.	Community and Planning Services Director
The discharge of any function relating to the control of pollution or the management of air quality.	Community and Planning Services Director
The service of an abatement notice in respect of a statutory nuisance.	Community and Planning Services Director
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.	Community and Planning Services Director
The inspection of the Authority's area to detect any statutory nuisance.	Community and Planning Services Director
The investigation of any complaint as to the existence of a statutory nuisance.	Community and Planning Services Director
The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.	Community and Planning Services Director
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	All Directors

3. Form and Composition

- 3.1 The Cabinet will consist of the Leader of the Council together with a further 6 Members appointed by the Leader of the Council (the Leader). The membership of the Cabinet and individual portfolios will be reported to the Annual Meeting of the Council.

4. Leader

- 4.1 The Leader will be a Member elected to the position of Leader by the Council at the first meeting of the Council following whole Council elections. The Leader will chair the Cabinet (if present) and will hold office until:

he/she resigns from the office; or

he/she is suspended from being a Member under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

he/she is no longer a Member; or

the expiry date of his/her fixed term of office as Leader, which is the date of the post-election annual meeting which follows his/her election as Leader (e.g. for a Leader elected at the Annual Council in May 2011, the period of election will continue to the Annual Meeting in May 2015); or

he/she is removed from office by resolution of the Council.

In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting.

5. Other Executive Members

- 5.1 The Leader will appoint one member of the Executive as Deputy Leader, who will hold office until the end of the Leader's term of office, unless:

(a) he/she resigns from the office; or

(b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

(c) he/she is no longer a Councillor; or

(d) he/she is removed from office by the Leader, who must give written notice of any removal to the Chief Executive. The removal will take effect two clear working days after receipt of the notice by the Chief Executive.

Where a vacancy occurs, the Leader will appoint another Deputy Leader.

If for any reason the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.

If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Executive shall act in the Leader's place or arrange for another Member of the Executive to act in his/her place.

Other Cabinet members shall be appointed by the Leader who shall notify the Council of their

appointment and they shall hold office until:

- (a) they resign from office; or
- (b) they are suspended from being Members under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- (c) they are no longer Members; or
- (d) they are removed from office on the expiry date of their appointed term of office, save that the Leader may remove the Cabinet Member from office at an earlier date if he/she so decides. The Leader must give written notice of any early removal of a Cabinet Member to the Chief Executive and the removal will take effect two clear working days after receipt of the notice by the Chief Executive.

6. Delegation to Executive and Portfolio Holders

Introduction

6.1 The Cabinet and Portfolio Holders or Officers must take all decisions within the context of the Budget and Policy Framework.

Who may Make Executive Decisions?

6.2 All key decisions will be taken by the Executive as a whole.

6.3 Individual members of the Cabinet may take decisions which are not key decisions.

Principles of Delegation

6.4 The Executive should focus on:

- (a) co-ordination of decisions with a corporate-wide implication;
- (b) major or key decisions;

- (c) decisions which are recommendations on change in policy – and hence need Council approval;
 - (d) monitoring progress on key tasks; and
 - (e) developing new policy.
- 6.5 Portfolio Holders have full delegated authority from the Executive to take all decisions within the remit of their portfolio (outlined in the Annex to Appendix H of the Constitution (attached to this scheme of delegations)) except:
- (a) key decisions which:
 - (i) result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or
 - (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the District Council.
 - (b) decisions outside the agreed policy framework;
 - (c) decisions which cut across two or more portfolios; and
 - (d) proposals for new or amended policies or strategies.

Note: The fact that a decision could be made by a Portfolio Holder would not preclude that individual bringing the matter to the Cabinet for decision.

Portfolios

- 6.6 Portfolio Holders should be aware that the allocation of functions indicates an area of responsibility but does not automatically grant decision-making powers in that area. It is within the remit of each Portfolio Holder to:
- (a) provide direction and support to Directors and Heads of Service in the management of the resources supporting their respective portfolios – including approval for filling vacancies and other minor personnel changes within agreed budgets;
 - (b) oversee partnership working and external relationships within their portfolio areas; and
 - (c) keeping their colleagues informed of significant or important issues as they emerge and develop.

