



CABINET

23 June 2011 at 7.00 pm
Conference Room - Council Office

AGENDA

Membership:

Chairman: Cllr. Cllr. P Fleming

Cllrs: Cllr. Mrs P Bosley, Cllr. Mrs E Bracken, Cllr. Mrs C Clark,
Cllr Mrs J Davison, Cllr. Mrs A Hunter and Cllr. B Ramsey

1. **Minutes of the meetings of the Cabinet held on:** **(Pages 1 - 10)**
 - (a) 14 April 2011
 - (b) 24 May 2011
2. **Declarations of interest**
3. **Questions from Members**

(maximum 15 minutes)
4. **Matters referred from Council**

None
5. **Matters referred from the Performance and Governance Committee and/or Select Committees**
(Paragraph 5.20 of Part 4 (Executive) of the Constitution)
 - (a) Conservation Area Appraisals – Hartslands, Sevenoaks
(Environment Select Committee – 12 April 2011)
 - (b) Members' Task Group for Recycling – Swanley Materials
Recovery Facility (Services Select Committee – 13 April 2011)
 - (c) Policy for On-street Disabled Parking Bays (Environment Select
Committee – 7 June 2011) (draft minute to be tabled)
6. **Conservation Area Appraisals – Hartslands, Sevenoaks** **(Pages 11 - 88)**



7. **Policy for On-street Disabled Parking Bays**

(Pages 89 - 100)

Andy Bracey



8. **Community Safety Strategic Assessment and Action Plan**

(Pages 101 - 126)

Lesley Bowles



9. **Provisional Out-turn 2010/11 and Carry Forward Requests**

(Pages 127 - 182)

Tricia Marshall

10. **Members Affairs Group – Future Role and Remit**

Alan Twyman

To follow



Indicates a Key Decision



Indicates a matter to be referred to Council

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

Cabinet - 14 April 2011

CABINET

Minutes of a meeting of the Cabinet held on
14 April 2011 commencing at 7:00 p.m.

Present: Cllr. Fleming (Chairman)

Cllrs. Mrs. Bosley, Mrs. Clark, Mrs. Davison, Mrs. Hunter, and Ramsay.

Apologies: Cllr Mrs Bracken and Cllr Williamson..

Councillors Bosley and Walshe were also present.

113. MINUTES OF PREVIOUS MEETING

Councillor Fleming provided clarification on the last paragraph of minute 110 on the work undertaken by the Members' Affairs Group (MAG) on the Review of Democratic Decision Making Processes. He confirmed that the MAG had completed its work on this review for the moment but Cabinet may ask for further work after the elections in line with any proposals coming from Cabinet, he understood that the Cabinet would need to provide clear instructions on how this should be progressed.. The Cabinet noted that the MAG had completed its review of the Members Induction and Survival Guide and suggested a number of improvements. The Guide should however make clear that the Cabinet was appointed by the Leader of the Council rather than by the Council itself as suggested in the minutes of the MAG meeting on 7 April.

Resolved: That the minutes of the meeting of the Cabinet held on 17 March 2011 be approved and signed by the Chairman as a correct record.

114. DECLARATIONS OF INTEREST

There were no declarations of interests.

115. QUESTIONS FROM MEMBERS

There were no questions from Members.

116. MATTERS REFERRED FROM COUNCIL

There were no matters referred from the Council.

117. MATTERS REFERRED FROM THE PERFORMANCE AND GOVERNANCE COMMITTEE AND/OR SELECT COMMITTEES

The Leader of the Council welcomed Councillor Walshe, Chairman of the Environment Select Committee, to the meeting and noted that the following items which were also on the Cabinet agenda had been subject to lengthy debate by the Committee on 12 April.

- (a) *Update to the Local Development Scheme - (Environment Select Committee - 12 April 2011)*

This was considered under minute item 118 below.

- (b) *LDF Allocations and Development Management Development Planning Document – Draft Policies for Consultation - (Environment Select Committee – 12 April 2011)*

This was considered under minute 119 below.

- (c) *LDF Affordable Housing and Developer Contributions Supplementary Planning Document – Draft Policies for Consultation – (Environment Select Committee – 12 April 2011)*

This was considered under minute 120 below.

118. UPDATE TO THE LOCAL DEVELOPMENT SCHEME

The Portfolio Holder for Continuous Improvement and Strategic Planning, introduced proposed revisions to the Local Development Scheme (LDS) for submission to the Secretary of State. The LDS set out the Council's proposals and timetable for the production of Local Development Documents. The current LDS had been approved in 2008 and was in need of revision. Updating the LDS was dependent upon the adoption of the Core Strategy and now that this had been adopted it was proposed to issue a revised LDS. An informal updated draft had been produced for the Core Strategy examination and had been considered by the LDF Advisory Group in August 2010.

The main changes were that the base date had been updated to April 2011 and the future timetable now took account of the actual date of the adoption of the Core Strategy. The timetable for other documents that were dependent upon the Core Strategy had also been amended. The Allocations Development Planning Document, which had already been subject to consultation, would be combined with the Development Management Development Planning Document to form a single document. The Development Management DPD would contain detailed development control policies which would replace the remaining Saved Local Plan policies. Combining these two documents would enable the DPD programme to be completed more quickly and enable a substantial saving to be made. The programme for Supplementary Planning Documents had also been revised to take account of proposals in the Core Strategy. It was noted that the main change to the LDS since the informal draft prepared for the Core Strategy examination was the addition of a Community Infrastructure Levy (CIL) Charging Schedule which would be subject to independent examination and would need to be produced in 2012/13 to enable approval in advance of 2014 when existing provisions would come to an end.

Cabinet noted that the Environment Select Committee had supported the proposed revisions to the LDS.

Resolved: That the revisions to the Local Development Scheme outlined in the report be agreed for submission to the Secretary of State.

119. LDF ALLOCATIONS AND DEVELOPMENT MANAGEMENT PLANNING DOCUMENT – DRAFT POLICIES FOR CONSULTATION

The Portfolio Holder for Continuous Improvement and Strategic Planning informed the Cabinet that the second development plan document prepared as part of the LDF

Cabinet - 14 April 2011

following adoption of the Core Strategy was the Allocations and Development Management Development Planning Document. This document identified sites to achieve the aims of the Core Strategy and contained a series of generic policies against which planning applications would be determined. These policies would replace the remaining “saved” Local Plan policies. Combining site allocations and development management policies into one DPD would reduce the number of separate DPD’s and enable the DPD programme to be completed at an earlier date. Consultation had already taken place on site allocations and the document contained proposals for consultation on the development management aspect of the DPD. The document had been considered by both the Local Development Framework Advisory Group and the Environment Select Committee and a schedule containing their suggested amendments was tabled for the Cabinet to consider.

The Planning Policy Manager informed Cabinet that the document contained a set of initial draft development management policies for consultation with key stakeholders and residents and asked key questions to extract areas of interest that would help develop the policies. He reminded Members that the existing policies would remain in place until the new policies were formally adopted and that the new policies should be read alongside national planning policies, as it was not possible to duplicate the content of the national policies, and that they also had to be consistent with the Core Strategy. The consultation document also provided a further opportunity for land owners to promote land for housing, Gypsy and Travellers provision and protected open space for future consideration where consistent with Core Strategy objectives. It was proposed that the consultation would begin in late May 2011 and last for ten weeks. At the end of that period the two elements of the DPD would be brought together into a single document and there would be a further opportunity for representations to be made on the combined document prior to submission of the document to the Secretary of State in Summer 2012. It was then envisaged that an examination in public would take place in Autumn 2012 with the Inspector’s report being issued late in 2012/early 2013 with final adoption of the document in Spring 2013.

Councillor Walshe explained that the Environment Select Committee had considered the document in great detail and had made only minor suggestions, which reflected the quality of the document and the work behind it. The only aspect which had caused concern were the aspects relating to Gypsy and Traveller provision. Cabinet noted that the DCLG had just issued a new consultation document on this subject and that careful consideration should be given to the implications of the proposals and how the Council should respond before the July deadline. It was felt that those Councils that had tried to address the need for provision would not receive a fair outcome and that it might be necessary to undertake a further gypsy site needs assessment using a more relevant set of consultation questions.

The Leader of the Council asked what the position would be with those existing “saved” policies which were not proposed to be replaced and which fell outside of the national planning policies and the Core Strategy. The Planning Policy Manager explained that careful consideration had been given to the “saved” policies and whether they needed to be replaced by new policies and in certain cases where it was felt that they were no longer needed they would simply fall by the wayside. He pointed out that this would be consistent with the Government’s wish to simplify planning policy but that the consultation process would allow for further changes to be made if there was demand. The Leader commented that a number of the existing saved policies had never been applied in considering planning applications and felt

that Members had become wedded to applying narrow policy considerations with which they had become familiar. He hoped that Members and Officers might look to use the wider policies more fully once these had been adopted.

Councillor Bosley questioned whether the proposed new policy LT4, which would replace policies WK2 and WK6, would provide the same level of noise protection around Brands Hatch. The Planning Policy Manager advised that the supporting text for the policy did cover this and that policy SC3 (Amenity Protection) would also apply and that the consultation might indicate whether any additional protection was necessary.

The Cabinet considered the proposed amendments suggested by the LDF Advisory Group and the Environment Select Committee and was happy for these to be incorporated.

Resolved: That

(a) the Allocations and Development Management DPD Draft Policies for Consultation be agreed and published for consultation;

(b) the Portfolio Holder for Continuous Improvement and Strategic Planning be authorised to agree minor presentational changes and detailed arrangements prior to publication to assist the clarity of the document; and

(c) copies be made available for sale at a price to be agreed by the Portfolio Holder for Continuous Improvement and Strategic Planning .

120. LDF AFFORDABLE HOUSING AND DEVELOPER CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENTS – DRAFT POLICIES FOR CONSULTATION

The Cabinet was asked to consider the Affordable Housing and Developer Contributions Supplementary Planning Documents (SPD's) which provided further details on how the Council would apply Core Strategy policies SP3 (Affordable Housing) and SP9 (Infrastructure Provision). This included guidance on what types of housing would be required to make a contribution, on the calculation of the number of units for different sized schemes and how provision should be made within developments, information on procedures to be applied in considering applications relating to the provision of affordable housing and the approach that the Council would take in applying planning obligations for infrastructure and services. Once adopted the SPD's would be material considerations in the determination of planning applications and would help to support the Council's case for requiring developers to provide contributions towards the infrastructure required to support development and affordable housing. It was proposed that both documents should be subject to an eight week consultation spanning May, June and July which would be carried out in parallel with the consultation on the Allocations and Development Management Policies Development Planning Document. The documents would be revised to take account of the results of the consultation and brought back to Members for formal adoption as Supplementary Planning Documents.

The Portfolio Holder for Continuous Improvement and Strategic Planning drew attention to the fact that the methodology for calculating the developer financial contribution for providing 10% Affordable Housing on site had now been included in the main document and would strengthen the Council's hand in dealing with

developers.

The Leader of the Council asked why the new requirement for affordable housing had been introduced on a specific date whereas in the previous item it was proposed that the existing “saved” local policies would continue to be applied until the new policies were implemented. The Planning Policy Manger explained that the new affordable housing policy had been included in the Core Strategy which had already been subject to extensive public consultation whereas the new policies in the previous item were being consulted upon for the first time.

Councillor Walshe explained that the Environment Select Committee’s main concern had been to ensure that developer’s were not able to sub-divide sites in an effort to circumvent the requirements but had been assured that measures were in place to prevent that.

In terms of the Developer Contributions SPD it was noted that much of the contributions were used to fund KCC or NHS services but that the document sought to provide clarity on contributions to open space and play areas and the Swanley Community Fund. The Cabinet particularly welcomed the ring fencing of funds for Swanley and hoped that it would be possible to make a case for this to happen in other areas so that it was possible to demonstrate the link between developer contributions and the infrastructure that their contributions were designed to support. It was felt that the Council should take a robust approach to challenging KCC in the allocation of developer contributions to link the money directly with community infrastructure. The opportunities for District’s to target Homes Bonus funding and funding through the Community Infrastructure Levy, when introduced, to support local development was welcomed. The Cabinet also felt that it was possible that the Council had not obtained the maximum benefit that it could have from s106 funding and that it would be important to ensure that the use to which the developer contribution would be put is specified at the time of granting planning consent to secure this.

The Cabinet was happy to accept the suggested amendments to the documents made by the Environment Select committee.

Resolved: That

- (a) the drafts for the Affordable Housing and Developer Contributions Supplementary Planning Documents be agreed and published for consultation;
- (b) the Portfolio Holder for Continuous Improvement and Strategic Planning be authorised to agree minor presentational changes and detailed amendments prior to publication to assist the clarity of the documents; and
- (c) copies be made available for sale at a price to be agreed by the Portfolio Holder for Continuous Improvement and Strategic Planning.

THE MEETING WAS CONCLUDED AT 7.44 P.M.

Chairman

Implementation of Decisions

This notice was published on 18 April 2011. The decision in Minute Item 119 will take effect on 28 April 2011 unless called-in by the appropriate Select Committee. All other decisions take effect immediately.

CABINET

Minutes of a special meeting of the Cabinet held on
24 May 2011 commencing at 7.40 p.m.

Present: Cllr. Fleming (Chairman)

Cllrs. Mrs. Bosley, Mrs. Bracken, Mrs. Clark, Mrs. Davison and Mrs. Hunter.

Apologies for Absence: Cllr. Ramsay

1. APPOINTMENTS TO OUTSIDE BODIES

Resolved: That the appointments to Outside Bodies, as contained at Appendix A to these Minutes, be approved.

2. APPOINTMENTS TO ADVISORY GROUPS (Report 9)

Resolved: That the Membership of the Advisory Groups be as follows:

Local Development Framework Advisory Group

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

Other Members: Cllr Parry, two representatives from the Sevenoaks District Local Strategic Partnership (to be nominated at the LSP's meeting on 26 May 2011) and a Management Team representative.

Finance Advisory Group

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

THE MEETING WAS CONCLUDED AT 7.41 P.M.

Chairman

Implementation of Decisions

This notice was published on 26 May 2011. There were no key decisions. All decisions will take immediate effect.

Appendix AAPPOINTMENTS TO OTHER ORGANISATIONS 2011/12 – EXECUTIVE

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2011/12</u>
Becket Trust Housing Association	1	Annual	May 2012	P.C.R. Cooke
Council for the Protection of Rural England – Sevenoaks Branch	1	Annual	May 2012	Ms. M.J.M. Lowe
District Councils Network Assembly	1	Annual	May 2012	P. M. Fleming
Eden Valley Museum Trust - Executive Committee	1	Annual	May 2012	J. Scholey
High Weald Area of Outstanding Natural Beauty – Joint Advisory Committee	1	Annual	May 2012	Mrs. G.P.E. Davison
Kent Downs Area of Outstanding Natural Beauty Forum	1	Annual	May 2012	J. Bovington
Local Government Association (LGA) – General Assembly	1	Annual	May 2012	P.M. Fleming
<i>LGA: Rural Commission</i>	2	Annual	May 2012	Mrs. A.J. Cook Cam. Clark (non-voting)
LGA: Urban Commission	2	Annual	May 2012	P.M. Fleming Chief Executive (non-voting)
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)	1	Annual	May 2012	Mrs. A. Hunter
Sevenoaks District Arts Council	6	2 years	May 2013	L. Ball C. Brown Mrs. A.J. Cook Mrs. E. Purves

Agenda Item 1

Cabinet – 24 May 2011

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2011/12</u>
				G.M. Ryan
				J. Underwood
Sevenoaks District Sports Council	3	Annual	May 2012	L. Ball Mrs. A. George R. Walshe
Governors of Sevenoaks:				
School	1	4 years	May 2015	J. London
Almshouses	1	4 years	May 2015	J. London
South East Employers	2	Annual	May 2012	R. Hogarth I. Bosley
Upper Medway Internal Drainage Board	1	Annual	May 2012	J. Scholey

CABINET – 23 JUNE 2011

**CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN –
HARTSLANDS, SEVENOAKS**

Report of the: Director of Community & Planning

Status: For Decision

Also considered by: Environment Services Select Committee – 12 April 2011

This report supports the Key Aim of the Green and Healthy Environment theme of the Community Plan

Portfolio Holder Cllr Mrs J Davison

Head of Service Head of Development Service – Jim Kehoe

Recommendation: That the Cabinet approve the designation of the Hartslands Conservation Area and the adoption of the Hartslands Conservation Area Appraisal and Management Plan (Appendix A) as informal planning guidance and a material consideration in the determination of development proposals.

Background

1. This report seeks approval for the designation of a new Conservation Area at Hartslands, Sevenoaks and the accompanying Appraisal and Management Plan. At their meeting of 12 April 2011, the Environment Select Committee recommended to Cabinet that the Hartslands Conservation Area be designated, the Plan be adopted as informal planning guidance and a material consideration in the determination of development proposals and that additional guidance be provided to residents. The additional guidance refers to one of the Management Proposals contained in the Appraisal to prepare an information leaflet for residents on replacement doors, windows and roof materials considered to be suitable within Conservation Areas. This information will be prepared as part of a forthcoming Supplementary Planning Document taking into account the cost of products.
2. This new appraisal will assist in achieving appropriate high quality development and form part of background work which will contribute to the Local Development Framework (LDF).
3. People in the District place a high value on the quality of its landscape, historic character and open spaces according to the Sevenoaks District Sustainable Community Plan. One of the Development and Environment Priorities of the Plan for the next three years is to ensure that new development is designed to

a high quality and takes into account local character. This new Conservation Appraisal and Management Plan will help to achieve this local priority.

Introduction

4. The Planning (Listed Buildings & Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. Clear and concise appraisals of the character of conservation areas provide a sound basis for their designation and management, inform local development documents (LDDs), and provide a framework for the control of development. Management proposals can be used to inform future policy and guide all involved in the planning, development and enhancement of specific conservation areas.

Proposed Hartslands Conservation Area

5. This Conservation Area Appraisal and Management Plan (CAMP) is the first to be produced for the Hartslands area and supports the designation of the proposed Hartslands Conservation Area. It has been produced in collaboration with District Council Members, Sevenoaks Town Council and local amenity groups (the Hartslands Group; the Hollybush Residents Association and the Sevenoaks Society).
6. The evaluation of the Hartslands area has involved an assessment of historic maps and documents and comprehensive site surveys including a walkabout involving local amenity groups, Ward Councillors and the Portfolio Holder for Strategic Planning. This has informed the recommendation to designate the area as a Conservation Area and its proposed boundary. A thorough assessment of the boundary of the area has been undertaken and following public consultation the boundary illustrated in the CAMP is recommended.

Hartslands Conservation Area Appraisal and Management Plan

7. This Appraisal and Management Plan (see Appendix A) is based on best practice contained within the English Heritage guidance on Conservation Area Appraisals and Management Plans.
8. The Appraisal has been produced to capture the character and quality of the area as a whole. This compact Victorian neighbourhood has a distinctive sense of place and cohesion provided by generally straight, narrow, sloping streets, the intimate domestic scale of predominantly two storey terraced housing, narrow plots, shallow front gardens, larger community and commercial buildings and the recurring use of materials, decorative features and chimneys.
9. Whilst the proposed Hartslands Conservation Area possesses a cohesive and unified character, there are architectural and townscape variations between each street. For this reason, the Appraisal assesses the distinctive character of each street - with key features such as Buildings Contributing to Character,

important trees and views illustrated on the Character Appraisal map. Some features which detract from the character are also noted.

10. In proposing to designate the Hartslands area as a Conservation Area, the Appraisal makes it clear that the designation is as a result of a range of factors including the unique compact, Victorian neighbourhood within Sevenoaks which contrasts with the surrounding larger scale lower density development and played an important part in the historic development of the town. This unique neighbourhood within the town remains an important reminder of Sevenoaks' history and social development.
11. The management of the historic environment depends on three things: sound core principles; clear adopted policies, based on those principles; the quality of decisions and actions that stem from these policies. In terms of future development and enhancement, all development in the conservation area, or which forms part of its setting, must respect to its immediate environment and context, in terms of scale, alignment, form, materials and detailing. The Appraisal sets out a series of design guidelines aimed at ensuring appropriately designed development in the Conservation Area. In relation to replacement windows, doors and roofs, the Appraisal recommends a Good Practice Guide for replacement for doors, windows and roofing, which will be incorporated into the forthcoming Heritage Assets Supplementary Planning Document. The Appraisal also seeks the protection of views and trees, the repair of some street surfaces and the co-ordination of street furniture.

