







14 March 2024 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks
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Cabinet

Supplementary Agenda

	Pages	Contact
7. Food Safety Plan 2023 - 24 minute reference marked to follow 	Replacement Page 27	Glenys Shorrick Tel: 01732 227000
8. Communications Strategy 2024-25 minute reference marked to follow	Replacement Page 61	Daniel Whitmarsh Tel: 01732 227414
9. Climate Change Strategy 2024 minute reference marked to follow 	Replacement Page 79	Emma Henshall Tel: 01732227358
10. Community Grants 2024/25 minute reference marked to follow 	Replacement Page 97	Kathryn Bone Tel: 01732 227176
11. PSPO Consultation Results: London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road minute reference marked to follow & map 	Replacement Page 125	Kelly Webb Tel: 01732227474
12. Sevenoaks District Community Safety Partnership 2024-25 Strategy& Action Plan minute reference marked to follow 	Replacement Page 171	Kelly Webb Tel: 01732227474
13. Leisure Operator Options Report minute reference marked to follow 	Replacement Page 171	Sarah Robson Tel: 01732227129

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk

Item 07 – Food Safety Plan 2023/24

The attached report was considered by the Cleaner & Greener Advisory Committee on 22 February 2024. The relevant Minute extract is below.

Cleaner & Greener Advisory Committee (22 February 2024, Minute 45)

The Portfolio Holder introduced the report, which set out the Council's Food Safety Service Plan, in line with Food Standards Agency requirements. The plan targeted resources towards frontline services and high risk food activities. Its objective was to ensure public confidence that food was prepared and sold in safe and hygienic conditions.

The Food & Safety Team Leader outlined the report. All high risk establishments had received inspections within their deadline, and all non-compliant establishments had received revisits to check compliance. The team had a part time food officer vacancy, and had thus occasionally utilised a contractor to ensure the performance target for inspecting medium-risk premises was met. Service delivery was balanced between education, encouragement, and enforcement. The officer outlined efficiencies that had been made within the team, including the introduction of new technologies, and increasing the skills of administrative support.

In response to questions, the officer explained that all food services within the district were required to register. The council were responsible for inspecting and rating mobile food businesses that traded within the district, even if they were based outside of the district when not trading.

Resolved: That it be recommended to Cabinet, that it be recommended to Council to note the contents of the 'SDC Food Safety Plan 2023/24' and support the adoption of this document

Item 08 – Communication Strategy 2024-25

The attached report was considered by the Improvement & Innovation Advisory Committee on 29 February 2024. The relevant Minute extract is below.

Improvement & Innovation Advisory Committee (29 February 2024, Minute 35)

The Communications and Consultation Manager presented the report, which set out the Communications Strategy 2024-27. He gave a [presentation](#) to the committee, which outlined the six priorities within the Strategy. He provided three examples of the Council's campaign work.

In response to questions, the officer outlined the communication activities surrounding the changes to black sack provision and a planned second tranche of communications before the recycling sack for life scheme was implemented. The most recent residents' surveys was discussed. The officer confirmed the survey was carried out in line with the Local Government Association's LG Inform methodology, and the 300 respondents were broadly representative of the District population as a whole.

Members discussed the Council's social media following, and how it compared with other councils. The Chairman noted that it compared favourably to those in Kent with similar populations. Members heard the Communications Team consisted of two officers. Members further discussed the Communications activities surrounding the Local Plan.

Members suggested that another priority be included in the Strategy, reflecting the Council's commitment to openness, honesty, and transparency in their communications. They further suggested that the phrase "unlike other councils" be removed from Appendix 1 of the Strategy.

Resolved: that

a) The following comments be considered by Cabinet:

- That another priority, encompassing the Council's commitment to openness, honesty, and transparency, be included
- That the phrase "unlike other councils" be removed from Appendix 1 of the Strategy

b) That it be recommended to Cabinet that the Communications Strategy 2024-27 be approved.

Item 09 – Climate Change Strategy

The attached report was considered by the Cleaner & Greener Advisory Committee on 22 February 2024. The relevant Minute extract is below.