Further Delegation of Executive Functions

- 6.7 Where the Cabinet, a Committee of the Cabinet (if one is established) or an individual member of the Cabinet is responsible for an executive function, they may delegate further to joint arrangements or an Officer.
- 6.8 Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an Officer.

- 6.9 Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- 6.10 Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.
- 6.11 The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Executive as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 6.12 Where the Leader seeks to withdraw delegation from a Committee, notice will be deemed to be served on that Committee when he/she has served it on its Chairman.
- 6.13 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but is unable to do so because of absence or indisposition, a decision on the matter may be taken by the Leader, by the Cabinet or by a Committee of the Cabinet.
- 6.14 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but has a prejudicial interest in that matter as defined in the Members' Code of Conduct he/she shall not exercise those delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet or a Committee of the Cabinet and the normal rules for declaration of interests at meetings shall apply.

Conflicts of Interest

- 6.15 Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.16 If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.17 If the exercise of an executive function has been delegated to a Committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Member' Code of Conduct.

PERFORMANCE AND GOVERNANCE

Minutes of the meeting held on 18 September 2012 commencing at 7.00 pm

Present: Fittock (Chairman)

Cllrs. Clark, Mrs. Cook, Davison, Dickins, Firth, Gaywood, London and Piper.

Apologies for absence were received from Cllrs. Mrs. Bayley, Grint, McGarvey and Walshe.

Cllrs. Mrs. Davison and Ramsay were also present.

79. Declarations of interest.

No new declarations of interest were made.

With the agreement of the Committee, the Chairman reordered the agenda items.

80. Statement of Accounts 2011/12 - Outcome of External Audit

Members were presented a report that set out the external audit findings of the 2011/12 accounts. The changes made following and since the meeting of the Finance Advisory Group in July 2012 and the commentary on the Auditor's report including the main changes highlighted in the Annual Governance Report were noted.

Andy Mack, District Auditor, presented the Annual Governance Report, accompanied by Richard Smith (Audit Manager) and Lauren Massoud (Team Manager) attended for the last time as representatives of the Audit Commission. The District Auditor explained that as of 1 November 2012 they would transfer under TUPE to the Council's new external Auditors, Grant Thornton, combining their public sector expertise with private sector efficiencies. With regards to the Financial Statements the District Auditor reported that there were some highlighted amendments but none of them had any material impact. Historically the Council had performed well with regards to Value for Money and continued to demonstrate strong medium term and robust long term financial planning in a difficult external environment and were well placed to meet the challenges ahead. It was a particular credit to the finance team when they had also recently lost a senior position to another authority.

Members considered the report in detail and asked questions of Officers.

Action 1: A note be added to the Statement of Accounts with respect to the Landsbanki investment impairment, and a factual amendment be made with regard to the number of Sevenoaks District Council Members listed as members of the Sevenoaks Town Council and trustees of the Sevenoaks Community Arts Centre Limited.

Members thanked the Officers for their dedication and hard work in completing the accounts.

Resolved: That subject to the amendments above, the Statement of Accounts 2011/12 be approved.

Cllr. Cook abstained from voting as she had not had time to read the papers in detail as she had been away and only received the papers that day.

81. Minutes

Resolved: That the Minutes of the meeting of the Performance and Governance Committee held on 19 June 2012, be approved and signed by the Chairman as a correct record subject to Cllr. Cook's apologies being noted.

82. Asset Management Plan - Annual Report

The Property Services Manager presented the report which detailed the progress made against the Asset Management Plan, reported on the performance of the Council's properties and identified further improvements to be undertaken in the forthcoming year.

A Member reported that Parish Council's were having difficulty understanding why transfer of deeds took so long.

Action 2: Officers to investigate what affects timescales for the transfer of deeds and report back.

Resolved: That the report be noted.

83. Argyle Road Offices, Accommodation for Outside Organisations

Members considered the report of the Property Services Manager.