Procedure

12. There is no statutory duty to consult when preparing appraisals and management plans. Nevertheless, there has been considerable engagement in the preparation of the Hartslands CAMP including a half day briefing and walkabout with local representatives; a publicity leaflet sent to every household and business in the proposed area; a local exhibition of the draft CAMP with consultants present to explain the CAMP and answer questions and a formal four week consultation period with the document available on line, at the Council offices or library. Comments received and proposed responses are set out in Appendix B.
13. Amendments made in response to consultation have been incorporated into the Hartslands Conservation Area and Management Plan which is attached at Appendix A.
14. It should be noted that the response to consultation shows strong support from residents living in the area for the designation of the Hartslands area as a Conservation Area. Comments were received concerning the proposed boundary and some minor amendments have been made to the draft boundary. Detailed points were raised about the Character Appraisal Map and as a result several changes have been made to the map. The careful control of development, enforcement and enhancement measures were generally supported as appropriate future management measures.

Options

15. The Council has a statutory duty to both designate and review conservation areas and to produce appraisals and management plans.

Key ImplicationsFinancial

16. The production of this appraisal and management plan including local engagement has been carried out by a planning consultant and is accommodated within existing budgets.
17. The cost of printing and map production has been allowed for in existing budgets.

Legal, Human Rights

18. The council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and review conservation areas and has followed good practice in producing an appraisal and management plans for the Hartslands area.

Resource (non-financial)

19. When producing conservation area appraisals and management plans it is important that the implications are fully understood. There are implications for owners of buildings and land in conservation areas which are likely to require high quality designs, materials etc. The local planning authority will also need to give very careful scrutiny to development proposals affecting the conservation area.
20. The Appraisal sets out potential enhancements to the proposed conservation area, subject to resources. If approved, the District Council should inform Kent County Council, as Highway Authority, of the designation of the new Conservation Area and seek sympathetic improvements to street surfaces, street furniture and signing.

Sustainability

21. The LDF policies have, and will, be subject to a Sustainability Appraisal. The Management section of the CAMP contains advice on sustainable design.

Risk Assessment Statement

22. This Appraisal and Management Plan is based on best practice contained within the English Heritage guidance and has involved considerable local engagement. The document is therefore considered a sound basis for the future conservation and management of the area.

Conclusions

23. Under the statutory powers of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Council has assessed the historic and architectural character of the Hartslands area, Sevenoaks, and proposes to designate a new conservation area for the area shown on the Character Appraisal Map of the Conservation Area Appraisal and Management Plan. Following extensive local engagement, there is strong community support for the Hartslands Conservation Area. The CAMP, as amended following consultation, will help the local community, developers, local authorities and development professions engage in the conservation and enhancement of the local historic environment and secure the long term preservation of the character of this conservation area as an important heritage asset.

Sources of Information:

Sevenoaks District Local Plan Adopted March
2000 Sevenoaks District Council

Sevenoaks District Core Strategy 2011
Sevenoaks District Council

Residential Extensions Supplementary Planning
Document 2009 Sevenoaks District Council

Guidance on Conservation Area Appraisals
English Heritage 2006

Guidance on the Management of Conservation
Areas English Heritage 2006

Planning Policy Statement 5: Planning for the
Historic Environment, 2010

Highway Works in Conservation Sensitive Areas
Kent County Council 1993

Kent Design Guide, Kent Design Initiative 2005

Hartslands Design Statement, 2008

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Hartslands

Appendix A

Conservation Area Appraisal and Management Plan



PLANNING GUIDANCE – 2011



Tony Fullwood Associates
Chartered Town Planners



Hartlands

Conservation Area Appraisal and Management Plan

The historic environment is a social asset of immense value and one of the keys to the continuing prosperity of Sevenoaks District. Conservation Area Appraisals are part of the process of ensuring that we make the best use of our historic environment. They are tools for the positive management of change, not a means of preventing development. Conservation is focused on the entire historic environment, not just listed buildings. Trees, open spaces, buildings, uses and streets all contribute to the character and local distinctiveness of the District's conservation areas.

The built environment of our conservation areas has used energy and materials moulded by people both past and present. The District Council will creatively manage the fabric of these areas in a sustainable way as a legacy for future generations.

It is intended that this appraisal and management plan will inform the activities of the Council, the public and other bodies where these affect the proposed conservation area. Following public consultation, a Hartlands Conservation Area Appraisal and Management Plan will be approved by the District Council and adopted as Informal Planning Guidance.

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1.0 INTRODUCTION

The Planning (Listed Buildings and Conservation Areas) Act 1990 defines a conservation area as 'an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. This Conservation Area Appraisal and Management Plan is the first to be produced for the area and supports the designation of the proposed Hartslands Conservation Area. It has been produced in collaboration with District Council Members, Sevenoaks Town Council and local amenity groups (the Hartslands Group; the Hollybush Residents Association and the Sevenoaks Society). Local authorities are required by law to regularly review their conservation areas and produce Conservation Area Appraisals and Management Plans. These explain what is important about the area and what improvements are needed.

This Appraisal and Management Plan is based on best practice contained within the English Heritage guidance on Conservation Area Appraisals and Management Plans.

1.1 Conservation Area Boundary

The evaluation of the Hartslands area has involved an assessment of historic maps and documents and comprehensive site surveys including a walkabout involving local amenity groups and Ward and Town Councillors where groups observed and recorded the key positive and negative features which made up the character and appearance of the area. This extensive process has informed the proposed boundary of the Conservation Area.

1.2 Definition and Purpose of Conservation Areas

Conservation Areas first came into being as a result of the Civic Amenities Act of 1967 and are intended to identify any valuable visual or historic characteristics in a locality that may warrant special measures in order to protect and preserve them.

Designation as a Conservation Area empowers the local authority to pay particular attention to proposed development within, and affecting the setting of, a Conservation Area and gives greater control over such matters as demolition, landscaping and trees, and the display of advertisements.

Designation also raises the awareness of local residents and businesses to the quality of their surroundings and is intended to encourage an active interest in the care and maintenance of their properties and surrounding land, thereby fostering a sense of communal pride.

It has been recognised that designation, because of the responsibilities and obligations it places on both owners and the local authority should only be imposed on areas that are demonstrably suitable. Where the criteria have been met, the area should then benefit from the additional control and protection that designation confers, and from official recognition of the special architectural and historic character of the locality.

In proposing to designate the Hartslands area as a Conservation Area the Appraisal makes it clear that the designation is as a result of a range of factors including the unique compact, Victorian neighbourhood within Sevenoaks which contrasts with the surrounding larger scale lower density development and played an important part in the historic development of the town.

There is a strong sense of place and cohesion provided by generally straight, narrow, enclosed streets, the intimate domestic scale of predominantly two storey terraced housing; narrow plots, shallow front gardens, recurring use of materials, decorative features and chimneys. The area contains many groups of buildings which contribute to a cohesive group character together with individual notable historic buildings and consequently the character as a whole is greater than the sum of its parts.

The appraisal acknowledges that there have been losses of Victorian features and unsympathetic alterations. Nevertheless, a number of original features remain and/ or have been replaced with compatible materials and styles. The purpose of designation of a conservation area is raise awareness of the historic features and to preserve or enhance an area of special architectural or historic interest - and enhancement measures are proposed in this Conservation Area Appraisal and Management Plan (CAMP).

1.3 The Benefits of Being in a Conservation Area

The historic environment is of particular economic importance for tourism, in the wider context of Sevenoaks. In addition, maintaining the appearance of a conservation area and the character of the groups of buildings and the public areas within it will sustain or enhance the value of individual properties. Conservation can also play a key part in promoting economic prosperity by ensuring that an area offers attractive living and working conditions which encourage further investment.

The principles of conservation management planning, that managing any historic place should be based on understanding it and assessing its significance and value, are now accepted as applying to historic areas as much as to historic buildings.

1.4 Purpose of Appraisals and Management Plans

As their number grows, it has become even more important for local authorities to include a well-defined and considered policy for designated conservation areas in their development plans. Development pressures are such that any designation is likely to be subjected to detailed scrutiny and must be readily and demonstrably defensible against adverse criticism. The criteria for designation should be kept as uniform as possible and the public should be kept fully aware of the reasons for any proposed changes in their area.

The 1990 Act charges local authorities with the responsibility of undertaking a review of their conservation areas from time to time, both to consider the possibility of revising their extent, and to identify any past changes or future pressures which may affect the original reasons for their designation.

The principal purpose of this Appraisal is to provide a firm basis on which proposals for development within the proposed Hartslands Conservation Area can be assessed, through defining those key elements that contribute to the special historic and architectural character and which should be preserved or enhanced. The Appraisal will be a key document in maintaining character and promoting appropriate, sensitive proposals in the proposed Conservation Area.

The appraisal and management plan define the key elements that together give the area its character and objectively analyse how they interact to enhance their individual impact. They can then provide management suggestions for future policies and improvements based on a clear understanding of the special architectural and historic qualities that highlight the area and give it its local distinctiveness. These plans can also be used to assess the impact of planning policies and the implementation of enhancement measures.

The plan will help the District Council, development professionals (planners, architects, landscape architects, highway engineers etc) and the local community engage in the conservation and enhancement of the local historic environment and help secure the long-term viability of the Conservation Area as an important heritage asset.

1.5 The key purposes of this Plan are to:

- Define the key characteristics and features which contribute to its special character or appearance and which should be preserved or enhanced.
- Identify distinctive built form and character within the proposed conservation area.
- Record those principal elements that detract from the character or appearance of the proposed conservation area.
- Provide a basis for making sustainable, community based planning decisions about development within the proposed conservation area.
- Raise awareness of the importance and value of the local heritage.
- Identify opportunities for enhancement to be delivered through the accompanying management plan or other initiatives.
- Inform key agencies, societies and residents whose activities impact on the proposed conservation area and maximise the investment in the preservation and enhancement of the proposed conservation area to the benefit of the social and economic quality of life in the area.
- Provide guidance to preserve and enhance the buildings, structures and features.
- Identify distinctive public realm character within the proposed conservation area, provide guidance to coordinate the delivery of new and maintenance works and establish key actions to preserve and enhance the public realm.
- Protect and maintain biodiversity.
- Outline the key statutory requirements in respect of development within the proposed conservation area; provide guidance and set out actions to secure the proper and effective application of these requirements.

As an adopted CAMP, the plan would be a material consideration in the determination of development proposals.

2.0 GUIDANCE AND POLICIES

2.1 National Guidance

Government advice concerning conservation areas and historic buildings is set out in Planning Policy Statement 5, Planning for the Historic Environment.

2.2 The Development Plan

The government has introduced a new type of development plan known as the Local Development Framework (LDF). The LDF sets out the strategy, policies and proposals for the future shape of Sevenoaks. The first document to be produced is the Sevenoaks District Core Strategy. The District Council's Residential Extensions Supplementary Planning Document has also been adopted as part of the LDF and provides relevant guidance in relation to residential extensions. The District Council is also proposing to prepare a Built Environment Supplementary Planning Document.

2.3 Local Policies

The Core Strategy contains the following policy which applies to Conservation Areas.

Policy SP 1 - Design of New Development and Conservation

All new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and AONB Management Plans.

In areas where the local environment lacks positive features new development should contribute to an improvement in the quality of the environment.

New development should create safe, inclusive and attractive environments that meet the needs of users, incorporate principles of sustainable development and maintain and enhance biodiversity.

The District's heritage assets and their settings, including listed buildings, conservation areas, archaeological remains, ancient monuments, historic parks and gardens, historic buildings, landscapes and outstanding views will be protected and enhanced.

Saved Local Plan policies continue to have development plan status. The Sevenoaks District Local Plan (adopted March 2000) contains the following saved policy relating to conservation areas:

EN23 Proposals for development or redevelopment within or affecting Conservation Areas should be of positive architectural benefit by paying special attention to the desirability of preserving or enhancing the character or appearance of the area and of its setting. The design of new buildings and alterations to existing buildings should respect local character, whilst the treatment of external spaces including hard and soft landscaping, boundary walls, street furniture and signs should be compatible with and enhance the appearance of the area.

Policy EN1 ensures that contextual features such as scale, height, density, site coverage, trees and hedgerows are applied in the consideration of planning applications. It also seeks to ensure that proposed development does not result in the loss of important buildings or related spaces or create unacceptable traffic conditions on the surrounding road network.

2.4 Buildings Contributing to Character

Buildings which make a positive contribution to the character or appearance of the proposed conservation area are identified on the character appraisal plan at the end of this document. The criteria can be viewed at the end of this report.

2.5 Conservation and Enhancement

Development proposals will be judged against their overall contribution to the enhancement of the character and appearance of the area as set out in this Appraisal.

This part of Sevenoaks has a rich townscape and a special historic and architectural character which should be preserved and enhanced. This appraisal aims to ensure that this rich context is respected so that only design solutions of a high standard are introduced, allowing the area to continue to maintain and enhance its quality and status as one of the most desirable places in the south east.

There is a richness, variety, quality and history of townscape within this area that is special and a need to maintain and enhance the best of this quality is crucial. Context and quality design is vitally important in reinforcing the character of this area and this character must not be lost through undue pressure for poorly designed development or redevelopment of an unacceptable nature.

2.6 Special Controls in the Conservation Area

Designation of a Conservation Area does not mean that development cannot occur, but rather that any change should preserve or enhance the features which make up its special character.

Some minor development can be carried out without the need to obtain planning permission – generally referred to as 'Permitted Development'. These are subject to the proposal meeting very strict criteria, for example relating to size and detailed positioning. As the law relating to planning permission is complex, and the rules governing 'Permitted Development' can change from time to time, you are strongly advised to seek advice from the Council before carrying out any development by applying for a Certificate of Lawful Development in order to obtain a formal view from the Council.

The Planning Portal: Information can be found under 'household planning rules' in the 'general public section' on the planning portal website (<http://www.planningportal.gov.uk/england/genpub/en/1115311947777.html>). The visual guide to planning permission for residents will provide useful information. The District Council's Development Control officers should also be contacted for further advice.

Nevertheless, the principles contained in this Appraisal promote good practice and should be relevant whether planning permission is required or not.

Within a Conservation Area, controls are imposed which are additional to normal planning restrictions, in order to maintain the character and appearance of the area. These are outlined here for information. However other planning controls may still apply and are not altered by conservation area status.

Houses and their alteration

The size of an extension that may be built without the need to apply for planning permission is more restricted within a conservation area. Any proposals should always be discussed with the Council at an early stage. Planning permission may be required for the erection of a building or structure within the garden of the house subject to size or siting, for example, a workshop, pavilion, greenhouse and so on.

Cladding of the exterior of a residential property with stone, artificial stone, timber, plastic or tiles will require submission of a planning application. Any enlargement of a house by way of alteration or additions to the roof, e.g. a dormer window, will require a planning application to be made.

A planning application is needed for a satellite antenna where it is to be installed on a chimney; or on a building over 15m in height; or on a wall or roof slope which faces onto, and is visible from, a road.

Other commercial premises and flats

Any extension or alteration to other commercial premises or residential flats, which materially affects the external appearance of the building, will require a planning application to be made. This is particularly important within conservation areas, where even small alterations can materially affect the character and appearance of the area. For instance, such alterations can include rendering brickwork, replacement of slates with concrete tiles, and replacement windows. The advice of the relevant development control team should be sought before carrying out any changes.

Demolition

Conservation Area Consent is required for the demolition of any building within a conservation area, except the following:

- any building with a total cubic content not exceeding 115m³ or any substantial part of such building.
- any wall of fence (or substantial part) less than 1m high fronting onto the street or less than 2m high elsewhere
- any building subject to a formal order requiring demolition

Trees

6 weeks written notice must be given to the Council of intent to cut down, top, lop, uproot or destroy a tree within a Conservation Area. The Council will then advise if it wishes to raise an objection. If a response is not received from the Council within 6 weeks of the notice being given, work may go ahead. This requirement does not apply to trees which have a diameter less than 75mm (3") when measured at a height of 1.5m (4'11") above the ground and trees already covered by a Tree Preservation Order, in which case any works will require consent.

Unauthorised Works and development

Sometimes, landowners and others carry out works without first obtaining any necessary consent from the District Council. The Council does have certain legal powers to deal with such situations, but can only take enforcement action once it is aware of any alleged unauthorised works and after detailed investigation.

Maintenance and Repairs

The Council has a duty to pay special attention to the character or appearance of conservation areas, in exercising its planning powers. However, these powers are limited. The principal guardians of the character and appearance of the area are the residents and business people who live and work in the conservation area and who are responsible for maintaining their individual properties.

The character of conservation areas can be altered or lost through the use of inappropriate materials, not only on the buildings themselves but also on the ground, roads, and along boundaries. The introduction of features, such as street furniture, signs, lights, and hard surfacing, can change an area's character. In the tight knit proposed conservation area the buildings are part of a wider street scene, often of buildings of similar style and size. Altering the appearance, form or size of any one building can affect not only that building, but the whole street. Unsympathetic replacement windows (particularly where the size of the openings is changed or inappropriate materials or designs are used) can alter the appearance of a building considerably. Where a number of different designs are used along a street, the rhythm and unity of its original appearance can be spoilt.

Painting or rendering over original brickwork is another alteration which can dramatically change a property's appearance and irreparably damage the street scene. As well as covering up attractive brickwork, it can obscure original architectural and brick detailing and requires regular redecoration to maintain an attractive appearance. In older buildings paint or render can also trap moisture which may cause damage to walls. Many alterations to older properties using modern materials can upset the balance within these properties and can cause more costly problems, such as cracks, damp, or rot. Care should be taken with any alteration to an older building.

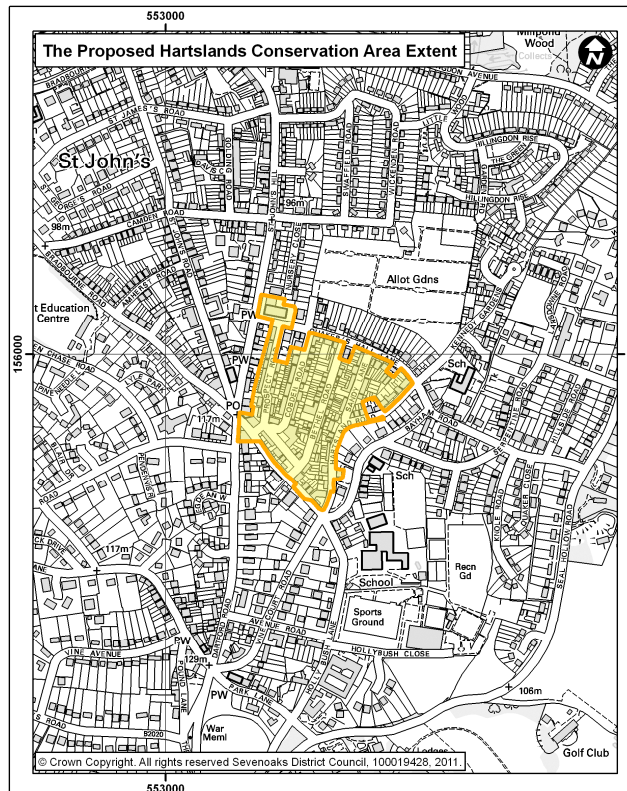
Boundary treatments

Boundary treatment, especially to the street, is an essential feature of any property. Original boundaries, whether a brick, ragstone or ironstone wall, railings or white painted picket fencing, should be retained wherever possible and every effort made to reinstate missing boundary treatments with a sympathetic replacement. The particular design and the materials used should take account of the character of the property and the surrounding area.

3.00 CONTEXT AND DEVELOPMENT

3.1 General Description

The proposed Hartslands Conservation Area covers 5.8 hectares immediately to the north of the Vine Court Conservation Area. It includes the high density Victorian enclave located between Hartslands Road, Quaker's Hall Lane, St John's Hill and Holly Bush Lane.



Map 2 Geographical location

3.2 Location and Geographical Context

Sevenoaks is a prosperous market town of approximately 23,000 people, situated on the north slope of the Greensand ridge to the south of the North Downs from which it is separated by the Vale of Holmesdale. It is served by good road and rail links to London and the west, and has an easy connection to the A21, which bypasses the town and runs to the south coast. The town lies to the south of the M26 motorway and there is a single direction westbound interchange, which gives access to the M25.

The A21 bypass continues northwards round the west of the town and interconnects with the M25 to the Dartford crossing and with the A20 and A2 westbound to central London and east to the channel ports. Sevenoaks has easy access to major road transport routes without having the inconvenience of a major artery running through the town.

It is the rail network however, with its frequent services to London, that has allowed the growth of Sevenoaks and its surrounding villages as a commuter town and at present some 2 million passenger journeys per year use this link to the capital, and Tonbridge to the south. Sevenoaks Station at Tubs Hill is the fifth busiest in Kent.