Cleaner & Greener Advisory Committee (22 February 2024, Minute 45)

The Portfolio Holder introduced the report, which set out the Council's proposed Climate Change Strategy, which would provide a framework for actions relating to reducing carbon emissions and adapting to the effects of climate change. The strategy represented a change of emphasis to prioritise the Council's leadership role, as the majority of emissions within the district could be influenced but not controlled by the council.

The Principal Infrastructure Delivery Officer outlined the report. The council's aspiration to reach Net Zero by 2030 was no longer realistic, due to a number of factors and restraints, including cost and a lack of infrastructure. Work would continue to reduce council emissions where practicable. The council was responsible for less than 0.5% of the district's emissions, and was limited in its ability to influence the two main sources of emissions of transport (60%) and domestic use of gas and electricity (26%) across the district. The strategy thus prioritised community leadership and engagement, and sought to work with residents, businesses, partners, visitors, and community groups to raise climate awareness and combat climate change. The officer outlined the six climate change priorities within the strategy. A new action plan would be developed for the strategy, which would identify projects across the council to deliver the strategy's aims.

In response to questions, the Policy Officer explained that the main sources of the council emissions were from fuel use in large vehicles, and gas use for heating at its two leisure centres and offices. A carbon reduction plan had been commissioned, focusing on heat reduction plans for council assets. This plan set out three scenarios, for conducting business as usual, mid-level intervention, and high level intervention. The mid-level intervention would require an investment of around £3.24 million, including costs for offsetting emissions that could not be reduced. The high-scale action scenario, which would bring the council closest to its goal of Net Zero by 2030, would require heat pumps and solar photovoltaic panels at all assets, and the total conversion of the council's fleet to electric vehicles, and was calculated to cost around £7million. The Commercial & Property Team would continue to work on these issues, but it was not possible to achieve this by 2030.

In response to further questions, the Principal Infrastructure Delivery Officer explained that the strategy's focus was on the district-wide emissions that the council could readily influence. The action plan would set out the specific projects through which this could be done. These actions would be supported across the council's range of service areas, such as the integration of Walking, Wheeling, and Cycling routes with planning applications. It was explained that

the council would continue to address the issue of climate change, and that a change in timeframe would not impact the work being undertaken. A number of projects were reliant on external funding, and a set deadline would not impact how these schemes were delivered.

Members discussed the aims and key measures of success within the strategy. The officer explained that the strategy was a high-level document, which would reinforce the council's commitment to tackling climate change and set a clear direction of the council's plans. The associated action plan would set out in further detail the key performance indicators and work necessary to achieve these aims.

Members discussed the mechanisms for including member feedback into the development of the action plan, including the possibility of the formation of a working group.

Members discussed specific elements of the strategy. They raised the possibility of including elements of a circular economy within the strategy, in relation to waste and businesses. They were advised that the council were working with Kent County Council on this issue, details of which would be included within the action plan. Members also suggested including specific reference to reducing the use of single-use plastics under the "Resources, consumption and waste" priority. It was further suggested that a stronger first line should be incorporated to the strategy.

Resolved: That

- a) It be recommended to Cabinet that the Climate Change Strategy be approved, subject to final design and any associated amendments; and
- b) that subject to the approval of the Climate Change Strategy, the associated Action Plan be brought to the committee within the year.

Item 10 - Community Grants 2024/25

The attached report was considered by the People & Places Advisory Committee on 5 March 2024. The relevant Minute extract is below.

People & Places Advisory Committee (5 March 2024, Minute 41)

The Community Projects and Funding Officers presented the report, which outlined the Community Grant Scheme and set out the proposed schedule of grants for 2024-25. Applications were open from September to November 2023. A detailed template form was provided to applicants, streamlining the process and setting out the information required. The funding available for the Scheme for 2024/25 was £28,848 which was a reduction from the £49,800 available for 2023/24. 40 applications, requesting £151,162 in total, had been received, which was significantly more than the 30 to 32 applications usually received. All applicants have been contacted to explore alternate funding opportunities. Applications were assessed on a number of strict criteria, including their eligibility, the scheme's priorities, value for money, need, any other Council funding due to be received, and sustainability.

In response to questions, the officers explained that unsuccessful applicants could reapply for the scheme next year. Five organisations had applied to both the Community Grants Scheme and the Better Together Fund. Members discussed some of the applications that were ineligible or could not be prioritised.

Resolved: That the report be noted.