Resolved: That it be RECOMMENDED to Cabinet that capital reserves are used to provide office accommodation for Moat Housing and Kent County Council on the terms and conditions detailed in the report and to such other conditions as the Council's legal advisors consider necessary to protect the Council's interests.

84. Formal Response or Consultation Requests from the Cabinet and/or Select Committees following matters referred by the Committee:

- (a) Performance Monitoring: LPI HR 003 – Number of working days lost through long term sickness absence per FTE (>20cumulative days) (Response from Services Select Committee - 19 June 2012, referred on 13 March 2012)

The Director of Corporate Resources, Deputy Chief Executive, advised Members that figures had improved and were being reported back as part of the 'Actions from the Previous meeting' report to Services Select Committee the following week.

A Member queried whether the strategies in place would work in addressing issues of acute illness. The Director of Corporate Resources, Deputy Chief Executive, explained that many of the strategies were to prevent work related stress. Members highlighted some issues they would raise at the next meeting of Services Select Committee.

The report was noted.

85. To receive the minutes of the Finance Advisory Group for information

Members noted the Minutes of the meetings of the Finance Advisory Group held on 13 June 2012 and 25 July 2012.

86. Actions from the last meeting of the Committee (attached)

The completed actions were noted.

87. Future Business, the Work Plan 2012/13 (attached) and the Forward Plan

The Work Plan was noted.

88. Performance Monitoring

The Policy and Performance Manager's report provided the Committee with a summary of Council performance and detailed all 'Red' performance indicators for the period to the end of July 2012. It was noted that there were 13 'Red' performance indicators and not 14 as stated in the report.

A Member requested further details on what the District Council and Kent County Council were responsible for, and why some items may be left behind. A report on fly tipping had been considered at the meeting of the Environment Select Committee.

The Cabinet Member for Planning and Improvement addressed the Committee in response to a question concerning whether anything had been done to improve documentation and decision recording with regards to planning appeals. She advised that action had been taken but that the indicators before the Committee were appeals against decisions taken before these had been put in place.

A Member advised that he had requested from the Group Manager – Planning Services, a breakdown of the number of appeals against planning application refusals where Members had taken decisions contrary to Officer advice. He also asked whether this information was reported to Environment Select Committee.

Members requested more details on the number of missed green waste collections to be available at the next meeting of the Services Select Committee.

A number of Members queried the relevance of performance indicator concerning the number of domestic burglaries per 1,000 households, as it did not measure the quality of the work carried out by the District Council. The Director of Corporate Resources, Deputy Chief Executive, explained that it was an indicator of the performance of the Community Safety Partnership of which the Council was a member. It was noted that Cabinet set the performance indicators.

Resolved: That

- a) the contents of the report be noted; and
- b) LPI CD 007 number of domestic burglaries per 1,000 households, be referred to the Social Affairs Select Committee to consider whether a more appropriate target could be identified.

89. Financial Prospects and Budget Strategy 2012/14 and Beyond

The Director of Corporate Resources, Deputy Chief Executive, gave a presentation to help provide a context and understanding. The report before Members set out the major financial pressures the Council was likely to face over the next four years, together with a proposed strategy for setting a balanced and sustainable budget for 2013/14 and beyond. The report also provided the proposed timetable for the budget setting process. Members noted that a further review would be carried out once the government grant settlement had been finalised and Officers would report back to Cabinet with a revised 10-year budget, highlighting any significant variations.

One of the pressures mentioned was the assumptions of future pay awards bearing in mind the fact that there has been no national pay awards for the past three years. A Member asked what proportion of staff had received an incremental pay rise in the last year.

Action 3: That the Group Manager – Financial Services provide details of the proportion of staff who received an incremental pay rise last year.

In response to questions the Director of Corporate Resources, Deputy Chief Executive, pointed out that the setting of Council Tax was a Member decision and the rise was an assumption so if it remained frozen savings would need to be found. He also noted the DCLG promise of additional funding for neighbourhood plans had not been factored in.

A Member reported that with regards to Universal Credit, Lord Freud had said that the cost of the changes needed to implement Universal Credit was to be considered a new burden and therefore possibly attract funding.