Sevenoaks is a prosperous town, with 85% of its population classified as professional, managerial, technical or skilled. 16% of the working population travel to work by rail, compared to a 6% national average. Car ownership is high with 80% of householders owning one and 50% owning two or more vehicles; 75% of children are taken to school by car. Bus services in the area are generally considered poor. The high level of car ownership and use is contributing to congestion and poor air quality. Traffic congestion can be heavy at peak times, despite the relief provided by the A21 bypass.

3.3 Historical Development

At the end of the 18th Century, the area was still known as Gallows Common following the executions here in the mid-16th Century of two conspirators involved in Wyatt's rebellion. The Common probably continued as farmland until the mid-1800s. The earliest tithe map of the area, made around 1840, indicates that Hartslands was a 'field arable' occupied by a builder named Daniel Grover.

In just a few years, however, the open field was transformed into the first residential suburb to be developed outside the town centre. The *Kent Messenger* of 19 May 1846, reported: 'A field to the north of Sevenoaks town known as Hart's lands containing nearly 14 acres and entirely surrounded by roads, in 1837 did not contain a house, and was rented to the poor at £5 per annum; it has now built upon it 88 houses, 82 of which are occupied, and contains 388 inhabitants.' The same article also illustrated that the area was a typical Victorian development where commercial premises (such as a public house and several small builders' yards) and community buildings (such as the Baptist Church and a school) coexisted cheek by jowl with the houses.

Hartslands developed in blocks of largely terraced houses in a piecemeal fashion mainly during the last 30 years of Queen Victoria's reign, unlike other areas of Sevenoaks where entire roads were bought up by developers and laid out systematically.

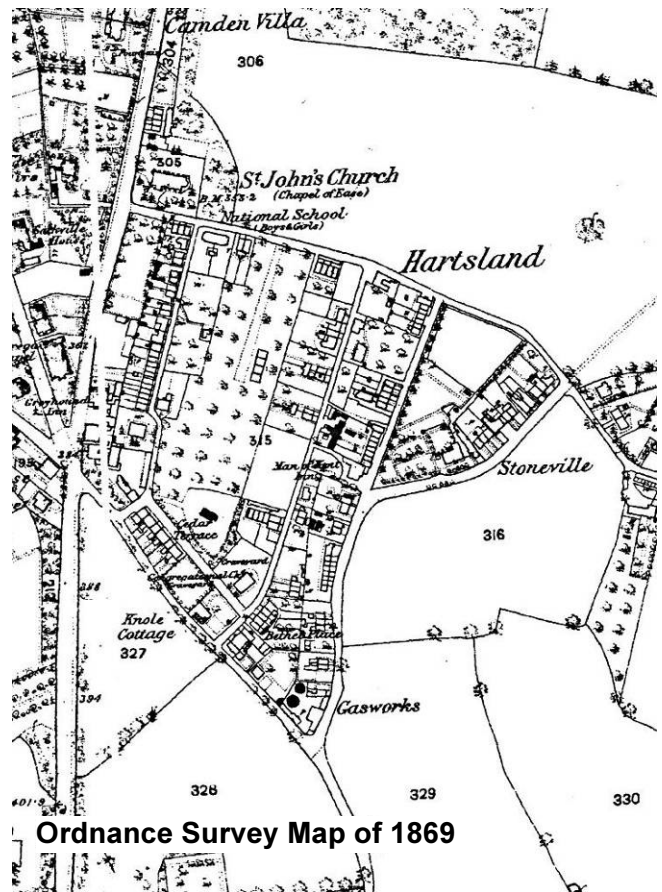
The first building to appear was the gas works in 1838 – at the junction of Hartslands Road and Holly Bush Lane - which acted as an impetus for further rapid development to accommodate its workers. Other early residents were probably employed on the first railway projects to link Sevenoaks with London, while others worked as general labourers and builders in the rapidly expanding town of Sevenoaks and at the nearby brickworks. From its earliest beginnings, Hartslands evolved as a working class community, dominated by rows of small terraced houses that continue to form the character of the area.

The Church of St John the Baptist was founded in 1858 and extended in 1877 and 1901.

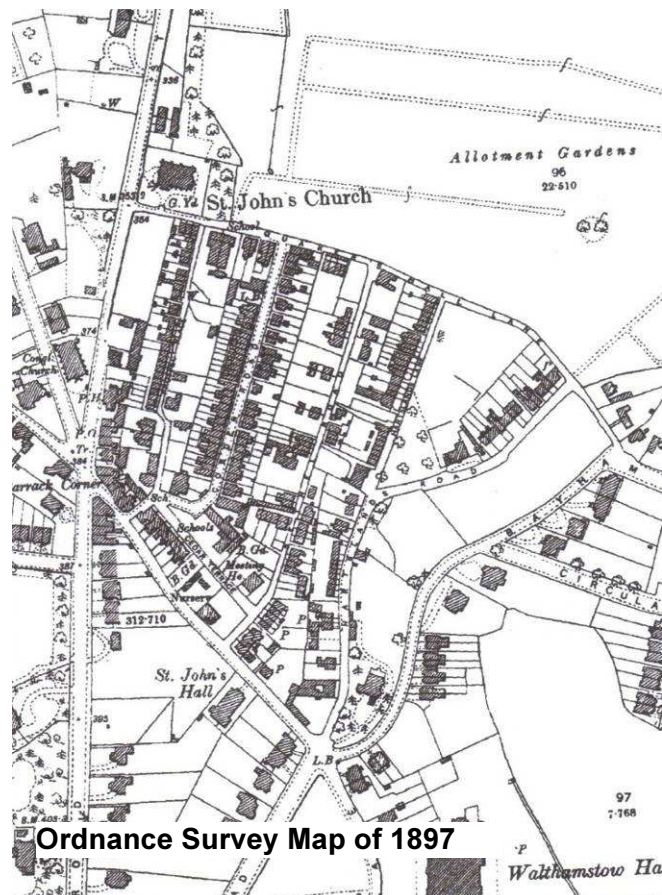
The Ordnance Survey (OS) Map of 1869 indicates that the first houses in the area were concentrated to the west side of Prospect Road, the southern edge of Cedar Terrace Road and the westerly aspects of Sandy Lane and Hartslands Road. The remaining land appears as open space with a few farm cottages scattered around a central orchard. Cobden Road did not exist at this time although an isolated terrace of four dwellings shows that building activity had already begun on this future street. Elsewhere, there were a few sparse houses along Bethel Road, together with the Congregational Church (formerly the Baptist chapel and now Kingdom Hall) and burial ground, the Man of Kent Inn and the National School for Boys & Girls at the Quaker's Hall Lane/ Prospect Road junction on a site now occupied by a block of flats.

Initially, the Hartslands area had been isolated from the town by woods and paddocks. However, when the railway reached the nearby Bat & Ball Station in 1862, the area surrounding Hartslands was laid out as lower density detached villas in large grounds to accommodate commuters working in London and, by 1897, the area was finally connected to Sevenoaks. Nevertheless, the neighbourhood retained a distinctive character from the surrounding lower density development. This unique neighbourhood within the town remains an important reminder of Sevenoaks' history and social development.

The OS map of 1897 shows that both sides of Cobden Road had been completely built up and that most vacant land in Hartslands had been developed. The National School for boys and girls was enlarged on its site and a new elementary school designed by E. Evans Cronk was opened in 1877 at the southern end of Cobden Road to cater for the increased numbers living in the area. The Public Elementary School originally for the education of infants was extended in 1884 to include girls, at first only up to the age of fourteen. The school was enlarged in 1894 and again in 1899 when the register showed an attendance of 324 pupils – 193 girls and 131 infants.



Ordnance Survey Map of 1869

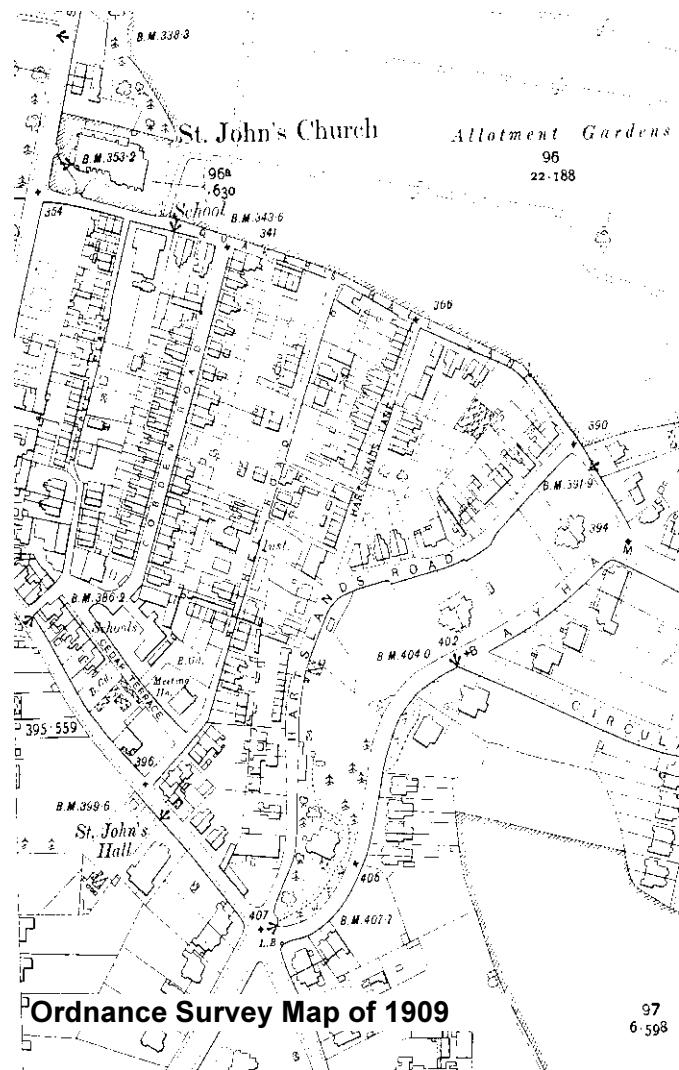


Ordnance Survey Map of 1897

The shops at the corner of Holly Bush Lane and St. John's Hill were built to serve the expanding area in the late 19th Century with the corner shop at the junction of Hartslands Road and Sandy Lane appearing at the turn of the century.

At the beginning of the 20th Century, the gas works on Hollybush Lane had been replaced by the Sevenoaks Sanitary Laundry. This was one of a number of laundries in the area, including the Oak Laundry in Bethel Road, catering for the needs of the wealthy homes in Sevenoaks. Later, both groups of laundry buildings were converted to provide modern office accommodation for various businesses operating in the area.

At the beginning of the Edwardian era, apart from laundresses, other Hartslands citizens worked as railway employees, dressmakers, domestic servants, grocers, builders, plasterers, gardeners from the Knole Estate and gravediggers.



During the first decades of the 20th Century, little altered in Hartslands. The most noticeable changes seen in the 1909 OS map were new developments in blocks within Sandy Lane, the east side of Prospect Road, Hartslands Road and Quakers Hall Lane. The next OS map in 1936 shows that a few remaining open spaces on Bethel Road had been built on with further rows of terraced cottages.

3.4 Views, setting and topography

With the exception of Hartslands Road, the streets slope steeply down towards the north. As most of the streets are straight, views of the North Downs are visible from the proposed Conservation Area.



Glimpse of North Downs from Hartslands Road

In addition although the development is compact, there are occasional glimpses of the North Downs between properties.

These longer views of open countryside provide an important contrasting backdrop to this compactly developed area.



View of North Downs from Bethel Road

3.5 Trees and Natural Features

There is limited vegetation and open space within the Hartslands area, heightening the importance of the trees, hedges and open space that does exist. Trees situated in the Vine Court Conservation Area to the south of Hartslands Road play an important part in enclosing the southern entrance to this street. Other trees fronting the east side of Hartslands Road help enclose the space and provide a contrast to the built up character of the western edge.



Trees at the southern end of Hartslands Road



The closeness of the properties to the road generally gives little space for front gardens, though the enclosed shallow front gardens are themselves an important feature of the character of the proposed Conservation Area. Where properties are set back from the tight building lines of the area, with the opportunity for larger front gardens and trees, the space and vegetation contrasts with the generally enclosed built up character of the area and adds to its character.

5 Hartslands Road

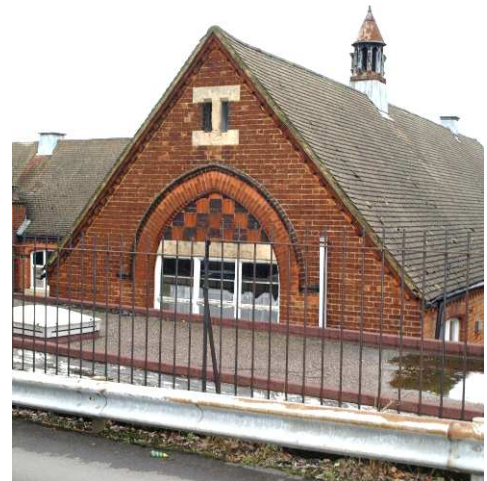
The open space and vegetation of the burial ground around Kingdom Hall is historically and visually important to the character of this part of the proposed Conservation Area.

Retaining mature trees, hedges and open spaces is fundamental to preserving the character of the area. Trees in conservation areas are protected and their removal will only be permitted where a clear case exists. New trees should be species that will add to the quality and local distinctiveness of the area. Contact the Council's Arboriculture officer for further advice.

3.6 Architectural Description

The area is dominated by groups of small scale Victorian terraces, with a number of more modern infill developments. The architectural styles of the residential properties are similar but the use of materials varies throughout the area. The domestic properties are narrow fronted, representing a more economic form of development.

Larger scale buildings were occupied by commercial premises (such as the gas works or laundries) or community uses (such as the schools or churches). They employ more elaborate detailing such as decorative barge boards or window openings, and present their gables to the street giving the appearance of a greater scale.



The mid 19th Century cottages (below) tended to use yellow stock bricks, stucco render and details, ironstone, ragstone or white weather boarding, with slate roofs.



West side of Hartslands Road



South side of Cedar Terrace Road



West side of Prospect Road



West side of Prospect Road

In imitation of grander houses the windows followed the standard Georgian proportions during the late 19th Century. This is particularly evident in Cobden Road.

Cobden Road



Edwardian developments were of a similar scale but, as in the example in Quaker's Hall Lane, showed some evolution of style with roof embellished with decorative ridge tiles, single storey bay windows and mullion windows.



Edwardian houses on Quaker's Hall Lane



Throughout the area, simple brick details in a contrasting coloured brick or stucco to imitate stone above the windows and doors bring interest and relief to an otherwise simple façade. Some properties employ a more exaggerated semi-circular arch above windows, doors and passage ways between properties.

Chimneys (sometimes decorative) are a common feature within the area protruding above the roof lines.

Windows from this period have a vertical emphasis. Original windows are of a simple sash design and, whilst many of the original windows and doors have been replaced often unsympathetically, some have been sympathetically replaced.

The use of Flemish bond, contrasting blue headers and red bricks, is noticeable in a number of buildings.



The modern infill development included within the area is generally of no great architectural merit and most are relatively unassuming and do not detract from the character of the area. Flat roof garage courts within Bethel Road are out of keeping with the street scene.

4.00 CHARACTER APPRAISAL

4.1 Character Areas

This compact Victorian neighbourhood has a distinctive sense of place and cohesion provided by generally straight, narrow, sloping streets, the intimate domestic scale of predominantly two storey terraced housing, narrow plots, shallow front gardens, larger community and commercial buildings and the recurring use of materials, decorative features and chimneys.

A strong sense of enclosure is provided by:

- Narrow streets
- Buildings or high walls set close to road to both sides of the street
- Terraced rows of cottages

Many buildings contribute to the character of the street by virtue of their group value, use of traditional materials and boundaries, their historical uses or their prominent locations in the street scene. These Buildings Contributing to Character are shown on the Character Appraisal Map.

The enclosed character contrasts markedly with the later surrounding lower density residential areas and the open countryside beyond which is glimpsed from the narrow Hartslands streets.

Whilst the proposed Hartslands Conservation Area possesses a cohesive and unified character, there are architectural and townscape variations between each street.

Whilst the principal characteristics have been summarised, it has not been possible to illustrate each individual feature and consequently the absence of a feature from this document does not necessarily mean that it is unimportant to the character of the local area.

4.1.1 Hartslands Road



Hartslands Road has a narrow curved entrance from the south formed by high ragstone and brick walls to both sides giving an enclosed short vista.

The southern entrance to the proposed Conservation Area is signalled by the former gas works site.



A strong sense of enclosure is provided to the street by the narrow street, with no footway to the south, high boundary walls, fences or buildings and mature specimen trees which enclose the eastern boundary and the buildings (some terraced) set close to the western side of the street.

Hartslands Road is set on the highest part of the proposed Conservation Area and as a result, is visible from other parts of it. Glimpses of the North Downs give a sense of relief to the enclosed street.



The street has a domestic scale of two storey buildings with pitched roofs set in narrow plots typical of the area. The older cottages employ white or black weather board and yellow brick.

Percy Place, Hartslands Road

Many properties are finished in white/pastel painted brick work and stucco or white weather boarding which contrasts with the brickwork and enlivens the street scene. Other cottages use red brick, a few with Flemish bond. Slate and red clay tile roofs (sometimes replaced by concrete tiles or artificial slate) are topped with brick chimneys with pots. Only 45 – 51 (odd numbers) Hartslands have steep gable ends facing the street.



Front garden boundaries comprise white painted picket fencing and decorative or hairpin white or black metal railings.

Unlike most other streets in the area, Hartslands Road curves in the middle section, creating a series of shorter vistas.

From the south, the white weather boarded side gable of 35 and 37 Hartslands Road is important in terminating one vista.

35 and 37 Hartslands Road – white weather boarded possibly former farm cottages with white picket fencing



Similarly, the road curves to create a fork with Sandy Lane. As was traditional during the Victorian period, this node formed a focus for the corner shop (now converted to a house) and a public house: the Man of Kent erected in 1847 (demolished and redeveloped as a housing site in the last decade). The prominently located white painted corner building is an important feature within the street scene.



43 Hartslands Road – former corner shop with picket fencing



Individual notable historic buildings also include the former Sevenoaks Sanitary Laundry (now offices) with Dutch style gable and red brick details.

Sevenoaks Sanitary Laundry



The former Compasses public house retains a distinctive frontage signifying its former use.

Former Compasses Public House

4.1.2 Sandy Lane

Sandy Lane is narrow with a high brick wall with vegetation above and single footway for about the first third of its length from the north. The road then has a slight kink where it rises more steeply to the south and widens to provide a footpath each side. 21- 43 Sandy Lane (odd numbers) are set back in deeper front gardens enhancing the sense of space.



Sandy Lane looking south



Sandy Lane, east side

The street has a domestic scale of two storey buildings set in narrow plots with pitched roofs. Development of the east terraces began later: the northernmost six, in buff brick, were completed by 1904, with the southern four, in red brick, occupied by 1917. The visual integrity of the terrace has not been compromised by front porches

A variety of harmonious materials is used in Sandy Lane

- Yellow brick with red brick arches over windows and doors
- Red brick
- White/pastel painted brick work
- Rat trap bonding with bricks laid on edge to maximise their dimensions and minimise the cost)
- White or unpainted weather boarded properties
- Ragstone
- Slate roofs – sometimes replaced by concrete tiles or artificial slate



Rat trap brick bonding at 21 Sandy Lane



21 – 27 Sandy Lane

The ragstone terrace (1840s) is a building of particular historic or architectural interest with arched brickwork around the doors and blank windows and brick or stone lintel detail over the window openings.

The ragstone property 17 Sandy Lane (known as Bricklayers Arms) adjoins the terrace, but is set forward of it to become prominent in the street scene. Its alignment, scale and materials contribute to the character of the area.

Front garden boundaries in Sandy Lane comprise primarily white painted and unpainted picket fencing and red brick walls.

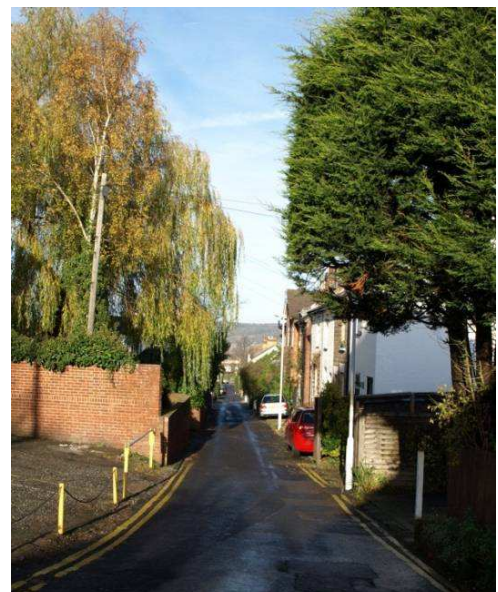
4.1.3 Bethel Road

The entrance from the south curves, descends and narrows - enticing movement around the intriguing corner.