**Item 11 – Public Spaces Protection Order (PSPO) Consultation Results:
London Road, Halstead, Orpington By-pass, Badgers Mount and the M25
Spur Road**

The attached report was considered by the People & Places Advisory Committee on 5 March 2024. The relevant Minute extract is below.

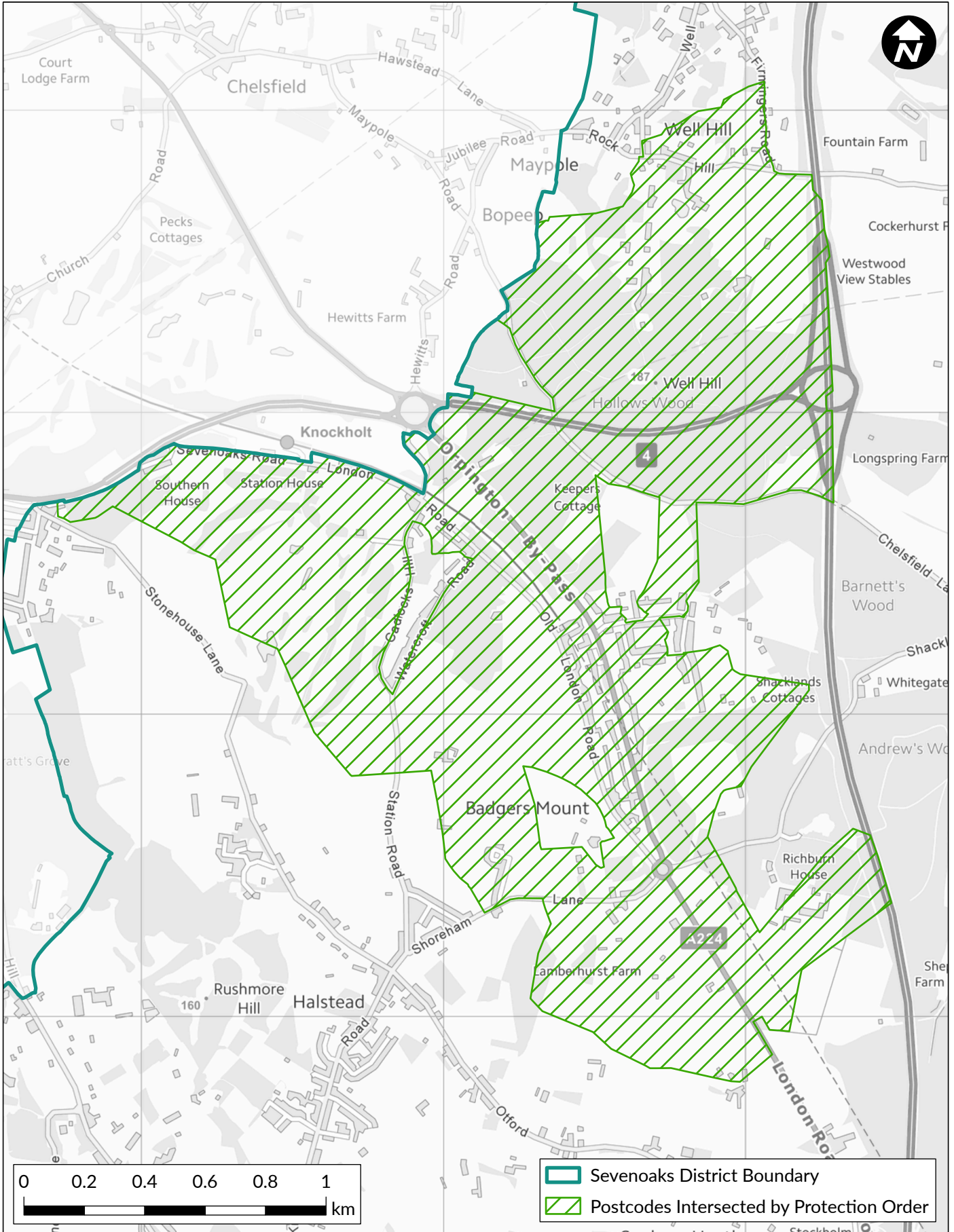
People & Places Advisory Committee (5 March 2024, Minute 40)

The Health & Communities Manager presented the report, which set out the results of the consultation regarding the Public Spaces Protection Order (PSPO) relating to London Road, Halstead. There had been 113 responses to the consultation; Members were advised that this was a sizeable turnout as the PSPO affected a small area. 111 respondents agreed with all 12 actions. 39 respondents suggested that the area the PSPO covered was too narrow, but no reports had been received in the proposed areas for its expansion. The team and the police working to prevent the issue from being displaced elsewhere. It was hoped that the PSPO would be implemented in May 2024, following approval at Cabinet.