Action 4: That the Director of Corporate Resources, Deputy Chief Executive work with the Portfolio Holder for Finance and Value for Money to consider a contingency plan if the Council's council tax did not increase in line with the assumption in the 10-year budget.

Officers were thanked for a clear report.

Resolved: That the report be noted.

90. Annual Review of the Committee's Terms of Reference

The report updated the Committee's Terms of Reference in order to reflect organisational changes and changes in statutory or regulatory requirements.

Performance and Governance - 18 September 2012

Resolved: That the revisions be approved and it be RECOMMENDED to Council that the revised terms of reference be adopted.

91. Internal Audit Progress Report - Quarter 1

The report summarised the progress of the team in delivering the Annual Internal Audit Plan 2012/13 and the audits issued during the year to date.

Resolved: That the content of the report and the progress made by the audit team in delivering the 2012/13 Annual Internal Audit Plan, be noted.

92. Budget Monitoring July 2012

Members considered the budget monitoring figures to date and noted the favourable year end forecast.

In looking at the investment strategy a Member queried whether local authorities could go bankrupt. It was generally considered that the Government would not let this happen, but a definitive answer would need investigation.

Resolved: That the report be noted.

93. Annual Treasury Management Report 2011-12

The report provided the customary review of investment activity during 2011/12 as required by the Council's Financial Procedure Rules. It outlined the strategy adopted during the year, showed the position of the investment portfolio at the beginning and the end of the year and gave details of how the fund performed in comparison with previous years and against various benchmarks.

Resolved: That the Annual Treasury Management Report for 2011/12 be commended to Cabinet.

THE MEETING WAS CONCLUDED AT 9.20 PM

CHAIRMAN

ASSET MANAGEMENT PLAN- ANNUAL REPORT

Performance & Governance Committee – 18 September 2012

Report of the: Deputy Chief Executive & Director of Corporate Resources

Status: For consideration

Executive Summary: This report details the progress made against the Asset Management Plan, reports the performance of the Council's properties and identifies further improvements to be undertaken in the forthcoming year.

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Ramsay

Head of Service Head of Legal and Democratic Services – Mrs Christine Nuttall

Recommendation: That Members note the contents of this report.

Property Ownership

1. The Council's property can be identified as four groups according to use and impact on the Council's services as follows:

CATEGORY (defined by the CIPFA)	No. OF UNITS	AREA (m²)	ASSET VALUE (£)
Depots, Offices & Public Conveniences (property employed to deliver/support services)	34	20,939	8,814,711
Community Buildings (property held for the benefit of the community)	30	1,570	4,334,807
Other Properties (property held for income generation)	27	12,210	1,850,705
Surplus Properties (property no longer required by the council)	5	239	1,671,770
TOTALS	96	34,958	16,671,993

Property Review

2. Since the last report to Members (27 September 2011) the transfer of the following property has been completed:
 - Chancel Close, West Kingsdown (amenity land to parish) (£nil)
 - Forge Way, Shoreham (amenity land to parish) (£nil)
 - Larkwell Lane, Hartley (Site of scout hut to scouts) (£8,000)
 - Vernon Close, West Kingsdown (amenity land to parish (£nil)
3. Completion of the following sales and transfers is expected in the near future
 - Small Grains, Fawkham (amenity land to parish)
 - Beldam Haw, Halstead (amenity land to parish)
 - Wellfield, Hartley (allotment land to parish council)
 - Chalk Pit, Otford (scout hut site to local scout group)
 - Public Toilets, Fullers Hill, Westerham (to parish)
 - Public Toilets, Lower St Johns Hill, Sevenoaks (to town)
 - Public Toilets, Ide Hill (to parish)
 - Public Toilets, Kemsing (to parish)
 - Public Toilets, Leigh (to school/KCC) (£11,500)
 - Public Toilets, Swanley (to town) (£17,500)
4. The one remaining tenant of the Cobden Road Centre has now relocated to shared accommodation and a report on the future of the Cobden Road Centre will be presented to the Committee at its November meeting
5. The remaining tenant of Meeting Point, 27-37 High Street, Swanley is considering purchasing the freehold of the premises from the District Council and the outcome of these discussions will be reported separately to Members.
6. The tenant of the Council's only remaining residential property has submitted a Right to Buy application and Members will be informed of the outcome of this matter.
7. A £1.3m government grant funded refurbishment and extension of the accommodation at the Hever Road Travellers site has been completed

although the final completion date was delayed following the discovery of World War 2 ordnance on the site