Beyond the curve, the road straightens and descends to the north, allowing views of the North Downs from the higher section of road beyond the properties in Quaker's Hall Lane.

A strong sense of enclosure is provided by the narrow street with no footway. Buildings are generally set close to road on both sides of the street, although there is more variety in the building line caused by modern development and open space. Mature trees enclose the street, including the willow in the burial yard. The street has a domestic scale of two storey buildings with pitched roofs set in narrow plots typical of the area.



Bethel Road contains the only green open space within the proposed Conservation Area: the remaining portion of the burial ground adjoining the former Baptist Chapel, now Kingdom Hall. The space immediately around the church building is important in creating a sense of openness at the corner of Bethel Road. The space to the south east of the church closest to Bethel Road, currently hard surfaced, allows inter-visibility between the greenery of the burial ground and the greenery of the Friend's Meeting House to the south.



The group of three cottages opposite the burial ground are some of the few set back from the general building line, allowing the garden in front of the properties to add to the sense of space and vegetation in this part of the street. The cottages were originally ironstone but were later brick fronted.

The importance of this contrasting space to the character of the area is heightened in an area of compact development. The open space to the north of the church wall affords a further rare opportunity for inter-visibility within the Hartslands area by allowing views of the Sevenoaks United Reformed Church and former school buildings to the west.

Many properties are finished in white weather boarding or white/pastel painted brick work and stucco which contrast with the red and yellow brick and rough ironstone cottages and enlivens the street scene. Slate and red clay tile roofs (sometimes replaced by concrete tiles or artificial slate) are topped with brick chimneys with pots. Vertically proportioned windows predominate.



Front garden boundaries comprise white painted picket fencing or red brick walls. Ironstone is used to form garden walls at right angles to the road and as sets forming pathways.

Bethel Road has suffered most from modern development, particularly in its middle section with the garage courts and more recent development on the east side.

A terrace of white weatherboard houses opposite the Kingdom Hall is echoed in a nearby sympathetic redevelopment of Victorian homesteads dating from the 1970s (Old Timbertop Cottages) unusually set at right angles to the road and forming an important group of buildings.



Nos. 51-53 (consecutive) and 41 Bethel Road dating from 1846 form an important grouping of two-storey, roughly coursed ironstone and slate roofs. Originally built for farm workers this group are important examples of early domestic architecture in the area.



Individual notable historic buildings include the white painted former Baptist chapel, then Congregational Church, now Kingdom Hall, adjoining the burial yard. The building, first shown on the map of 1869, was originally surrounded by a fairly extensive graveyard and probably started life as a Baptist Bethel. Whilst the building is not of great architectural quality, the scale and mass of this detached building and its visual and historical connection to the neighbouring burial ground contribute to the character of the area and symbolise the historic importance of the building in the local community.



The Oak Laundry dates from 1895 and was converted to offices in 1991. The building is set down at right angles to the road. The scale, materials and design of the detached commercial building fits well with the character of the proposed Conservation Area. Although the absence of landscape in the car park results in a stark appearance, the space is a welcome contrast to the compact appearance of the area and affords a view of the elevated Sevenoaks United Reformed Church to the west.

4.1.4 Cobden Road

Cobden Road has a narrow, descending entrance from the south which curves around the former primary school at the top of the hill and dominates the southern end of the street.

Otherwise, Cobden Road comprises a straight street framed by simple two storey narrow terraced houses (some with basements). The street has seen few alterations since Victorian times and retains much of its original, coherent character, with some interesting examples of tunnelled access to rear courtyards. The visual integrity of the terraces has not been compromised by front porches.

Views of North Downs are visible at the northern end of the street.

The repeated pattern of windows, doors and chimneys creates a strong sense of rhythm within the street.



A strong sense of enclosure is provided by the narrow street, buildings set close to the road to a consistent building line on both sides of the street and groups of terraced cottages.

A variety of harmonious materials is used in Cobden Road including yellow brick with red brick or white painted arches over windows and doors and white/pastel painted brick work.



Shallow front gardens are enclosed with primarily white painted and unpainted picket fencing and red brick walls and black metal railings.

An individual building of note is the former Cobden Road School – a typical Victorian Board School which was built to serve the local community. Architect E Evans Cronk designed the single storey red brick buildings with steeply pitched red



tiled roofs (with gables addressing Cobden Road and Cedar Terrace Road); tall chimney stacks; high windows and side windows with curved hood-moulding; stone dressings and decorative brick detailing. The plaque is inscribed 'School Board for Sevenoaks Public Elementary School for Infants 1877'.

The L shaped building encloses a yard, now used for parking. There have been a number of later external alterations including the truncation of an external chimney stack, removal of the bellcote, an altered window and door and the addition of a pre-fabricated building adjoining Cedar Terrace Road. The building and the surrounding yard are important to the character of this part of the proposed Conservation Area.



An exception to the terracing and brick cottages of Cobden Road is the detached weatherboard cottage with a white picket fence at no. 17. This house is one of the oldest in the area. Although it is not shown on the Tithe map of 1840, it almost certainly existed at that time, set in the middle of the apple orchards and rows of cob trees. The house was originally owned by the Knole Estate and is likely to have been built for an agricultural worker.

4.1.5 Prospect Road

Prospect Road is entered from the north and south through modern redevelopment which is out of character with the remaining street. The street dog legs sharply in the southern section turning a corner with a high ironstone wall opposite two terraces which follow a different building line. The street slopes down to the north where St John's Church terminates the vista with the North Downs glimpsed above.



A strong sense of enclosure is provided by the narrow street with terraced cottages set close to road. The exception is to the north east where a sunken car park allows interesting views across the Hartslands area to the east.

The high ironstone wall is important in enclosing the dog leg street corner. Ironstone is also used in the construction of the houses and can be seen on gable ends. It has also been used to form footways.



Other boundaries characteristic of the area include red brick walls and black metal railings.



A variety of harmonious materials have been used. Red brick with distinctive yellow brick detailing around windows with detailing linked between ground and first floor is prominent in the properties in the southern section of the street.



Yellow brick with white painted lintels over windows and doors and white/pastel painted brick

work is also prevalent.



A group of white weather boarded properties are located to the north of the street (west side). The 1844 deeds of Mint Cottage (no.53) – indicate that it was one of the first houses to be built in the Hartslands area. In Victorian times it was owned by a bricklayer, while a cobbler occupied the basement. Similar adjacent cottages probably housed workers from the nearby apple orchards.

4.1.6 Cedar Terrace Road

This short straight street contains an important group of two storey yellow brick Victorian cottages patterned with stucco surrounding and between the windows giving vertical white ‘stripes’ to the buildings, reminiscent of a design used in Hartslands Road. The visual integrity of 1 – 5 Cedar Terrace Road has not been compromised by front porches.



The group of properties sits opposite a low red brick wall enclosing the former Cobden Road school yard which is set below the road. The street is addressed by a gable wall of



the former school which is set below the road and behind a metal rail and metal road barrier. Even though this elevation is set down from Cedar Terrace Road, the gable and striking details are important to the street scene.

Between the school and the adjoining properties there is a view across the area and to the North Downs beyond. These rare glimpses of the wider area and open countryside are part of the character of the area and provide a welcome contrast to the high density compact streets with little open space.



The white gabled elevation of Kingdom Hall and adjoining white gabled cottages address Cedar Terrace Road. The former burial yard to the south east of the Hall is important to creating a greater sense of openness of this part of the proposed Conservation Area.

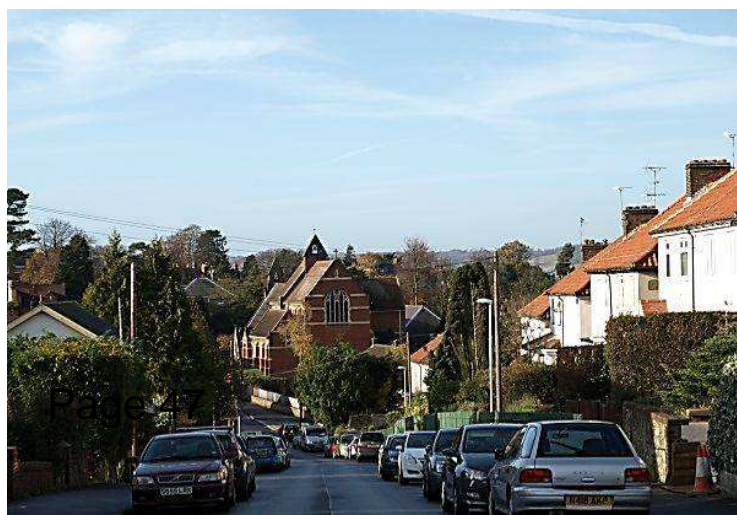
Traditional yellow brick walls and piers with white copings with decorative black metal railings enclose front gardens in Cedar Terrace Road.

The road contains significant modern infill development which is less successful at integrating with the character of the area around the junctions with Cobden Road and Prospect Road.



4.1.7 Quaker's Hall Lane

This wider street sloping steeply down to the west is of a more spacious character to the proposed Conservation Area and is not included within it. Nevertheless, the southern side links the compact



streets of the proposed Hartslands Conservation Area and those sections which contain contemporary Victorian and Edwardian buildings of a similar scale and character to the tight knit residential streets are included within the proposed Conservation Area.

Development is generally two storeys in height, fronting the street and turning the corner into the side streets of the proposed Conservation Area.

Buildings are set to the back edge of the pavement or have shallow front gardens.



Materials include red brick with yellow brick detail or Flemish bond; ragstone, pastel painted brick and stucco. Original slate and red clay tile roofs have been replaced by concrete tiles on some properties. Bay windows appear on later properties.

The Church of St John the Baptist was and built in the mid-Victorian Gothic style. It was extended in 1877 and 1901 to form a dominant building on Quaker's Hall Lane.



4.1.8 Holly Bush Lane/ St. John's Hill

The entrance to Holly Bush Lane at the junction with St. John's Hill comprises an important group of 5 distinctive gable ended commercial buildings with ground floor shops. The shop fascias and advertising are generally restrained. Decorative barge boards and semi-circular white or black painted 'hoods' feature above the first and second floor windows. The compact buildings reflect the character of the area.



In addition, 6 – 8 (even



nos.) St John's Hill are contemporary with the conservation area; are part of the important grouping of buildings formed by the shops and are buildings contributing to the character of the area.

The rear of the extended Friends Meeting House and surrounding garden can be viewed from Holly Bush Lane. The flat roof extension, high fencing and sign board are all prominent features.



The group of red brick Edwardian semi-detached houses reflect the character of the area.

The prominent white painted former gas works comprising the manager's house and retort building - now in office use - with high ragstone wall and brick piers form an important group of buildings of historic importance which symbolise the origins of the area.



4.2 Negative Features

In contrast to those examples that respect or enhance the character of the proposed Conservation Area, there are some parts where the potential has not been realised, or where the buildings or details positively detract from the character.

4.3 Key Issues

This Appraisal concludes that the most important issues which affect the special architectural and historic interest of the proposed Hartslands Conservation Area are unsympathetic modern development or alterations and some street furniture and surfacing.

Some unsympathetic modern infill development has eroded some of the distinctive character of the street.

The set back of buildings from the historic building line with open parking areas to the front of the curtilage; low boundary wall; lack of landscaping to enclose the street; use of concrete tiles; lack of chimneys and horizontal window proportions make this development less successful at preserving and enhancing the local character.



The 1950's development in Bethel Road contains horizontal windows, and employs common bricks and red concrete tiles.

The flat roof garage court, Bethel Road, is out of keeping with the character of the proposed Conservation Area.



Development around the edge of the area has eroded the setting of the proposed Conservation Area.



A reduction of the variety of uses (public houses, schools, shops) could lead to an erosion of the character of this traditional Victorian neighbourhood. Nevertheless, the area retains a number of shops, places of worship, offices and community buildings which help maintain the character of the area.

The inappropriate replacement of traditional materials and features such as windows and doors with unsympathetic modern materials and designs has led to an erosion of the character of the property and the integrity of a number of groups of houses. Concrete tiles replacing slate or clay tiles, or replacement plastic windows or modern door designs are evident in the proposed Conservation Area.



Unsympathetic porch designs have had a detrimental visual impact on the integrity of a group of buildings and the appearance of the street as a whole

Telegraph poles and overhead wires detract from the attractiveness of the proposed Conservation Area though the cost of replacing these underground is normally prohibitive. A limited number of steel road barriers add clutter to the area.

Satellite dishes can detract from the appearance of an historic property.

On street parking for residents is a feature of this compact area which is both inevitable and at the same time has an impact on the appearance of the street scene.

Poor street surfaces are evident in places within the Harslands area.



5. MANAGEMENT

5.1 Conservation Area Management

Historic buildings and places are a built environment resource in which everyone has an interest. Changes are inevitable but it is important to understand and then seek to sustain or enhance areas.

Clearly in an historic area possessing many important historical and architectural qualities, the overriding policy should be to preserve and enhance those qualities. However

conservation area status is not intended to imply prohibition of development, and conservation area management is therefore largely the management of change, to ensure that local distinctiveness and the special character of place are respected and responded to in a positive manner. The challenge is to manage change in ways that maintain and reinforce the area's special qualities. Planning Policy Statement 5 'Planning for the Historic Environment' and the associated Practice Guide 2010 offers detailed advice in relation to development proposals in Conservation Areas.

The built and natural heritage should be conserved and any new development should protect and enhance cherished assets of local architectural, cultural, and conservation importance. The setting of the Conservation Area should also be preserved and enhanced. Local distinctiveness is an important part of character to be assessed both in the context of the whole Conservation Area, and the site and its immediate surroundings, when putting together any development proposal.

5.2 Current and Future Pressures on the Area

The loss of a number of historic buildings over the last decade has eroded the character and mix of uses in the Hartslands area. It is important to retain the character of buildings and a mix of commercial, community and residential uses in order to protect the architectural and historic character of the area.

In such a compactly developed area, the areas of open space visible from the public realm such as the burial ground, garden land and larger car parks, provide a contrast to the generally enclosed character. Loss of such space to development would erode this character and would be detrimental to the proposed Conservation Area.

The replacement of original windows, doors and roof slates with unsympathetic materials and design remains a pressure in the area.

Any new development should encourage high quality and innovative design that reflects local identity and distinctiveness and promotes healthy, safe and secure living and working environments. The design and layout must be informed by the wider context, having regard not just to the immediate neighbouring buildings but the townscape and landscape of the whole area. The pattern and small domestic scale of existing local streets and spaces should help determine the character and identity of the new development.

The dominance of cars, both moving and parked, is an issue in the proposed Hartslands Conservation Area.

5.3 The need for contextual design

All development in the proposed conservation area, or which forms part of its setting, must respond to its immediate environment and context, in terms of scale, alignment, form, materials and detailing. Applicants for planning permission must provide a "Design and Access Statement", to justify the design decisions that have been made as the scheme was developed and to show how proposed alterations relate to their context. Where appropriate long views of and from the site must be taken into account. Proposals which fail to respect

the local contextual framework or the scale, height, proportion and materials of the local area will not normally be permitted.

The following are general principles that should be adopted for all development within the proposed conservation area.

Scale

Scale is the combination of a building's design, height and bulk when related to its surroundings. Most of the buildings in the proposed Hartslands Conservation Area are two storeys and are of an attractive Victorian or Edwardian character. Proposals for new or replacement buildings must show how the new structure will relate to its context.

Alignment

Most of the buildings in the proposed Hartslands Conservation Area are set close to the road behind shallow front gardens. New development should respect this character and should not be set back from the historic building line of the adjoining development. Off-street parking should not diminish the character of the proposed conservation area or create an unsuitable building alignment.

Materials

Good quality design relies, amongst other things, on the choice and combination of materials. This is crucial to the success of a scheme. The number of different materials used should generally be kept to a minimum. New buildings or alterations should consist of materials which respect the character of the street within which they are proposed.

Extensions to existing buildings

Proposed extensions must take into account the scale of the existing building and must not dominate or overwhelm the original. Extensions should respect the form and character of the original building and its locality and use high quality materials and detailing. Design should be of high quality, whether modern or traditional. Roof lines, roof shape, eaves details, verge details and the creation of new chimneys are important considerations. Wherever possible extensions should not dominate neighbouring properties, lead to an unacceptable loss of open space or result in the loss of historic plot boundaries. Where buildings are set back a consistent distance from the street along a common building line the visual integrity of a whole street should not be compromised by porches or front extensions. Within the streets with unified simple roof lines fronting the road, dormer windows will not generally be appropriate.

Repairs

Repairs to existing historic structures must be undertaken sensitively to ensure that the appearance and condition of their fabric is not harmed. The regular maintenance of historic buildings can help to avoid the costly repair work required to rescue a building from dereliction. It is especially important to ensure that historic buildings are kept weather and water tight to prevent further deterioration and for this reason it is necessary to keep roofs in particular in a good state of repair.

Windows, Doors and Roofs

The commonest window types within the proposed Conservation Area are single glazed white painted timber windows, in the form of vertical sliding sashes or simple casement windows. Windows of traditional design, which are in keeping with the building they belong to and respect the historic nature of the proposed Hartslands Conservation Area, make a very important contribution to the character and appearance of the proposed Conservation Area. Where inappropriate new windows, doors and roofs are to be replaced, the opportunity should be taken to put back in the original style.

In order to assist home owners, the District Council will provide an information in a forthcoming Heritage Assesses Supplementary Planning Document covering good practice, covering matters such as replacement doors, windows and roof materials considered to be suitable within Conservation Areas. It will recognise the need for replacement features and will also give practical guidance on design, acceptable materials and products and may assist with the selection of suppliers.

Detailing

Careful consideration should be given to ensuring that good quality traditional detailing on buildings is retained eg brick detailing such as string courses, brick bonding, decorative chimneys and decorative barge boards. Where removed, efforts should be made to restore them.

Satellite Dishes

Additions such as satellite dishes should preferably be located where they are not visible from public vantage points.

Front Boundaries

Front boundaries should be retained or restored to the prevailing feature in the street: for example, white painted picket fences, brick walls or metal railings. Parking areas have been created on some frontages leading to an erosion of the street enclosure, a loss of defensible space around the building and the link to the history of the area and the locally used materials. Where the opportunity arises, new boundaries should use the prevailing materials and designs.

5.4 Protection of Public Views

In such a compactly developed area, the views of open countryside from public viewpoints are an important contrasting backdrop to the highly developed area and the general obstruction of views across it. Views across the proposed Conservation Area and of the countryside beyond the built up area should be preserved.

5.5 Trees and Open Space

Trees and open space which are important to the character of the proposed conservation area should be retained.

5.6 Potential Enhancement Measures

One of the purposes of the Conservation Appraisal and Management Plan is to identify opportunities for enhancement. Subject to the availability of resources, the following streetscape enhancements would be appropriate.

Additional planting

Extensive hard surfaced car parks may be enhanced by additional planting to contrast with the densely built up area and to soften the appearance of extensive hard surfacing. A carefully designed scheme to enhance and visually unify the space to the south east of the church close to Bethel Road (including the



road) would have a significant beneficial impact on the character of this part of the Conservation Area.

Streetscape and Public Realm

An area of neglect in Hartslands is street names which show an inconsistent design and placement.



Streetscape Design Principles

Best practice principals to be adopted as part of the design process for streetscape works within the proposed Hartslands Conservation Area include the following:

Surface Materials

Surface materials form the foreground of the street scene. Quality in the design and construction of footways and street surfaces is vital to the character of the area and some are in need of repair. In undertaking repairs:

- Ground surfaces should relate to the local context.
- Keep paving simple and avoid discordant colours.

Street furniture

The finest historic streetscapes often have the minimum amount of street furniture sited carefully to reinforce an underlying sense of visual order.

Therefore:

- Retain historic street furniture which reinforces local character; identify and remove superfluous or redundant items;
- Minimise signage and locate signs on existing bollards, lamp posts or walls and buildings at the back edge of the pavement;
- Use a unifying colour for all street furniture items;
- Reduce guard rails to a minimum and use simple designs that relate to local character;
- Avoid standardised lighting and choose the design and light source most appropriate for the area; subject to resources, smaller scale 'period' lanterns in the style of Victorian gas lamps could be appropriately introduced in the longer term.



5.7 Sustainable design

To encourage sustainable development, all new buildings should use products with a low environmental impact, including the use of locally sourced materials from sustainable resources. Where appropriate in a conservation area, new buildings should also include provisions for waste reduction, the re-use of materials and should be energy efficient, including the use of renewable energy systems.