In response to questions, Members were advised that, if implemented, the PSPO would apply at all times.

Resolved: that

- a) The contents of the report and the outcome of the public consultation be noted; and
- b) That it be recommended to Cabinet that the implementation of a Public Spaces Protection Order (PSPO) and its measures at London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road, for a period of up to 3 years, be approved.



Item 12 – Sevenoaks District Community Safety Partnership 2024/25 Strategy & Action Plan

The attached report was considered by the People & Places Advisory Committee on 5 March 2024. The relevant Minute extract is below.

People & Places Advisory Committee (5 March 2024, Minute 39)

The Health & Communities Manager presented the report, which set out the Community Safety Partnership Strategy and Action Plan for 2024-25. A strategic assessment had been undertaken in December 2023, in partnership with the voluntary sector, housing associations, the police, council officers, and other partners. The officer outlined the priorities within the Strategy, noting that a new priority relating to business crime, such as abuse to shops and staff, had been introduced. The actions for each priority were reviewed every three months. Roughly £34,000 of funding had been received from the Police and Crime Commissioner, to be spread across the priorities. £11,000 of this was reserved in a tactical fund, to be deployed where most necessary.

In response to questions, the officer explained that the community wardens service would be shared with Tunbridge Wells, for reasons of resource. The same areas would be covered under this service, but it was anticipated that response times may increase.

Resolved: That it be recommended to Cabinet that the Sevenoaks District Community Safety Partnership Strategy and Action Plan 2024-25, be approved.

Item 13 – Leisure Operator Options Report

The attached report was considered by the People & Places Advisory Committee on 5 March 2024. The relevant Minute extract is below.

People & Places Advisory Committee (5 March 2024, Minute 42)

Resolved: that under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering the Report and Appendices A and B of Agenda Item 9 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

The Chief Officer for People & Places presented the report, which set out the Council's future options regarding the management of its leisure centres in Sevenoaks and Edenbridge, and Lullingstone Park Golf Course. The current interim leisure operator contract for these facilities was due to end in May 2025. Four options were presented to the committee for consideration.

The officer set out why Option 2 was recommended to the committee. The procurement process would ensure the Council received best value for money in the contract, as it would be competitively tested in the market. Operating risk could be transferred to an external leisure operator, who have the expertise and resource to be more commercially focused. A contract service specification would be developed to ensure the facilities were managed against industry best practice.

A five-year (plus two) contract had been selected as it would encourage greater competition and response from the market, not be overly financially burdensome to operators and would allow for feasibility plans to regenerate the leisure centres to come forward.

In response to questions, the officer explained that other operators were not considered for the current interim contract, as the process had to be completed quickly - a variation of contract with the operator of White Oak Leisure Centre was the only mechanism fast enough for the Council's purposes to reopen the facilities to the public in April 2023.

Members were advised that the Council had received contributions from the Swimming Pool Support Fund towards utilities costs, and that a bid for capital investment at White Oak Leisure Centre had been made. Decarbonisation and energy efficiency of the other leisure centres was also a priority.

Resolved: That

- a) The options within the report be noted.
- b) It be recommended to Cabinet that
 - i) Option 2, to proceed with the procurement of a leisure operator contract for Edenbridge and Sevenoaks Leisure Centres and Lullingstone Park Golf Course for 5 years (with an option to extend for a further two years, subject to satisfactory performance) in accordance with the strategy set out in the report, be agreed.
 - ii) Authority be delegated to the Chief Officer, People and Places and Chief Officer, Finance and Trading and Head of Legal and Democratic Services, in consultation with the Cabinet Member for People and Places and Cabinet Member for Finance and Investments, to conduct the procurement and evaluation exercise.