8. There have been no significant rent reviews due in respect of Council property since the last report to Members although the renewal of existing leases have been agreed in respect of the Outdoor Bowls Club, Sevenoaks, The Lodge, Lullingstone Park Golf Course and Filston Lane car park, Shoreham
9. The Council has provide accommodation within the Council Offices for Kent Police Community Support Unit and the Police Public Office. Twelve desk spaces on the second floor have been leased to Moat Housing and a Police operational office is being constructed within the car park at the Council's expense 9the accommodation will subsequently be leased to the Police. Moat Housing would like to increase their accommodation and Kent Social Services have expressed interest in leasing desk space within the building. These matters form the basis of a detailed report to be considered at this meeting.
10. The Council is currently in discussion with developers in respect of a proposed town centre retail and residential development of the 66 London Road, Sevenoaks (including the Council owned London Road and Pembroke Road car parks). The developers have submitted a planning application and the matter will be reported to Members at a later date although in transactions of this type time may become of the essence especially in the current economic climate and given the standing/desirability of the proposed tenant (Marks & Spencer) it may not be possible to adhere to the usual reporting routes and constraints of the committee timetable.

Property Condition & Condition Surveys

11. The Council's property holdings are categorised in accordance with the CIPFA Property Category Definitions as listed below:

Condition categories A – D

- A** – Good, performing as intended and operating efficiently (10.6% of the Council's properties are in this category)
 - B** – Satisfactory, performing as intended but showing minor deterioration (77.1% of the Council's properties are in this category)
 - C** – Poor, showing major defects and/or not operating as intended (12.3% of the Council's properties are in this category)
 - D** – Bad, life expired and/or serious risk of imminent failure (0% of the Council's properties are in this category)
12. The property element of the Council's asset maintenance budget has been reviewed as part of the budget process and the current year £255,800

shows a £62,200 reduction from the 2011/12 budget and a £158,000 overall reduction from the 2010/11 budget.

13. An access audit and priority plan put in place. 81% of Council buildings publicly accessible areas are considered accessible.
14. The Council continues to be retained by Sevenoaks Town Council to manage the maintenance of the Stag Community Arts Centre and Stag Theatre and is retained by Tandridge District Council to manage the maintenance of their leisure buildings generating a combined income of some £27,000 p.a.

Performance Indicators

15. National Property Performance Indicators and are benchmarked against all English and Welsh Councils who are part of the Institute of Public Finance Asset Management Forum. The collection of data by the Institute for 2011/12 has only recently been made. At the last review only some 50 authorities provided comprehensive data and the validity of such a small percentage sample must be in question.
16. Energy and water use across the corporate properties continues to be monitored and the consumption figures are shown below.

2010/11 Electricity 858,013 kwh: Gas 785,270 kwh

2011/12 Electricity 818,153 kwh: Gas 625,081 kwh

17. Water use is shown below

2010/11 3,467³

2011/12 3,538m³

Condition & Suitability Surveys

18. Appropriate surveys are undertaken with the various service providers as part of the asset maintenance budget review and monitoring process.

Corporate Objectives

Green & Healthy Environment

19. The Council purchases energy through a buying consortium, replaces plant with energy efficient alternatives and has developed a Carbon Management Action Plan. Further energy savings initiatives are investigated as part of any plant replacement/renewal programme.

Dynamic & Sustainable Economy

20. The Council works with social housing providers to, wherever possible, provide land to enable all ranges of social housing to be constructed especially in rural areas.

Effective Management of Council Resources

21. The Council continuously reviews its property holdings with a view to reducing the amount of surplus property and promotes the transfer of local amenity land to the local town and parish councils if it is considered that that would provide a more effective local management.