Energy efficiency for the existing buildings within the proposed Conservation Area could be improved by such measures as loft insulation and the provision of secondary double glazing, subject to the views of the Council's conservation and building control officers.

The Council will seek to ensure that existing local facilities are retained and their viability maintained by facilitating further environmental improvements and high quality new development.

5.8 Pride and Identity

The proposed Hartslands Conservation Area faces a wide range of challenges including the erosion of environmental quality and the adverse effects of traffic on the area. In common with surrounding countryside, the proposed Hartslands Conservation Area will always change. This area's long history and rich historic fabric are assets which, if wisely used, can help to produce an agreeable and interesting built environment, economic prosperity and a sense of pride and identity.

Acknowledgements:

Ordnance Survey Extracts published under licence no: LA 076308 1998

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This Appraisal and Management Plan was written by Tony Fullwood Associates

Thanks are also due to the following groups for participating in producing the Appraisal:

Hartslands Residents Group

Hollybush Residents Association

Sevenoaks Society

Sevenoaks Conservation Council

Sevenoaks Town Council

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Sevenoaks District Core Strategy 2011 Sevenoaks District Council

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Guidance on the Management of Conservation Areas English Heritage 2006

Planning Policy Statement 5: Planning for the Historic Environment, 2010

Highway Works in Conservation Sensitive Areas Kent County Council 1993

Kent Design Guide, Kent Design Initiative 2005

Hartslands Design Statement, 2008

English Heritage guidance - Unlisted buildings in a conservation area

When considering the contribution made by unlisted buildings to the special architectural or historic interest of a conservation area, the following questions might be asked:

- Is the building the work of a particular architect of regional or local note?

- Has it qualities of age, style, materials or any other characteristics which reflect those of at least a substantial number of the buildings in the conservation area?
- Does it relate by age, materials or in any other historically significant way to adjacent listed buildings, and contribute positively to their setting?
- Does it individually, or as part of a group, serve as a reminder of the gradual development of the settlement in which it stands, or of an earlier phase of growth?
- Does it have significant historic association with established features such as the road layout, burgage plots, a town park or a landscape feature?
- Does the building have landmark quality, or contribute to the quality of recognisable spaces, including exteriors or open spaces with a complex of public buildings?
- Does it reflect the traditional functional character of, or former uses within, the area?
- Has it significant historic associations with local people or past events?
- Does its use contribute to the character or appearance of the conservation area?
- If a structure associated with a designed landscape within the conservation area, such as a significant wall, terracing or a minor garden building, is it of identifiable importance to the historic design?





In English Heritage's view, any one of these characteristics could provide the basis for considering that a building makes a positive contribution to the special interest of a conservation area, provided that its historic form and values have not been seriously eroded by unsympathetic alteration.

Guidance on conservation area appraisals – 2006

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Key

-  Views
-  Buildings/Areas Detracting
-  Buildings Contributing
-  Open Space

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**DRAFT HARTSLANDS CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN
 RESPONSE TO CONSULTATION**

Respondent	Representation	Response
General Support for proposed Conservation Area designation		
The Sevenoaks Society	We warmly welcome the Hartslands document	Support noted. It is recommended that the Hartslands area (with proposed boundary modifications following consultation) be designated as a Conservation Area.
Ruth King	Overall I am extremely impressed with the whole idea of making Hartslands a Conservation Area and would back any campaign.	
Mark Stroud Lisa Barnett	Having attended both the walkabout and the exhibition we would just like to say we are strongly in favour of the Hartslands being designated a conservation area.	
Chris and Lisa Beddell	<p>We are near neighbours to this area (93, Dartford Road) and we are delighted to see this initiative to maintain the character and quality of this area. We are near neighbours to this area (93, Dartford Road) If you look at the 1869 Ordnance Survey map you will see that before Mount Harry Road existed, our house and our neighbours' at 95, and houses in Bradbourne Road & St Johns Road were on the West side of this area, and with the shops nearby there is very much a village atmosphere here.</p> <p>The shops are integral to this character - so many villages have lost most of their shops, and we are lucky that there is enough local community support to help them to remain viable; whilst shoppers visit from a considerable distance, with such limited parking facilities, a substantial nearby population within easy walking distance is important.</p>	

<p>Dr R.P. Jenner</p>	<p>I would like to register my support for the proposed Hartlands conservation area.</p> <p>I am a recent resident of Sevenoaks and purchased a property in Prospect Road which is within the proposed conservation area approximately one year ago. I choose to live in Sevenoaks due to its location and excellent amenities. I spent significant time prior to my property purchase looking at the various areas of Sevenoaks and decided that the Hartlands area was the area in which I wished to live.</p> <p>I found the area to be architecturally very interesting with a mixture of period properties contained within the same streets which was very aesthetically pleasing, particularly when combined with views out to the surrounding countryside from many of the streets. I also found the various churches and meeting houses located in the area to be very interesting which added a real sense of history in the development of the area. However, the predominating reason why I purchased a house in the Hartlands area was because it retains a strong sense of community which is becoming increasingly difficult to find.</p> <p>Due to the nature of the layout of the buildings in the area, the residents of the area live in very close proximity to their neighbours; normally this may be seen as a disadvantage and could lead to antisocial behaviour. However, due to the history and architecture contained within the area, the area seems to attract like-minded people who appreciate the qualities of the area and wish to maintain the quality of life that it affords; the fact that many of the residents of the area have been working hard to have the area designated as a conservation area serves to demonstrate this point.</p>	
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	<p>The area has some modern developments which do detract significantly from the character of the area which is a real shame, once character and history is lost it can never be recovered. I would be very sad to see historic buildings replaced with uncharacteristic new-builds or be subjected to alterations that degrade the character of the area. It must be remembered that due to the closeness of the properties within the area, uncharacteristic alterations etc have a significant impact on other residents in the immediate area. For example, Prospect road is a very narrow single track road and the boundary of my property and the boundary of the opposing property is literally separated by little more than a cars width (there is no pavement).</p> <p>To conclude, I fully support the proposed Hartlands conservation area. If you require any further explanation or wish me to formally put my comments in writing please let me know.</p>	
<p>Gabrielle Kassem</p>	<p>We're emailing to give our support of the adoption of Conservation status to the Hartsland area. This area is rich in architectural features and differences between the properties and the time they were built. The area is unique and needs to be preserved. I have been doing up the house in keeping with 1880's when the house was built. We strongly support keeping the Cobden Rd School and Kingdom Hall both of which can be converted sympathetically into dwellings which are in keeping with the area. There is a lovely community feel to the area and I know from having lived in a conservation area in London, that it will benefit the area hugely. This is both in terms of the residents taking more pride in looking after the environment, our elderly neighbours and creating a greater sense of this being ours. It's what we understand David Cameron wants to achieve through his vision of the Big</p>	

	Society.	
Anna Jones	We are keen for the proposed conservation area to be applied as it can have a positive impact on the area.	
Anthony Clayton	As owner of a house on the edge of the proposed conservation area I strongly support it. The proposals are well thought out and capture most of the important points.	
Angela Rudd	Having lived in the Hartslands area for the past ten years, I have no hesitation in supporting whole heartedly the proposal to have this part of Sevenoaks a conservation area. In addition I should point out that we offer many tourists and local visitors to Sevenoaks accommodation and people who stay are delighted with the area, in particular the views of the Cobden Road school and the graveyard. It would be devastating to lose the school and Kingdom Hall.	
Jane and Phil Jones	Fully in favour. Hope the District Council imitated as soon as possible.	
Andrew Smith	I fully support the conservation area.	
Anthony Rudd	We have waited over 10 years for Hartslands to be recognised as an area worth conserving so this appraisal is greatly welcomed.	
Louise Merrett	Support Hartslands becoming a conservation area.	
Jonathan Wheeler	I support the proposal for the conservation area.	
John Bampron	We support this initiative fully.	
Victor and Elaine Mayes	The Hartslands area is not only unique architecturally but	

	also a very special community. This is fostered almost solely because of the uniqueness and scale of the area together with diversity of buildings and population mix. It is therefore of prime importance that this area is designated as a conservation area to preserve its unique character.	
B J Tyler	I am in agreement that the Hartslands area of Sevenaks and the Cobden Road Elementary school be designated a conservation area.	
Clare Jenkins	I am delighted to see that the proposal that Hartslands should be designated a conservation area and the proposal has my full support. I have lived in the Hartslands area for 14 years. The area has a special and distinctive character and is of historic importance in the development of Sevenoaks in the 19 th Century. Although there has been limited more modern building development (mainly through infill) and some modifications to individual properties, overall the area has retained its unified character. The architecture and townscape variations between streets adds to the charm of the neighbourhood. I particularly welcome the conservation proposal because it will help to ensure that the special character of the area is protected, and any future developments or modifications to the streetscape will need to be sympathetic to the overall local distinctiveness. It should also protect the landmark historic buildings, such as the old school at Cobden Road and Kingdom Hall in Cedar terrace. The proposal has my full support and I urge the Council to recommend its adoption with the minimum of delay.	
J J Garner	Very much in favour as a freeholder in Bethel Road, Hollybush Lane and 5 The Mews.	
Rosina Cole	I think the conservation plan is a good one. I hope Sevenoaks District Council will decide in favour of it and that the character of the area will then be preserved and	

	protected from unsuitable development in the future.	
Ian Dickenson-Standing	I welcome recognition for this area and will hopefully increase pride in the district and make people consider more carefully the impact of changes and additions to their property.	
B N and M E Boughton	We support the proposed conservation proposals – they seem to have been well thought out and prepared. Anything which maintains the character of the area and prevents obtrusive and inappropriate development is to be welcomed.	
Simon Aguss	It is crucial for Hartslands that this document is adopted/ approved by SDC and the Hartslands CA is designated. Notwithstanding a considerable number of amendments that will be required, I urge that this approval is given to the spring 2011 timescales planned.	
Julie Pearce	<p>I write in support of the proposed Hartslands Conservation Area.</p> <p>It's wonderful to live right on the edge of such a lovely area of character. As these patches of wonderful areas become increasingly rare, I plead with you to please conserve this one while we still have it and for you not to let it become only another memory in the history of Sevenoaks.</p> <p>In addition to the character of the residential part of The Hartslands, the shopping village offers friendly community shops and services. Not only do I support the lovely village of shops next to my house, but the character and village experience attracts locals and people who live further afield. The newest merchant reports being overwhelmed with welcome from community members who have</p>	

	introduced themselves and offered good wishes for her success. Please protect all of this for the sake of our community.	
Terence Laws	I own 9 Bethel Road and support the conservation area.	
Ann Matthews	I thoroughly approve of the proposed conservation area because it is a unique feature within suburban Sevenoaks. Important historical links enrich the area for future generations. Keep as much greenery as possible.	
General Objections to proposed Conservation Area designation		
Mark and Julie Hewett	<p>Please register our concerns and opposition to this proposal.</p> <p>We are very concerned that this appears to be a sham process -with a lack of honest consultation and is a direct imposition with the decision already made. We feel there really has not been a full consultation on this matter - and perhaps an independent survey of opinion should be taken from the residents.</p> <p>From our recall the original proposal was for a development plan - why has this advanced to conservation area status?</p> <p>Additionally I would want to know how many of the people proposing the conservation area actually live within its confines? A proposal should be supported strongly from within the area affected and not simply imposed from the outside, especially as it is we the residents that have to live with the resulting constraints and conditions.</p> <p>I am personally concerned, having lived within a Sevenoaks conservation area before, that the constraints introduce petty restrictions and significant unnecessary cost to home</p>	<p>There has been local engagement through the process. The response to consultation shows strong general support from residents living in the area for the designation of the Hartslands area as a Conservation Area.</p>

	<p>owners We love this area and would want sympathetic development - surely the vast majority of what we would want to be protected, can be done through the normal planning processes.</p> <p>At a time of severe financial constraint at national and local levels of government surely the money being expended on this 'project' falls well into the nice to do and should be redirected to front-line local government services.</p>	
<p>Jack and Eleanor Barrott</p>	<p>In 2003 a Design Statement was produced supported by a convincing rationale showing why its adoption would be the best way forward for maintaining the Hartslands' character and integrity without compromising any beneficial evolutionary changes. It would have the advantage of being able to respond to problems and needs as they arose. And would place a minimum financial burden on individuals and supporting services. So what has changed? Surely such an approach is becoming even more desirable in our current economic situation.</p> <p>By contrast the Conservation route was presented as a costly and cumbersome alternative. Such arrangements do not always fulfil expectations. The adjoining Vine Court area has been so designated for a number of years, yet there are examples of oppressive screening, unsafe footways, standardised lighting, which the Hartslands plan would reject.</p> <p>The only official notification to residents that a change might be in the offing was the Council letter of 4 Feb 2011, enclosing a leaflet Perusal of these documents reveals that Conservation Area designation would impose responsibilities and requirements on residents to a much greater degree than the leaflet implies. The Appraisal and</p>	<p>The proposed Hartslands Conservation Area Appraisal and Management Plan follows the format used by the District Council's for conservation areas and meets good practice. The Appraisal has not been hastily produced but relied on historical analysis and a detailed assessment of the character of the area, assisted by those responsible for the Design Statement. The Appraisal captures the special architectural or historic interest of the area and it is this aspect which the photographs seek to illustrate. There has been local engagement through the process. The response to consultation shows strong general support from residents living in the area for the designation of the Hartslands area as a Conservation Area.</p> <p>People in the District place a high value on the quality of its landscape, historic character and open spaces according to the Sevenoaks District Sustainable Community Plan. One of the Development and Environment Priorities of the Plan for the next three years is to ensure that new development is designed to a</p>

	<p>Management Plan bears signs of being hastily produced. It is prolix, inconsistent and superficial. Features are praised or condemned with little regard to historical relevance. The photographs illustrating the text (one is wrongly captioned) are lifeless showing residential streets with parked cars without a soul in sight. Where are the people who make up our vibrant and living community? The document has scant regard for those who should be its chief concern.</p> <p>In our opinion, the draft in its present form is not an acceptable guideline for action.</p> <p>We submit that establishing and servicing of a Conservation Area is not a front line service and that if one were now to be set up it would divert resources from existing essential services which are clearly under threat. This proposal should therefore be rejected.</p>	<p>high quality and takes into account local character. This new Conservation Appraisal and Management Plan will help to achieve this local priority. Nevertheless, the Plan should make clear that any streetscape enhancements are subject to the availability of resources.</p>
<p>Boundary</p>		
<p>Sarah Wooten Jenny McComb Steve Pryce</p>	<p>We live at 33 and 35 Prospect Road, two of a set of three terraced houses on the western boundary of the proposed Conservation Area and described as "modern infill" in the proposal. The houses were built in the 1980s and are of a modern design very different from the Victorian houses at the top and bottom of the road. They are also set back from the road and do not form part of a coherent frontage to the road with the other houses and so impact less on the overall appearance of the road.</p> <p>We believe that the proposal to include these three houses in the Conservation Area would bring no obvious benefits though it would impose additional burdens on those who live there. The houses are so different from the character cottages that requiring period fixtures, styles or paints etc to be used would be incongruous and presumably unlikely to</p>	<p>Modern infill development within the narrow streets which form the Hartslands area is by definition small in scale but has a close relationship with surrounding development either side and on the opposite side of the road. Such development therefore forms an integral part of the character of each street. The Appraisal acknowledges that not all infill development fits well with all of the physical characteristics of the street. Nevertheless, the three terraced houses 53 - 55 Prospect Road are considered to play a role in the character of this tight knit street.</p> <p>The other examples of more recent infill development given are at the edge of the area</p>

	<p>happen in practice. Any major changes would no doubt require planning permission in any case.</p> <p>Numbers 53 A & B and 55 A & B Hartslands Road and numbers 5, 7 and 9 Quakers Hall Lane are similarly sited on the northern and eastern borders of the proposed Conservation Area and the boundary has been drawn to exclude them, despite their arguably contributing more to the character of the area. We would like to request that the Conservation Area boundary be drawn to bypass 33, 33A and 35 Prospect Road in a similar way.</p>	<p>with no similar development at the opposite side of the street and are therefore less integral to the character of the street. For this reason, they have been excluded.</p>
<p>John Humphrey</p>	<p>I cannot understand why the Victorian houses at 39/41 or 35 – 41 Quaker’s Hall Lane have been excluded – the proposed replacement buildings have been designed to be of conservation area quality although I should prefer to see the existing buildings re-used.</p> <p>It seems strange that the monstrous modern houses at 50A – 50C Bethel Road have been included whilst the Banana Leaf has been excluded.</p>	<p>35/37 Quaker’s Hall Lane has consent for demolition as part of a redevelopment scheme and is no longer appropriate for inclusion within the conservation area.</p> <p>39/41 Quaker’s Hall Lane is a much altered pair of semi-detached properties within a significantly changing setting. They abut a property which is to be redeveloped (see above) and a 3 storey flat roofed modern block of flats. The surrounding development severs this property from the conservation area.</p> <p>The alterations to the properties and their severance from the conservation area mean it is not appropriate to include them as part of the area.</p> <p>Modern infill development within the narrow streets which form the Hartslands area is by definition small in scale but has a close relationship with surrounding development</p>

		<p>either side and on the opposite side of the street. Such development therefore forms an integral part of the character of each street. The Appraisal acknowledges that not all infill development fits well with all of the physical characteristics of the street. Nevertheless, 50A – 50C Bethel Road are considered to play a role in the character of this tight knit street.</p> <p>The Banana Leaf is of a different period of development to the historic core of the Hartslands area and is at the edge of the area with no similar development at the opposite side of the street. It is consequently less integral to the character of the street. For these reasons, the building has been excluded.</p>
Simon Aguss	The 4 (northernmost) shops in the Hollybush Lane / St Johns Hill suite of community shops must be included in the CA. Whilst the southern 2 might be modern infill, the northern 2 are in a significant Victorian building which must be included in the CA.	It is proposed to amend the boundary of the Conservation Area to include the buildings 2 – 8 (even nos.) St John's Hill as Nos. 6 and 8 are contemporary with the historic core of the area already proposed to be designated; are part of the Important grouping of buildings formed by the shops and are buildings contributing to the character of the area. Nos. 2 and 4 represent modern infill development and are proposed to be shown as such on the Character Appraisal Map.
Simon Aguss	The whole of the public road surface of Hollybush Lane should be included in the CA. The Appraisal talks of enhancing the streetscape and you cannot do this if you exclude the streetscape! The same should be applied to	The public road surfaces at the edge of the conservation area (Quaker's Hall Lane; Hollybush Lane, Hartslands Road) are not included within the Conservation Area unless

	the whole of Hartslands Road.	the opposite side of the street has also been included in a conservation area, when the street can be considered as an integral part of the area.
Simon Aguss	<p>All the “scallops” taken out of the proposed CA should be included in the CA boundary, so that there is an entire boundary to the CA, defined by roads. The appraisal stresses the historic interest of the area being important. Hartslands was developed as a working class enclave with clear road boundaries enclosing the area, so to cut into this area just because of the present condition of buildings on a particular part of Hartslands is meaningless and short-termist.</p> <p>For example, if Old School Court was redeveloped (which hopefully it will be soon!), it would sit outside the CA and hence the planners would have no CA status to use as a stick with the developer to make the replacement building fit into the CA. Clearly an unacceptable situation.</p> <p>Similarly, the 2 Victorian houses to the east of Old School Court are omitted, but are key buildings in the development of Hartslands.</p>	<p>The “scallops” taken out of the proposed conservation area generally represent more modern development of a different character to that of the prevailing Victorian/ Edwardian streets. They are at the edge of the area with no similar development at the opposite side of the street and are less integral to the character of the street. For these reasons, they have been excluded.</p> <p>National planning guidance states that the effect of a planning application on the setting of a Conservation Area is a material consideration in determining the application. The Appraisal states: <i>All development in the conservation area, or part of its setting, must respond to its immediate environment and other context, in terms of scale, density, form materials and detailing.</i> The consequence of this approach is that any development, including replacement buildings, just outside the conservation area will have to be in keeping with the character of the adjoining area. For this reason, the exclusion of an area at the edge of the Conservation Area should not result in a reduction in the quality of design of new proposals.</p>
Character Appraisal Map		
Ruth King	Nos 28, 29 and 39 Bethel Road are all “modern infill” and	Noted and Character Appraisal Map

	should be annotated as such on the plan	amended.
Ruth King	The whole of the Cobden Road Centre (the old school) should be marked as a “building contributing to character” and not just the large section of the building	The northern part of the former school is integral to the building contributing to character of the area and this designation should be extended over this portion of the building. The Character Appraisal Map to be amended to incorporate this designation.
Ruth King	Percy Place on Hartsland Road should be marked as an “important grouping”	Percy Place, Hartslands Road is similar to many of the terraces within the Hartslands area and for this reason is not included as an Important Grouping.
Anthony Rudd	We feel the old school in Cobden Road constitutes the heart of Hartslands – the second northern section of the building should be designated as a Building Contributing to Character. Should the Percy Place terrace in Hartslands Road be recognised as an Important Grouping?	The northern part of the former school is integral to the building and the ‘building contributing to character’ designation should be extended over this portion of the building. The Character Appraisal Map to be amended to incorporate this designation. Percy Place, Hartslands Road is similar to many of the terraces within the Hartslands area and for this reason is not included as an Important Grouping.
Ruth King	Although we decided to exclude the Banana Leaf restaurant, I would be especially concerned about their flaunting of the planning regulations, especially as they are doing it again, right now, as I write this. I sincerely hope that they would be subject to more stringent rules as they will be bordering a Conservation Area in future (hopefully).	This matter has been referred to Planning Enforcement.
Anthony Clayton	There are four additions I would like to see: <ul style="list-style-type: none"> • Identify Kingdom Hall as contributing to the area • Identify Kingdom Hall and school as important group 	It is proposed that Kingdom Hall should be identified as a building contributing to the character of the conservation area. The

	<p>– the last remaining community buildings of ‘The Village’</p> <ul style="list-style-type: none"> • Extra houses at the bottom of Cobden Road should be shown as contributing to character • 17 Sandy Lane should be shown as contributing to character 	<p>building is contemporary with the development of the core of the Hartslands area and its scale and mass, and its visual and historical connection to the burial ground, symbolise the historic importance of the building on the local area.</p> <p>Kingdom Hall and the former school building are separated by dwellings and do not form a contiguous grouping. The importance of the buildings to the character of the area is already recognised in the Appraisal.</p> <p>Additional buildings contributing to the character of the conservation area have been identified in the northern section of Cobden Road and the Character Appraisal Map amended accordingly.</p> <p>17 Sandy Lane (known as Bricklayers Arms) should be shown as contributing to character and the Character Appraisal Map amended accordingly</p>
<p>Jack and Eleanor Barrott</p>	<p>A separate issue to be considered relates to the future of the Cobden Road school site and building. In 2003, an attempt was made to secure listed building approval on grounds of architectural/ historical merit. These grounds were considered inadequate at the time, but it does occur to us that a revised application on stronger and more positive grounds might have a greater chance of success. Viable and realistically costed plans for retaining historic and visually important elements and developing the site for public welfare and benefit would address some contemporary requirements and this approach could now</p>	<p>The application for listed building status is independent of the designation of a conservation area and there is no guarantee that a fresh application would be successful. The Appraisal proposes the identification of the former school as a building contributing to the character of the area.</p>

	receive a more sympathetic hearing. Diana, Princess of Wales, memorably visited the site to show her support for those working among the needy of Sevenoaks. Let work aimed at enhancing the quality of life for all continue and expand.	
Joanna Maxim	Nos 32 and 34 Prospect Road were built in 1982 so should be designated as modern infill. Nos 36 – 42 Prospect Road are also modern infill.	Noted and Character Appraisal Map amended.
Simon Aguss	<p>Whilst it is implied that this follows English Heritage guidance annexed to the Appraisal, I find it a very subjective map interpretation of the area and contains so many apparent inconsistencies that I must question its validity. For example:</p> <ul style="list-style-type: none"> • 48 Hollybush Lane (the shop Hair by Jo & Co) is not deemed a building contributing to character yet it is the end building of a terrace that is deemed of character and there is no obvious external difference that detracts from its character. • 37 & 39 Prospect Road are white weatherboard cottages almost identical to those to the north, and whilst all of them to the north are deemed to contribute to character, 37 & 39 are not. This is plain inconsistency. • The lower (northern) part of the Cobden Road School site is not deemed to contribute to character but its design and construction are surely synchronous with the more visible southern building, which does contribute. (since this is probably a future development site in the near future, this non-recognition of the northern building is worrying and implies that this could be demolished without any loss to the Hartslands CA) 	<p>The content and terminology of the Character Appraisal Map is consistent with the maps used for other Conservation Area Appraisals within Sevenoaks District. Rather than abandon the map, it is proposed to incorporate some of the detailed points raised through consultation.</p> <p>48 Hollybush Lane is an integral part of this terrace and should be designated as a building contributing to character and the Character Appraisal Map amended.</p> <p>37 & 39 Prospect Road are significantly altered with extensions and an integral garage and should therefore not be shown as contributing to character.</p> <p>The northern part of the former school is integral to the building and the 'building contributing to character' designation should be extended over this portion of the building. The Character Appraisal Map has been amended to incorporate this designation.</p>

- Kingdom Hall is similarly not deemed to contribute to character, yet the Appraisal stresses what an important building it is in the area. Yet to the south, the Friends Meeting House is considered to contribute to character, yet it has many modern additions including a flat roof and 1st floor roof terrace – hardly features of Hartslands Victoriana!
- Most buildings in the northern half of Cobden Road are not deemed to contribute to character, but, especially on the western side, they are Victorian terraces contemporary with those further north, which are deemed of character.

The 3 other individual building classifications used (detracting from character, modern infill and (presumably) neutral) are equally subjective and indeed do not work in a useful and complementary manner. Modern infill does, in a very few instances, have reasonable character (the replacement buildings for the Man of Kent pub, for example), but if these are not identified then real standards cannot be set for future development. Similarly, some buildings that are not particularly characterful or over 100 years old may still have an important social history in Hartslands, eg. the 1950's prefab bungalow on Bethel Road, which was presumably built on a spare plot as part of post-2WW austerity.

Since it is not an option to create a Conservation Area with tens of buildings omitted because they are modern / are not deemed to contribute to character, I would propose this whole subjective map is dropped. The important thing is that the whole Hartslands area is conserved for its historic interest, rather than the perceived architectural merit of individual buildings. A conscientious owner could remove a 1970's porch, or reinstate sash windows and immediately

It is proposed that Kingdom Hall should be identified as a building contributing to the character of the conservation area. The building is contemporary with the development of the core of the Hartslands area and its scale and mass and its visual and historical connection to the burial ground symbolise the historic importance of the building on the local area.

Additional buildings contributing to the character of the conservation area have been identified in the northern section of Cobden Road and the Character Appraisal Map has been amended accordingly.

It is not considered that a bungalow within an area of buildings of generally 2 storeys is anything other than detracting from the overall character.

	elevate the character rating of an individual property. Hence, the current state of properties is less important than what they could aspire to be with sympathetic treatment in a CA.	
Character Appraisal		
The Sevenoaks Society	The Hartslands document appears to reflect the character of the area. It is noted that there are no listed buildings within the area but that the document should anticipate local listings. Minor corrections also forwarded.	Noted and corrections to be made to the Appraisal. Buildings contributing to character are identified on the Character Appraisal Map, with some further additions following consultation.
Simon Aguss	<p>In many places through this document the “2-storey nature” of the area is stressed, e.g. p6. This should not be overplayed in the document – indeed at the 11th February consultation event, one of the main reasons for excluding the 2 Victorian shops on St Johns Hill from the CA was that they were 3-storey!</p> <p>Especially in Prospect Road, many of the older dwellings (e.g south eastern section of road) not only have original attic rooms with dormer windows but also lower ground / basement rooms which can be directly accessed from rear gardens. Hence, whilst they might “appear” 2-storey from the road, they are in fact 4 storey!</p> <p>Numerous Cobden Road houses clearly have a basement or attic rooms, so the same applies.</p>	<p>Two storeys is the dominant height of buildings within the Conservation Area and this is accurately reflected in the Appraisal.</p> <p>General references are made to <i>predominantly 2 storey terraced housing or buildings</i> (eg Page 6 and 20) or <i>Most of the buildings in the proposed Hartslands Conservation Area are two storeys</i>. This reflects the occasional exceptions. Attic rooms or basement rooms do not tend to alter the broad 2 storey appearance of the buildings.</p> <p>In relation to Cobden Road, the Appraisal already refers to <i>simple two storey narrow terraced houses (some with basements)</i> Dormer windows are rare within the Conservation Area.</p>
Simon Aguss	On p7, the stated Plan purpose “to protect and maintain biodiversity” is totally meaningless in the context of Hartslands and should be removed. Elsewhere, the Plan clearly states there is only one area of open space in the	In common with the purpose in other conservation areas, it is the aim to protect and maintain biodiversity. Biodiversity may appear in brownfield as well as greenfield areas.

	<p>whole of the area, and it is purely jumping on the nature conservation bandwagon to include this purpose in the Plan. There are several issues that the Plan can influence from amenity, landscape and, even, sustainability angles, such as retention of trees and retention of soft treatments in front gardens rather than paving them for car parking, but these will have practically zero effect on the area's (very limited) biodiversity.</p>	
Simon Aguss	<p>On p8, reference is made to the "new" LDF development plan procedure. Hasn't the new Coalition Government already decided to replace LDF's with something else, so LDF's are hardly new!? Is this a standard paragraph that the consultant has used in all appraisals he has conducted and has failed to revise?</p>	<p>The LDF is to be retained by the Coalition Government.</p>
Simon Aguss	<p>Section 2.5, p9, makes much reference to the need for quality design if a CA is established, and indeed this is implicit in the whole of the Appraisal and Management Plan. I totally concur with this – it is essential not to reduce the area's character by poor design and unacceptable development.</p> <p>Yet, as the Appraisal identifies, much of the character of the area has been eroded and lost in the last 10-15 years. With the planning process little changed over this period, this comment is a damning indictment of how poorly SDC, as the planning authority, has sought to protect the area. I have commented on applications, stating how inappropriate they are for Hartslands, yet SDC has approved them. I have even seen an SDC Officer recommend demolition of Kingdom Hall and its replacement with 3-storey housing: thankfully robust opposition from 60 local residents at a site meeting persuaded the Planning Committee to go against their officer's guidance.</p>	<p>The aim of the Appraisal when adopted is to explicitly define the key characteristics and features which contribute to the special character or appearance of the conservation area which in turn provides a basis for making consistent planning decisions about the appropriateness of development within the area.</p>

	<p>So how can Hartslands’ residents have any faith in SDC, as the planning authority, to protect and enforce the new Conservation Area when they have abjectly failed to have any vision or compassion for the area in the past 15 years?</p> <p>Just taking one example will show, I hope, how poorly SDC has interpreted the needs of Hartslands’ conservation. 1a-1c Prospect Road has been built in the past 10 years with the following:</p> <ul style="list-style-type: none"> • Concrete roof tiles • An inappropriate scale at street level • A hipped roof when the adjacent older properties in Prospect Road all have gables • Horizontal emphasis windows when sashes are more appropriate • Huge porches incorporating bin stores, which dominate the street frontage • The removal of a character ragstone wall • Car parking placed under a first floor flat <p>The Appraisal identifies all of these as “poor quality” design, inappropriate for Hartslands and detracting from its character. Can a leopard change its spots, because if not the success of the Conservation Area is compromised from the start?</p> <p>The identical issue comes up on p34, where unsympathetic modern infill is referred to and the first example illustrated is a housing infill approved by SDC as the planning authority approx. 10 years ago!</p>	
<p>The Sevenoaks Society</p>		
<p>Management Plan</p>		

<p>Ruth King</p>	<p>The only thing I am disappointed about is that there is no legislation which can force people to undo damage which has already been done, at least that which is realistic and inexpensive. I am referring - in particular - to the blight of the satellite dish. I am horrified by the fact that there is one on the front of 23 Sandy Lane, an 1840's building, and there is absolutely nothing I can do about it. One would ask whether it's worth making a rule which prevents further dishes from being erected when so many of them already blight this beautiful area. It especially makes me angry as there is an alternative... put the dish in the loft.</p>	<p>The Appraisal covers the issue of satellite dishes comprehensively The Appraisal explains that a planning application is needed for a satellite antenna where it is to be installed on a chimney; or on a building over 15m in height; or on a wall or roof slope which faces onto, and is visible from, a road. Within the Negative Features section, the Appraisal states that satellite dishes can detract from the appearance of an historic property. Within the Management section the Appraisal states that additions such as satellite dishes should preferably be located where they are not visible from public vantage points. It is for the District Council to enforce against those dishes which have been unlawfully erected and to strictly control the siting of any new dishes.</p>
<p>Katya Enslin</p>	<p>We live in Cedar Terrace Rd and therefore are in the proposed Conservation Area.</p> <p>I think it is a very good idea to try and ensure any development in this area is in keeping with current mix of houses/ buildings.</p> <p>We are opposite the Old School which has been sadly neglected by the council and I fear deliberately encouraged to rot to allow the possibility of demolition in the future (a ploy that I know builders and developers regularly use). This would be very sad as I consider it a beautiful building and very much a part of the local scene and history. Hopefully recognition of the historic status of the area should make this less likely.</p>	<p>The former School is identified in the Appraisal as a building contributing to the character of the area.</p> <p>The Appraisal acknowledges that on street parking for residents is a feature of this compact area which is both inevitable and at the same time has an impact on the appearance of the street scene,</p> <p>The management of on street parking is unlikely to significantly impact on the number, and therefore the visual impact of, parked cars in the street scene and is therefore not specifically proposed in the Appraisal.</p>

	<p>I also think that this area is blighted by cars and that the recent decision of the Council not to implement some form of restricted parking was a HUGE mistake. There would be plenty of parking for residents proven by the fact there are always spaces early morning and in the evening), and for people to visit shops in Hollybush Lane, if it were not the case that a large proportion of available parking is taken up every weekday by people using the area to park free while they work either in London or in Sevenoaks.</p> <p>I saw the results of the questionnaire regarding permit parking on- line and so far as I could see this area was refused because people preferred not to pay for it. Of course people would prefer not to but it is quite frankly a rigged questionnaire that uses this as the deciding point. People would pay if they had too and there was a benefit to the area logistically and aesthetically.</p> <p>It is not enough to preserve the buildings and ignore the street scene that surrounds them.</p>	
<p>Andrew Smith</p>	<p>I presume that budgets are in place to fund enforcement.</p> <p>It would also be appropriate to address the inconsistent surfaces and kerbs to give a more cohesive appearance, not least road signs.</p>	<p>The current funding for planning enforcement is unaffected by the creation of a new Conservation Area</p> <p>Improved road surfaces and street furniture are already mentioned as detractors and noted in the Management section as potential areas for enhancement.</p>
<p>Louise Merrett</p>	<p>Concern over the redevelopment of the undertakers on Quakers Hall and the impact on adjacent properties</p> <p>Concern on the content of the Guidance on the upgrade possibilities – we must be allowed to upgrade single glazed</p>	<p>35/37 Quaker’s Hall Lane and adjoining land has consent for demolition as part of a redevelopment scheme and is no longer appropriate for inclusion within the conservation area.</p>

	<p>windows etc not with secondary glazing but with suitable slim frame double glazing</p>	<p>The detail of the information leaflet on suitable replacement doors, windows and roof materials within Conservation Areas has not been produced but would need to take sustainable design and energy consumption into account.</p>
<p>John Bampron</p>	<p>Key issues</p> <ul style="list-style-type: none"> • Protection of Cobden Road School and Jehovahs Witness Church • Need for residents parking areas • Improved paving and hard surfaces • New street signing and street lighting • Identifying lines of control via planning and alterations generally 	<p>The designation of a Conservation Area gives greater control over demolition of buildings. The former School and Kingdom Hall are to be identified in the Appraisal as buildings contributing to the character of the area.</p> <p>The management of on street parking is unlikely to significantly impact on the number, and therefore the visual impact of, parked cars in the street scene and is therefore not specifically proposed in the Appraisal.</p> <p>Improvement of road and paving surfaces, street signs and street lighting design are already mentioned as detractors and noted in the Management section as potential areas for enhancement.</p> <p>The impact of alterations recognised in the Appraisal and the proposal for a new information leaflet on replacement doors, windows and roof materials considered to be suitable within Conservation Areas is already proposed in the Management section.</p>
<p>George Clifton</p>	<p>The area is already over-developed. All planning of</p>	<p>Designation of a conservation area cannot</p>

	<p>commercial or housing development should be prevented.</p>	<p>prevent all development but should ensure that future development is carefully considered for its impact on the special historic and architectural character of the area.</p>
<p>J K Welton; B N Boughton; Janet Liscombe</p>	<p>Sycamore trees rear of 22 Hollybush Lane and 3 Hartslands Road. These trees could have been saplings that were left to grow. The three trees are in an 8 metre row and have grown out of all proportion and have had to be cut back in the past. The occupant of 22 is unconcerned and sees no reason to carry on this containment, partly because he says he enjoys them, partly because they do not affect him being 40m away and being north cast no shadow over his property. On the other hand 3 Hartslands Road and to a lesser extent 5 and 1 Hartslands Road stand only 20m away from the trees and, significantly, to the east. This means that the shadow cast by the trees shades the gardens in the summer from mid-afternoon and is like looking out on a dense, dark wall.</p> <p>Over the last 15 or so years, 22 Hollybush has been persuaded to allow the trees to be pruned, but refuses to contribute the cost. They need to be ‘pollarded’ increasingly as they get bigger. This is a considerable cost to endure, merely to contain something which is not designed to be there. They are a sizeable blot in the landscape which can only get worse and ruin the quality of life for residents.</p> <p>If this becomes a conservation area what are residents to do? It is unlikely that 22 Hollybush will seek consent (if required) to continue the pruning?</p> <p>Prunus, Sorbus, Cornus, Mallus and Acer would all be suitable replacements which would be more in keeping with</p>	<p>The designation of a conservation area does not prevent the management of trees. It is possible to make a tree application for works to trees not in the ownership of the applicant provided the owner of the tree is notified. There is currently no fee for a tree notification in a conservation area.</p>

	<p>the area, provide habitat and food for wild life, grow naturally and be beautiful to look at.</p>	
J K Welton	<p>By and large I think the plan is a good idea if it will prevent wholesale changes, I am concerned that the theory of these ideas is taken too far. There is a fine line between preserving everything as it is at the point of adoption and enshrining a degree of flexibility which can be exercised by the people affected by eg trees and hedges which have a habit of not staying the same forever. I do hope that the not uncommon anecdotal evidence of TPOs being upheld to the detriment of those concerned will not prevail in this case.</p> <p>I agree that street furniture should be more sympathetic to the area, and it would be good if some demarcation line eg change of tarmac or raised threshold at the entrance to all roads leading into the area could be brought about. This would help generate an inclusive community feel within the area and show outsiders they are now entering a special conservation place where the speed should reflect the village nature of the area.</p> <p>Lastly, does the management plan if adopted mean the transgressors will be persuaded to bring their properties up to a predetermined standard?</p>	<p>Designation of a conservation area should not prevent all development and change but should ensure that future development is carefully considered for its impact on the special historic and architectural character of the area. The designation of a conservation area does not prevent the management of trees and each case will be assessed on its merits.</p> <p>Coloured tarmac may not be in-keeping with the character of the area.</p> <p>Following adoption, it will be for the District Council to enforce against any unlawful development and to strictly control the siting of any new dishes. For those elements which do not require consent, it is the purpose of the Appraisal to raise awareness and for individual owners to follow the good practice advocated.</p>
J K Welton	<p>The poorly maintained gravelled front to the former Sanitary Laundry is owned by the Mews offices and detracts from 1 Hartslands Road.</p> <p>The guttering on the back of the building overflows onto the patio of 1 Hartslands Road.</p>	<p>These are detailed matters of property maintenance beyond the influence of this Appraisal.</p>

<p>Mrs J K Welton; B N Boughton; Janet Liscombe</p>	<p>Hedge forming boundary opposite The mews, 1, 3 and 5 Hartslands Road is directly on the road and being a living boundary is gradually increasing in height and depth even though it is trimmed. It is currently maintained less and at 4 metres from the housing opposite is now 4 – 5 metres high, contains sycamore saplings which add 1metre to the height in summer and reduce the width of the road. If this becomes a conservation area, what are the residents to do? This is a compact area and requires a different form of conservation, taking into account one person's positive character and a negative impact on neighbours.</p>	<p>The designation of a conservation area does not prevent the management of trees or hedges.</p>
<p>Simon Aguss</p>	<p>I disagree that this document can be called a Management Plan for the Conservation Area if this section is supposed to be the "Plan". Any management plan should contain clear objectives, policies and proposed actions, but not of these are clearly set out and documented in this section.</p> <p>Instead, we have a lot of idealistic wording (e.g. 3rd para. 5.1) which, whilst it is very commendable, is written conditionally and, given the recent past performance of SDC and developers in the area, gives very little confidence that much will change as a result of CA status. A much more robust Plan is needed, with clear policies, actions, etc that everyone can commit and sign up to.</p>	<p>The proposed Hartslands Conservation Area Appraisal and Management Plan follows the format used by the District Council's for conservation areas and meets good practice.</p> <p>The Council's adopted polices are set out in Section 2.3 and are a material consideration in determining planning applications. Section 5 (Management) supplements, interprets and applies these policies to the proposed Hartslands Conservation Area to be used as a future tool by development control officers. If adopted, the Appraisal will be an additional material consideration in the determination of applications.</p>
<p>Simon Aguss</p>	<p>Section 5.2, 4th para.</p> <p>It is not enough to say here that any new development "should" encourage high quality and innovative design ... New development must be of this type.</p>	<p>The paragraph in question refers to a list of factors (such as high quality and innovative design that reflects local identity and promoting healthy, safe and secure living and working environments) which should be encouraged, but are not obligatory for all new development and the phrasing is therefore considered correct.</p>

		Importantly, on a more limited criteria critical to the character of a conservation area, the following paragraph states that all development in the proposed conservation area, or which forms part of its setting, must respond to its immediate environment and context, in terms of scale, alignment, form, materials and detailing.
Simon Aguss	<p>Section 5.3</p> <p>I totally agree with everything that is said in this section and agree with all the principles that need to be adopted. However, given my views on the overall weakness of the Management section of the Appraisal, how will they be enforceable?. Will there be the new equivalent of supplementary planning guidance which will have statutory powers under the Local Plan / LDF / replacement planning system? There needs to be.</p>	The Appraisal if adopted will be a material consideration in determining planning applications. It supplements policies within the LDF and will be taken into account by the District Council in assessing applications, and, where necessary, Inspectors determining planning appeals.
Simon Aguss	<p>Section 5.6 & 5.7</p> <p>I totally agree with all the points made in these 2 sections. Yes, indeed, the street scene is very poor in Hartslands at present, and there are a very worthwhile set of principles stated. But they are no more than principles: there is nothing in this Plan that will make them enforceable.</p> <p>You only need look at what has been done in the last 20-30 years in Hartslands to see that, without a clear design masterplan agreed with all parties, there is little hope of the public sector (SDC & Kent CC) responsible for the public realm in Hartslands improving the area if it becomes a Conservation Area. For example, new street name signs recently installed are modern and not traditional painted</p>	The Appraisal sets out the potential enhancements to the proposed conservation area, subject to resources. If approved, the District Council should inform Kent County Council, as Highway Authority, of the designation of the new Conservation Area and seek sympathetic improvements to street surfaces, street furniture and signing.