The Asset Management Action/Improvement Plan

22. Appendix attached to this report.

Asset Management Plan (AMP)

23. The AMP held by the District Council is a substantial document drawing information from a number of sources. Members wishing to view the complete plan should contact the Professional Services Manager on Ext. 7209.
24. Following the Audit Commission identifying Sevenoaks District Council as a case study for Good Practice in Strategic Asset Management in 2009, the Department of Communities and Local Government Best Practice Compendium identifies Sevenoaks as an example of good asset rationalisation practices.

Key Implications

Financial

25. The implementation of the Asset Management Plan is undertaken within existing staff resources and asset maintenance is funded from a previously agreed annual budget.

Legal, Human Rights etc.

26. No legal or human rights issues have been identified.

Value For Money & Asset Management

27. The proposals contained in this report will enable the District Council to satisfy the requirements of the Comprehensive Performance Assessment and will aid the achievement of Value for Money in asset management and capital investment.

Community Impact & Outcomes

28. No issues have been identified.

Resource (non-financial)

29. No issues have been identified.

Equality Impacts

30. No issues have been identified.

Sustainability Checklist

31. No issues have been identified.

Risk Assessment Statement

32. The information and procedures outlined in this asset management plan will enable the Council to assess and compare the performance of its assets and if the Asset Management Plan is not regularly updated and reported the Council will not be able to provide the required information to the appropriate government departments nor make valued judgements in respect of future asset use.

Sources of Information: Asset Management Plan, Master Copy

Contact Officer(s): Jim Latheron extn 7209

Dr Pav Ramewal
Corporate Resources Director

ASSET MANAGEMENT BEST VALUE IMPROVEMENT/ACTION PLAN (September 2012)

Ref No.	Proposed Action	Identified Improvements	Officer	Financial Implications	Priority	Timetable	Progress
R2/08	Develop assets to meet operational, service and community needs	To support the Council's strategies and policies	Jim Latheron	Staff time	Med	Ongoing	Continuing in support of future asset management planning
R3/08	Review all significant assets to ensure that they are fit for purpose, meets current needs and provide value for money	To rationalise under-performing or surplus assets and consider appropriate alternative forms of management	Jim Latheron	Staff time	Med	Ongoing	Continuing in support of future asset management planning
R4/08	Significant investment decisions are evaluated using option appraisal and whole life costings	Improve value for money, deliver better outcomes for the community and mitigate adverse impacts on the environment.	Jim Latheron	Staff time	High	Ongoing	Continuing in support of future asset management planning
R6/08	To review the ownership of The Cobden Road Centre, Sevenoaks, 12 Knole Way, Sevenoaks and the Land to the rear of 7-13 Oakhill Road, Sevenoaks	To maximise the use/value of the Council's property assets	Jim Latheron	Professional fees to be identified and reported to Members	Med	December 2012 annual	Cobden Road Centre has now been vacated and will be the subject of a report to the Committee at a later date. The tenant of 12 Knole Way is considering an application to purchase the property. Rear of 7-13 Oakhill Road is being held in abeyance pending a decision by the adjoining owner regarding their land.
R7/10	To review the water usage by the main operational buildings to ensure judicious use of natural resources	Reduced mains water consumption	Jim Latheron	Staff time	High	Ongoing	Current and past usage is detailed in the report, monitoring of water use will continue and water saving methods considered.

R8/1	To review the Council's rural land holdings	To rationalise under-performing or surplus assets and consider appropriate alternative forms of management/ownership	Jim Latheron	Staff time plus unidentified specialist advisor fees	Med	August 2014	Timber den Farm review is to be considered in 2014 as currently the return on any capital should it be sold is below the income from farm rents and grants (the current grant scheme ends in 2014)
R9/10	To review the ownership of Meeting Point, 27-37 High Street, Swanley	To maximise the use/value of the Council's property assets	Jim Latheron	Professional fees to be identified and reported to Members	Med	December 2012	The tenants are considering purchase of the freehold, an offer is awaited following which the matter will be reported to Members