	<p>ones (S. End of Prospect Road), parking signage is totally out of scale (W side of Avalon Music on Cobden Road) and the motorway crash barriers in Cedar Terrace and Prospect Road are hideous and need removing!</p> <p>Therefore, these 2 authorities need to produce, agree and sign up to a design masterplan for the area, which sets out a long-term vision for an improved street scene, produces a timetabled plan of integrated enhancements, and looks for funding sources to implement. Examples of enhancements must include: “gateways” to the area (e.g. raised brick tables at entry points), a 20mph zone throughout, sympathetic road resurfacing where needed, footway repairs, removal of redundant signage and fixing signs to walls where possible (to remove vertical visual clutter)</p>	
Simon Aguss	<p>Missing from this document is any mention of a grants programme being made available to residents to enhance the character and sustainability of the area. This could be available as a “top up” to encourage homeowners to replace modern doors and windows with styles more appropriate to the Conservation Area, e.g. paying the difference between u-PVC and wooden double glazed sliding sash windows where a homeowner or developer is seeking to remove previous inappropriate work to houses. Additionally it could be available to enhance the “semi-public” realm of front gardens, which have a huge impact on the street scene (e.g. replace modern brick walls with timber picket fencing.</p>	<p>No grants are available from the District Council for residents within conservation areas to enhance their properties.</p>
Simon Aguss	<p>Appraisal and Management Plan</p> <p>Missing from this document is any attempt to realistically address the parking issues in Hartslands. Whilst I accept this might be strictly outside the scope of the Appraisal, it is a major detractor from the street scene, as well as a major</p>	<p>The Appraisal acknowledges that on street parking for residents is a feature of this compact area which is both inevitable and at the same time has an impact on the appearance of the street scene, The dominance of cars, both moving and parked,</p>

	<p>issue to homeowners, and is not going to go away. Finding resolutions may not be easy but this is something SDC needs to openly discuss with residents in open consultation (conducted in a much better way than the poorly handled “Parking Survey” of 2009, which was riddled with leading questions and a lack of opportunity for residents to openly express their views).</p>	<p>as recognised as an issue in the proposed Hartslands Conservation Area.</p> <p>The management of on street parking is unlikely to significantly impact on the number, and therefore the visual impact of, parked cars in the street scene and is therefore not specifically proposed in the Appraisal.</p>
Simon Aguss	<p>Section 5.3</p> <p>It is not desirable, but essential that SDC produces the suggested leaflet about replacement doors windows and roof materials. It must be distributed to every household, made available in local shops and libraries, etc, and have clear named contacts within SDC that people can contact for advice. Additionally, whilst the impetus of the Conservation Area designation is still current, SDC must run workshops for homeowners - looking at good practice to conserve and enhance their properties and the neighbouring areas. These workshops should include good local supplier and contractor advice.</p>	<p>The District Council has now decided that the good practice guide about replacement windows, doors and roofing will be incorporated into a forthcoming Heritage Assets Supplementary Planning Document which would apply to all Conservation Areas in the district. The idea of a local workshop looking at good practice will be considered by the District Council but need not be contained in the Appraisal which is a longer term document.</p>
The Sevenoaks Society	<p>We particularly welcome the suggestion that an information leaflet be provided by the Council about suitable replacement doors windows and roof materials in Conservation Areas.</p>	<p>The District Council has now decided that the good practice guide about replacement windows, doors and roofing will be incorporated into a forthcoming Heritage Assets Supplementary Planning Document which would apply to all Conservation Areas in the district.</p>

CABINET – 23 JUNE 2011

CHARGING REGIME FOR THE PROVISION OF ON-STREET DISABLED PARKING PLACES

Report of the: Community and Planning Services Director

Also considered by: Environment Select Committee 07 June 2011

Status: For decision

Executive Summary: This report requests that Members confirm whether a charge should be made for the provision of on-street disabled parking places, taking into account Kent County Council's legal advice.

This report supports the Key Aim of safer communities and the effective and efficient use of resources.

Portfolio Holder Cllr Avril Hunter

Head of Service Head of Environmental and Operational Services – Mr Richard Wilson

Recommendation: It be RESOLVED that:

- (a) the implementation of interim disabled parking places be at no cost to applicants and that they be funded from the on-street parking account, and that either
 - (b) the provision of enforceable on-street disabled parking places requiring a traffic regulation order be at no cost to applicants and funded from the on-street parking account, or
 - (c) that a charge be made for the provision of enforceable on-street disabled parking places requiring a traffic regulation order and that the level of charge be confirmed up to the maximum level of £250 recommended by Kent County Council.
-

Introduction

1. Following a lengthy review of the application procedures for providing disabled persons' parking bays, Kent County Council (KCC) has decided not to set a formal policy document on this matter.

2. However, representatives of the Kent District Engineers' Group have agreed that new procedures proposed by KCC should be adopted but that a decision on whether or not to charge for bays should be made by each individual District or Borough.
3. This report therefore seeks a decision on whether a charge should be made for providing disabled parking bays and, if so, the amount to be charged.

Background Information

4. An overhaul of the application procedure for providing disabled persons' parking bays has been necessary following legal advice concerning disability discrimination. These issues have been addressed with the new application procedures proposed by KCC (Appendix A). However, following independent legal advice regarding charging, the decision on whether to charge and if so, the amount to charge is to be made at District level.
5. Historically, an agreement between KCC and District and Borough Councils in 2001 stated an administration charge of £30 could be charged for the consideration of disabled parking bay applications. It was thought that the levying of a fee would discourage unwarranted applications. However, the actual costs involved in administering the application and implementing the bay is far greater than £30. Sevenoaks District Council applied the charge until we received notification of KCC's legal advice with regard to disability discrimination. Following that advice, no charge has been made for administering applications.
6. As stated, Sevenoaks District Council previously charged applicants £30 to cover administration costs (whether or not the application was successful) to cover the costs associated with processing the application and site visits, etc. This was considered a small amount compared to the actual costs involved and most applicants were happy to pay this. However, because they had paid, many applicants then believed they had exclusive rights to the bay, despite the fact that it was clearly stated otherwise. Once provided, disabled parking bays are available for use by any Blue Badge holder.
7. Following confirmation from KCC that disabled parking bays could be provided on an 'advisory' basis without a Traffic Regulation Order (TRO), successful applications processed from January 2009 have been provided with an interim bay. These bays have the advantage of being provided much quicker and for less cost, but with the disadvantage that they cannot be legally enforced.
8. No charge has been made for interim bays due to the advice from KCC and because the full cost for making a TRO has not been incurred.
9. Typically between 15 and 20 applications are received each year. As yet, there have been no enforcement issues concerning the interim bays that are currently in place and, hence, no requests to convert interim bays into enforceable bays have been received.

Item No. 7

Kent County Council Recommendation

10. The legal advice received from KCC is that the £30 administration fee that was charged previously is no longer considered to be a legal option for an authority. However, there is a statutory power within Section 111 of the Local Government Act 1972 that will allow for charging of the actual provision of parking bays. This should be distinguished from pre-application administration which is not a statutory process.
11. KCC have recommended that although a charge may be made to the customer to pay for any necessary signs, lines and TRO, this should be capped at £250 per application.

Costs Involved

12. The provision of a permanent disabled bay with a valid Traffic Regulation Order is expensive, both in staff time and public consultations – the majority of that cost normally being the advertising costs of the TRO. Although the District Council presently has favourable terms for the placement of public advertisements, should these terms end, the cost of advertising a TRO is likely to be circa £1,000. However, it is likely that advertisements in respect to disabled bays would be tied in with those for other TRO proposals wherever possible.
13. The cost of marking a bay is currently £40 – £80 (depending on circumstances and weather) and the costs for providing/erecting a sign is approximately £120.
14. Additionally, there are the administration/engineer's costs in processing the application, undertaking consultation and preparing the TRO. Typically, these can be between £100 and £200.
15. The provision of an interim bay involves only the administration/engineer's costs required to process the application and the cost of marking the bay. No TRO is required and therefore no sign or street furniture is necessary.

Conclusions and Observations

16. Although a charge may deter unwarranted requests, the new application procedure clearly defines the criteria for providing a bay and therefore a charge should not be considered for this reason.
17. Many applicants, particularly those who are retired or unable to work, may not be financially able to meet a significant charge for a bay. Should a decision be made to charge, the applicant's likely ability to pay should be taken into account.
18. Should an applicant request that an interim bay be made permanent, a Traffic Regulation Order is required and an additional amount could then be justified. However, applicants will undoubtedly (but incorrectly) still expect to have

exclusive rights to park in a bay to which they have contributed. Consideration of the applicant's ability to pay would still apply.

Recommendations

19. In respect to interim bays, and subject to the views of the Cabinet, it is recommended that no charge be made. The minimal costs associated with the lining work can usually be programmed with other works in the area so economies of scale can apply.
20. In respect to permanent bays, it is also recommended that no charge be made as this would seem to be against the ethos of providing a facility for those in need, especially as they have already had to prove that they are in receipt of allowances (e.g. the higher rate of disability living allowance or the higher rate of attendance allowance) as part of the qualification process.
21. However, should it be decided that a charge be made, it should be within the recommended maximum of £250 suggested by Kent County Council. However, it should be borne in mind that should a charge be made, it would be more likely that applicants' expectations would need to be carefully managed, as experience shows an applicant would expect exclusive rights to park in the bay (even when advised this is not the case) thus increasing the potential for conflict with other blue badge holders.
22. Should it be decided not to charge and, at some stage in the future, there is found to be a significant increase in the number of requests for permanent bays, Members may then wish to reconsider whether the policy should be amended and a charge made. The matter could then be reported back to this Committee for further consideration.

Key Implications – Financial

23. The number of bays that would be provided as 'legally enforceable' and requiring a TRO are expected to be very low – possibly one or two applications per year. At present the costs associated with this are absorbed within the on-street parking account, as the works are programmed alongside other necessary tasks.
24. Although the introduction of a charge would recover the current costs involved, it would not cover the higher advertising costs (even at the highest 'capped' level) should the favourable arrangements in the local papers come to an end.

Community impact and outcomes

25. The introduction of charges at a higher level than those that previously applied for administration purposes are likely to disadvantage those members of the community who are already in receipt of allowances. This could act as a deterrent to applications and reduce mobility and social inclusion for vulnerable members of the community.

Item No. 7

Legal, Human Rights, etc.

26. The District Council has a requirement to adhere to the terms of the Disabilities Discrimination Act and all other appropriate legislation, and must also be aware of the legal counsel received by Kent County Council.

Risk Assessment Statement

27. There are no risks associated with the setting of a charge or the level of that charge, provided this is made in relation to the provision of a bay and not in relation to the administration of applications, taking into account legal advice obtained by Kent County Council.

Sources of Information: Appendix A – New application form and guidance notes

Contact Officer(s): Andy Bracey Ext.7323

**KRISTEN PATERSON
COMMUNITY AND PLANNING SERVICES DIRECTOR**



APPLICATION NOTES FOR A DISABLED PERSONS PARKING BAY

If you require this information in any other format please contact;

The Parking & Amenity team
Sevenoaks District Council
Argyle Road
Sevenoaks
Kent
TN13 1HG

Please read these notes carefully before you complete the application form as they will give you important information regarding your application process.

PLEASE NOTE:

IF YOUR APPLICATION IS SUCCESSFUL AN INTERIM DISABLED PERSONS PARKING BAY WILL BE INTRODUCED. THIS WILL MEAN THAT THE BAY IS MARKED ON THE ROAD BUT WILL NOT BE LEGAL AND THEREFORE CANNOT BE ENFORCED. A LEGAL TRAFFIC REGULATION ORDER TAKES BETWEEN 12 – 18 MONTHS TO INITIATE AND FOLLOWING THIS, A SIGN WILL BE ERECTED EITHER ON YOUR BOUNDARY WALL OR ON A POST OUTSIDE YOUR HOUSE AND THE BAY WILL BE LEGAL.

A DISABLED PERSONS PARKING BAY CAN BE USED BY ANY DISABLED PERSON DISPLAYING A CURRENT BLUE BADGE AND IS NOT FOR THE SOLE USE OF ANY PERSON OR VEHICLE.

DISABLED PERSONS PARKING BAYS CAN ONLY BE USED WHEN TRANSPORTING A DISABLED PERSON. MISUSE OF A DISABLED PERSONS PARKING BAY MAY LEAD TO THE ISSUE OF A PENALTY CHARGE NOTICE AND MAY ULTIMATELY LEAD TO THE REMOVAL OF THE DISABLED BAY.

Kent County Council, as traffic authority, has the power to designate part of the highway as an on-street parking place and to control the type of vehicle and the terms and conditions of its use under the Road Traffic Regulation Act 1984, Section 32 and 35. (RTRA 1984) There are however, strict legal criteria that must be met in order to qualify for a disabled persons parking bay to be marked on the public highway.

Therefore, Sevenoaks District Council, acting on behalf of Kent County Council can provide parking bays on streets for disabled people. Under the legislation (RTRA 1984) these bays can only be provided for the purpose of relieving or preventing congestion and will only be considered for disabled people who have substantial difficulties in walking and parking in the vicinity of their property. It must be noted that

these bays are provided under highway law and consideration is given to traffic management and highway conditions. Basic medical conditions of the applicant will be assessed according to the receipt of benefits but further medical conditions will not be taken into account.

Each case will be decided on its own merits by a highway engineer who must be satisfied that establishing a parking place is necessary for the purpose of relieving or preventing congestion of traffic and that the parking place is suitable for its intended use.

Examples of the questions that will need to be addressed in order for the Engineer to be satisfied that a bay is being provided to relieve or prevent congestion are:

- Will the transfer of a disabled person from a building to a vehicle or vice versa cause or contribute to congestion? If so will the provision of a disabled persons parking bay overcome this?
- Are there suitable off-street facilities available (e.g. garage, driveway)
- Is there an existing problem with the amount of on-street car parking nearby which regularly prevents convenient parking when required?
- Is the applicant readily able to walk to and from places where adequate car parking is available?
- Is the vehicle used to transport the disabled person normally kept at their home address and is it registered at this address? If the main driver of the vehicle does not reside at the property the bay will in most cases be refused.
- Is the vehicle in regular/frequent use?

All applicants must hold a current and valid blue badge. **(a photocopy showing number and issuing authority must be attached to each application)**

All applicants must be in receipt of the higher rate of disability living allowance the higher rate of attendance allowance or a similar war pension. **(a photocopy showing confirmation of allowance must be attached to each application and proof of benefits must show name and address)**

The applicant should be the registered disabled person. ***Any exception to this should be stated, in writing and attached to the application form.***

Following successful investigation of an initial application form It will be necessary for all successful applicants to prove that they have a persistent, significant and regular parking problem with parking a vehicle in their street. This will be accomplished by the completion of a parking study by the applicant.. Simultaneously, an audit of parking in your locality may be carried out by your local authority to ensure accuracy.

Establishing a disabled parking bay on the Highway

Before a bay can be established on the public highway, the conditions will be assessed to confirm that the bay is technically acceptable. Issues such as safety, width of carriageway, numbers of parked vehicles, proximity to a junction, number of other disabled bays and availability of off-street parking will all be taken into account.

Any neighbours who may be affected by the provision of a disabled bay will be informally consulted.

If objections are received at this stage, the proposals may be reported to an authorised Council Committee who will make a decision and either overrule or uphold any objections. If the objections are upheld your application will proceed no further.

If there have been no informal objections or if the Committee decide to overrule the objections that may have been received, it will be necessary to make a Traffic Regulation Order (TRO) which is a legal process involving advertising in a local newspaper and a formal consultation to any affected parties. The TRO allows the disabled bay to be enforced and will help to prevent misuse of these bays. If formal objections are received at this stage it will be necessary to report to an authorised Council Committee for a further decision. You will be notified at every stage of these proceedings.

When a bay is established on the highway it will be assessed periodically using the previous criteria to ensure that the bay is still justified. If the bay is no longer required for the original use or the criteria are no longer being met it may be necessary to remove the bay.

Charges for the installation of disabled parking bays

The District Council cannot fund the introduction of disabled parking bays on the public Highway and may require the applicant to contribute to the cost of the physical works required. The maximum amount that you may be asked to contribute is £200. The payment of a contribution towards the installation costs does not infer any form of ownership of the disabled parking bay or parking priority

If any circumstances change it will be the responsibility of the applicant or the driver of the registered vehicle to notify Sevenoaks District Council.

If you have any questions relating to the above information, please do not hesitate to contact the Parking & Amenity team at the above address.



CONFIDENTIAL

APPLICATION NUMBER:

APPLICATION FOR DISABLED PERSONS PARKING BAY

Please read the attached notes and conditions before completing this form.
Complete parts 1 to 3 before returning this form to:

The Parking & Amenity team
Sevenoaks District Council
Argyle Road
Sevenoaks
Kent TN13 1HG

TO BE COMPLETED IN BLOCK CAPITALS

PART ONE – PARTICULARS OF APPLICANT

Title	
Surname	
Forenames in full	
Date of Birth	
Address	
Post Code	
Telephone Number	
Blue Badge Number (Enclose photocopy of current Blue Badge)	
Blue Badge Expiry Date	
Blue Badge Issuing Authority	Page 98

Is the Blue Badge issued to you?	Yes / No
If no who is it registered to and what is their relationship to you?	
Are you in receipt of Disability Living Allowance, Attendance Allowance or a similar war pension and for how long? Enclose proof showing benefit received, name and address.	Yes / No
If yes what component and rate?	
If you are not in receipt of the necessary benefits, it may be necessary for the Civil Enforcement Office to contact your GP for information regarding your level of mobility. Please provide details:	GP Name: GPAddress:

PART TWO – PARTICULARS OF VEHICLE

Are you the registered keeper? (Please include a copy of the vehicle registration document or motability agreement)	Yes / No
Are you the main driver of the vehicle? You must be the driver of the vehicle more than 70% of the time to be considered the main driver. (Please include a copy of your vehicle insurance document)	Yes / No
If no, please provide details of the main driver of the vehicle Please enclose proof of residence e.g. Utility bill	Name: Address: Relationship to applicant:
Do you have facilities for off-street parking? i.e. Do you own, rent or have use of a garage, hard standing etc. (shared or individual)	Yes / No

Where is the vehicle usually kept?	
Do you experience frequent problems parking within walking distance of your property?	Yes/No

PART THREE - TO BE COMPLETED BY ALL APPLICANTS

1. I declare that all the information I have given in this application is correct.
2. I have enclosed all copies of documentation as required:
 - Blue Badge (including number and photograph)
 - Copy of Vehicle Registration Document or Motability agreement
 - Insurance Certificate
 - UK driving licence
 - Proof of receipt of benefits
3. I acknowledge that any Blue Badge holder can use the bay.
4. I agree, where possible, to have a sign plate notifying the use of the space attached to or mounted on my property.
5. I understand that it may be necessary for the Civil Enforcement Office to contact my GP for further details and I therefore give my permission.
6. I understand that the bay will be regularly reviewed and removed if I no longer meet the required criteria. If my circumstances alter, I will notify you immediately.
7. I agree to my information being used as explained below.
8. I have read and understood the attached notes.

The information you provide will be processed by Sevenoaks District Council in connection with the Disabled Persons Parking Bay Scheme. Your information will be disclosed to partners acting on the Council’s behalf in the administration of the scheme, your address details may be disclosed as part of the local consultation process.

<i>Signature:</i>	<i>Date:</i>

This application should now be returned to Sevenoaks District Council

COMMUNITY SAFETY STRATEGIC ASSESSMENT AND ACTION PLAN 2011/12

SOCIAL AFFAIRS – 16TH JUNE 2011

CABINET – 23RD JUNE 2011

Report of the: Community & Planning Services Director

Status: For decision

Key Decision: Yes

This report supports the Key Aim of the Community Plan, to help communities to be safe and feel safe.

Portfolio Holder Cllr. Elaine Bracken

Head of Service Head of Community Development – Lesley Bowles

Recommendation to Social Affairs Select Committee: Members comments are invited.

Recommendation to Cabinet: It be RESOLVED that: the Council's actions in the Sevenoaks District Community Safety Action Plan 2011/12 are approved.

Reason for recommendation: This action plan will determine multi-agency work undertaken in the District to reduce crime and anti-social behaviour and increase feelings of safety.

Introduction

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council and Kent Police, together with other key partners, to undertake an audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder.
- 2 The Strategic Assessment undertaken in November 2010 identified the Community Safety priorities for the District as follows:
 - Anti-Social Behaviour
 - Young people's issues
 - Burglary

Vehicle Crime

Speeding

Public perception

Substance misuse

Domestic Abuse

- 3 Partners have identified targets and actions aimed at having an impact on these priorities and these form the 2011/12 Action Plan, which is attached as an appendix. The Action Plan summarises information from the Strategic Assessment for each of the identified priorities. The full Strategic Assessment is a very lengthy and detailed document and is available from Officers.

Key Implications

Financial

The funding required to deliver the Action Plan is noted on the document. No additional District Council funding is required to deliver the plan.

Community Impact and Outcomes

Crime, anti-social behaviour and the fear of crime are issues that are of significant interest to local communities. The strategic assessment identifies people's concerns as well as crime and other data and the action plan addresses those issues. Consequently, there should be a positive impact on the community.

Legal, Human Rights etc.

There are no new legal or human rights issues arising from this action plan.

Resource (non-financial)

No new non-financial resources are required to deliver the action plan

Equality Impacts

The action plan does not have the potential to cause adverse impact or discriminate against different groups in the community, nor does it affect the existing Equality Impact Assessment, which is regularly updated.

Sustainability Checklist

A sustainability checklist has been completed and a positive impact is anticipated.

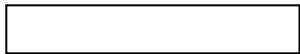
RISK ASSESSMENT STATEMENT

RISK	MITIGATION
Partners' failure to deliver agreed actions	Quarterly monitoring is undertaken by the Community Safety Partnership to identify as early as possible any actions that may not be delivered so that alternative action can be taken.
Insufficient funding to deliver the Action Plan	Funding has been agreed for the financial year.

Background Papers: The Sevenoaks District Community Safety Partnership Strategic Assessment 2010

Contact Officer(s): Lesley Bowles, ext 7335
 Lesley.bowles@sevenoaks.gov.uk

Kristen Paterson
Community & Planning Services Director



Sevenoaks District

Community Safety Partnership

DRAFT - Annual Action Plan

2011 - 2012



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Action Plan 2011 - 2012

Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 16. The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

Each year the Partnership, in common with all of the Community Safety Partnerships in Kent, undertakes an assessment of crime and disorder in the District, using data provided by partners and feedback from residents. The assessment identifies the priority issues for the next year using the following rationale for each community safety type:

- Whether there is significant community concern
- Whether there is an increasing trend
- Whether it contributes to a high volume of crime
- The level of harm it causes
- How well it is performing compared with other parts of Kent and similar partnerships nationally
- Whether the Partnership can add value to the work

This Action Plan identifies where we can best work together to achieve results.

Priority Issues for 2011 – 2012

The Strategic Assessment undertaken during the autumn of 2010 has identified 8 priorities for the Partnership to tackle during 2011–2012.

The 8 priorities, in no particular order, are:

- Anti-Social Behaviour
- Young People’s Issues
- Burglary
- Vehicle Crime
- Speeding
- Public Perception
- Substance Misuse
- Domestic Abuse

Although the Partnership’s main focus will be the 8 priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the Community Safety Unit’s daily briefings and other tasking arrangements in order to continue to reduce recorded crime.

During 2009/10, Sevenoaks District had the lowest recorded crime in the County with the number of crimes falling by 570 crimes or 9.9% to 5,170. Crime in the District has fallen consistently since 2005/6 when there were 7,948 crimes.

Following these year on year reductions, it will be challenging to reduce crime further. Indeed, many Districts are now seeing increases in crime. However, it is anticipated that the Partnership will contribute to a further 2% reduction through the delivery of its action plan.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership and an action plan linked to each priority. The action plan does not include details about the numerous activities already undertaken by partners, town and parish councils, the voluntary sector and others as part of their day to day work, but highlights activities in addition to core work, which partners will undertake throughout the forthcoming year.

Funding and monitoring

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Home Office funding which is allocated to district Community Safety Partnerships by Kent County Council, Choosing Health funding and other small amounts of funding from a variety of sources, for example the Kent People's Trust. Regular monitoring will take place to ensure that individual projects continue to deliver positive results as well as value for money and that this Action Plan is on target.

Equalities

In preparing the action plan, issues such as equality and diversity were considered to ensure that everybody feels safe in the District.

SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP –ACTION PLAN 2011-2012

SUCCESS MEASURES

All recorded crime:

Reduce All Crime by 2%

Anti-Social Behaviour

An improvement in behaviour achieved in 80% of cases accepted by the Anti-Social Behaviour Task Group .
75% of Anti-Social Behaviour victims satisfied with action taken.

Young People's issues

Intervention projects, including the Power Project and 8-12s Project, maintained
Rate of victimisation among young people to be reduced (target to be set)

Burglary

Number of dwelling & non dwelling (shed, commercial/retail premises) burglaries to be reduced (targets to be set at year end) Target 5% reduction in both domestic and non dwelling burglary.

Vehicle Crime

Number of Vehicle Crimes to be reduced by 5% includes theft from motor vehicle and theft from.

Public Perception

Feed back given to 100% of residents who report anti-social behaviour to the Community Safety Unit (CSU)
75% of people reporting to the CSU satisfied with service receive

Speeding

Communities in areas where speeding has been identified as a top 3 priority involved in a range of speeding initiatives.

Substance Misuse

Substance Misuse Action Plan to be 85% on target

Domestic Abuse

Reduce the number of repeat incidents of Domestic Abuse by 2% by March 2013
Domestic abuse action plan to be 80% on target

Anti-Social Behaviour

Reports of Anti-Social Behaviour to the District's Anti Social Behaviour Officer showed an increase of 11% last year compared to the same period the year before, when a total of 214 reports were received in the year. This increase may be attributed to the raised profile of the Community Safety Unit. The 4 top categories reported to the Anti Social Behaviour Officer were intimidation/harassment, damage, noise and rowdy behaviour. Reports for intimidation/harassment and noise have increased, but there has been a decrease in reports of Criminal damage and rowdy behaviour. Surveys continue to highlight Anti-social behaviour as a concern for our residents, with 73% saying that this should be a priority. However, the Kent Crime & Victimisation Survey indicates that people in the Sevenoaks District perceive Anti-Social Behaviour as less of a problem than is perceived in most districts in Kent. A significant improvement last year was a 58% reduction from 139 to 88 in graffiti reports to the Community Safety Unit.

Priority Action	Lead Agency	Other Partners	By when	Funding	
Anti-Social Behaviour					
1.1	Enable the CSU to take a tasking and co-ordinating role in tackling ASB in the District	CSU	All Anti Social Behaviour Task Group KCC Children & Families	December 2011	Use of existing resources but working differently
1.2	Implement the Home Office risk assessment tool for ASB reports and ensure high risk cases are managed through ASB task Group	CSU	SDC Police Housing Associations KCC Wardens	September 2011	Use of existing resources
1.3	Local communities more actively involved in finding solutions for ASB and taking responsibility including through PACT Panels. PACT Members identify an improvement in community safety in their areas over the past year.	Exec Group	ASB Co-ordinator CSU PACTs Local Champions	December 2011	Use of existing resources
1.4	Where possible, work with families rather than individuals to deal with Anti-Social Behaviour, in a minimum of 20 cases.	Anti Social Behaviour Task Group KCC Children & Families	All	December 2011	Use of existing resources but working differently

	Priority Action	Lead Agency	Other Partners	By when	Funding
1.5	Effective use of mobile CCTV to deter crime and anti-social behaviour. Mobile capabilities effectively deployed 9 out of 12 (75%) deployed at one time	T&CG CSU	Police	Ongoing	Existing resources

Young People's Issues

There were 85 new entrants to the Kent Youth Justice System in Sevenoaks between July 09 and June 10, the last confirmed data available for the Strategic Assessment. Thirty three were females (38.8%) and 52 males (61.2%). Sevenoaks had a 37% decrease in the number of new entrants to the Youth Justice System, compared to the previous 12 month period. The three types of offences most frequently committed by children and young people (both males and females) in the District for the period were: Theft and Handling Stolen Goods:30.6% (74); Violence against the Person: 17.4% (42); and Criminal Damage: 15.3% (37).

The rate of children and young people in the District who are victims of crime is the lowest in Kent at 8.6 per 1000 population. The Kent average is 18.4.

The Partnership's Power Project and the 8-12s Project are respected youth diversion and support projects, assessed to have a positive effect on young people. Young people's issues, including these projects, will therefore remain a priority for the Sevenoaks District Community Safety Partnership

	Priority Action	Lead Agency	Other Partners	By When	Funding
YOUNG PEOPLES ISSUES					
2.1	Achieve sustainability for the Power Project & 8-12's Project (early intervention projects). 8-12's to run in at least 4 communities 85% of young people accepted by Power Project do not go on to re-offend	SDC West Kent Extra KCC YOS	All Partners	8-12's - Sept 2011 Power - March 2011	Safer & Stronger Funding Explore links with business community/other grants
2.2	Targeted work with 14-19yrs olds to assist in their transition to work	KCC	Local Children's Trust Board	March 2012	Local Children's Trust Board
2.3	Produce a directory of early intervention projects for young people, families and front line practioners.	SDC	All partners	June 2011	Current resources

Burglary & Vehicle Crime

Burglary Dwelling decreased by 14%, from 393 to 338 in the Strategic Assessment period, October 2009 to September 2010. However, this placed Sevenoaks only 9th best in the County and 10th in its Most Similar Group (MSG). By December 2010, this had improved to a reduction of 23.8% compared with the previous year, placing Sevenoaks 6th best in County and 8th in its Most Similar Group. When residents were asked about their concerns about crime, burglary of homes (Burglary Dwelling) was listed as the top priority for the Sevenoaks District (73% of respondents to the 2010 Residents Panel).

Theft from motor vehicles (TFMV) fell by 15.6%, from 649 to 548 during the Strategic Assessment period. Despite this reduction, Sevenoaks ranked only 10th best in the County and 11th in its Most Similar Group. TFMV accounted for 11% of the District’s total crime. **Theft of motor vehicle (TOMV)** fell by 26.2%, from 252 to 186. Sevenoaks ranked 7th best in the county and 13th in its MSG. TOMV accounts for 4% of the total crime Respondents to the Residents Panel survey 2010, rated theft from vehicles are their 6th highest concern from a list 16 crime types and theft of vehicles as their 7th highest concern **Burglary and Vehicle crime therefore remain priorities for the Partnership.**

Priority Action		Lead Agency	Other Partners	By When	Funding
BURGLARY & VEHICLE CRIME					
3.1	Invest in improved Automatic Number Plate Recognition infrastructure for the District minimum of 4 additional cameras (2 sites)	Police	Community Safety Partnership	March 2012	Safer & Stronger Funding Police
3.2	Increase crime reduction interventions in wards identified as priorities. Reduce vehicle crime and burglary by 5% in identified priority ward’s through crime reduction initiatives.	CSU	CSU	March 2012	Existing resources and Safer & Stronger Funding
3.3	Refer to T&CG suitable suspected disposal points for stolen property within the District for partnership intervention and measure proportion identified as successfully disrupted	Police	T&CG	March 2012	Existing resources
3.4	Undertake four Multi Agency operation at boot fairs to deter/detect the disposal of stolen/counterfeit goods and provide relevant crime prevention advice.	CSU	Police Trading Standards KCC Wardens	March 2012	Existing resources

Public perception

Respondents to the September 2010 Residents Panel Survey were asked how safe or unsafe they feel when outside in their local area during the day and after dark.

- 93% of respondents felt either “very safe” or “safe” in their local area during the day.
- 69% of respondents felt either “very safe” or “safe” in their local area after dark
- 7% of respondents felt either “very safe” or “safe” in their local area during the day
- 11% of respondents felt “very unsafe” or “unsafe” in their local area after dark.

The Kent Crime & Victimization Survey indicates that the District’s perceptions of Anti-Social Behaviour are better than the County average and are improving. The District is between first and fourth best in the County in most categories, with the exception of vandalism and graffiti which is 6th and abandoned and burnt out cars which was 11th. The Partnership continues to put in place initiatives that help people to feel safe and live in safe environments and to keep people informed and involved in community safety.

Priority Action	Lead Agency	Other Partners	By When	Funding	
PUBLIC PERCEPTION					
4.1	Maximise the use of the Probation Service’s Community Payback scheme. Measure the number of initiatives completed and financial savings made.	CSU	Probation	March 2012	Negative cost because of the value of the work undertaken.
4.2	Undertake at least one Environmental Audit (EVA) in each identified priority ward in conjunction with local businesses and residents. Implement an action plan for each EVA which must be at least 80% completed.	CSU T&CG	Highways, Police, Housing, Town & Parish Councils	March 2012	Existing resources and Safer & Stronger funding
4.3	Re-evaluate and update Communications Protocol	Exec Group	CSP	June 2011	Existing resources
4.4	Develop Community Safety Twitter	SDC	CSP	September 2011	Existing resources
4.5	Ensure CSU quarterly reports are accessible to local communities through town and parish council websites, where possible and other agency websites.	CSU		June 2011	Existing resources

	Priority Action	Lead Agency	Other Partners	By When	Funding
4.6	Three Community Awareness Days to be arranged throughout the District .	Community Safety Partnership (CSP)	Town & Parish Councils Local Businesses	March 2012	Existing resources
4.7	Reduce the impact of fly-tipping on the environment by encouraging the reporting of fly-tipped materials, cleaning up fly tipping from public land and highways within 7 days of reporting and implementing the use of Smart Water	CSU	Direct Services KCC Highways	June 2011	Existing resources and Clean Kent fund
4.8	Recognise local people who have volunteered for their communities or who have taken a stand against anti-social behaviour by nominating them for awards.	SDC Community Development	Crime Prevention Panel	March 2012	Existing resources

Speeding Vehicles

Speeding vehicles are consistently highlighted as one of the key community priorities in the majority of PACT Neighbourhood Panels across the District. This high level of community concerns coupled with the continued value of effective partnership working, mean that this area will remain a priority for the Sevenoaks CSP.

Priority Action		Lead Agency	Other Partners	By When	Funding
SPEEDING					
5.1	Roll out “carmageddon”(operation to deter reckless driving) to at least 5 identified hot spot areas and include other partner agencies.	Kent Fire & Rescue Service T&CG CSU	Exec Group Highways Police Council Youth Services	March 2012	Existing resources
5.2	Promote speed watch across the District including training for volunteers	Kent Police – Training CSU – Promotion/Volunteers	DVLA	March 2012	Existing resources
5.3	Continue to roll out OP Zig Zag (operation to deter parking outside schools) where it is reported by communities as a problem	KCC CSU	SDC – Parking Police Schools	March 2012	Existing resources

Substance Misuse

The Kent Drug and Alcohol Action Team (KDAAT) reported a 13% increase in the number of Sevenoaks clients between 2008/9 and 2009/10. This may be attributable to better access to services in the District. Alcohol accounts for 40% of KDAAT clients. Although Sevenoaks' figures are low for alcohol attributable hospital admissions, there has been a slight increase in alcohol related mortality. As part of the Kent Crime and Victimization Survey, people were asked whether people using or dealing drugs was a very or fairly big problem in their local area. The results show that Sevenoaks ranks 2nd best in the County with a figure of 6.5% which is an improvement of 2.6% when compared to the same period last year. Given the link between substance misuse, particularly alcohol, and other crime types, the Partnership will continue to prioritise this area of its work.

Priority Action	Lead Agency	Other Partners	By When	Funding	
SUBSTANCE MISUSE					
6.1	Implement a shared training package around identification and brief advice (IBA)	Substance Misuse Task Group	Tier 1 & 2 workers substance misuse workers (information and advice) PCSO, Warden, PCT Health & well being	July 2011 Roll out Sept 2011	Existing CSP Budget Partners Training Budgets
6.2	Structured Early Intervention Projects to include referrals to Alcohol Clinics and targeted Young Peoples Intervention through T&CG and CSU	Kenward Trust or alternative provider CSU	Kenward Trust KDAAT T&CG	March 2012	Choosing Health CSP Alternative funding
6.3	Address Underage Drinking where it is reported by communities as a problem	Trading Standards	Landlords/Off License Substance Misuse Task Group KDAAT Police	Ongoing	Existing budgets

Domestic Abuse

The number of domestic abuse incidents has increased by 5.0%. This is an increase of 41 incidents from 827 in the previous period to 868 in this period but is the lowest per 1,000 population in the County. There were 201 recorded repeat victims of domestic abuse, again the lowest rate in the County. This gives a repeat victim percentage of 23.2% which is in line with the County average. Only 13% of respondents to the Residents Panel survey said they were concerned about domestic abuse. Whilst this indicates a low level of concern among local residents, Domestic Abuse tends to be a 'hidden crime' with low levels of reporting.

	Priority Action	Lead Agency	Other Partners	By When	Funding
DOMESTIC ABUSE					
7.1	Raise awareness and sign posting to services through the West Kent Directory and the CSP website	CSP Domestic Abuse Task Group	Tier 1 workers Health provider Police Housing	Prog July 2011 Roll out Sept – March 2011/12	Existing resources
7.2	Consider how best to provide advocacy services	Exec Group Domestic Abuse Task Group	Voluntary sector	June 2011	Funding to be identified, possibly through Safer & Stronger Funding
7.3	Training for front line workers including good practice guidelines for working with survivors	CSP Domestic Abuse Task Group	Tier 1 workers Health provider Police Housing	Prog July 2011 Roll out Sept – March 2011/12	Existing resources
7.4	Work with young people to improve self esteem and respect	Local Children's Trust Board	Youth Workers Youth Offending Service	March 2012	Existing resources
7.5	At least 3 perpetrators to complete the full Community Domestic Abuse Perpetrators' Programme	Police Social Services CSU	CSP	March 2012	Choosing Health Safer & Stronger Funding

GLOSSARY:

ANPR – Automatic Number Place Recognition

CCTV – Closed Circuit Television

CDAP – Community Domestic Abuse Perpetrators Programme

CSP – Community Safety Partnership

CSU – Community Safety Unit

EVA – Environmental Visual Audit

KCC – Kent County Council

KDAAT – Kent Drug & Alcohol Action Team

MSG – A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes.

PACT – Partners and Communities Together

PCT – Primary Care Trust

SDC – Sevenoaks District Council

T&CG – Tasking and Co-ordination Group – monthly meeting to plan response to trends

YOS – Youth Offending Service

Membership of the Community Safety Partnership and contact details

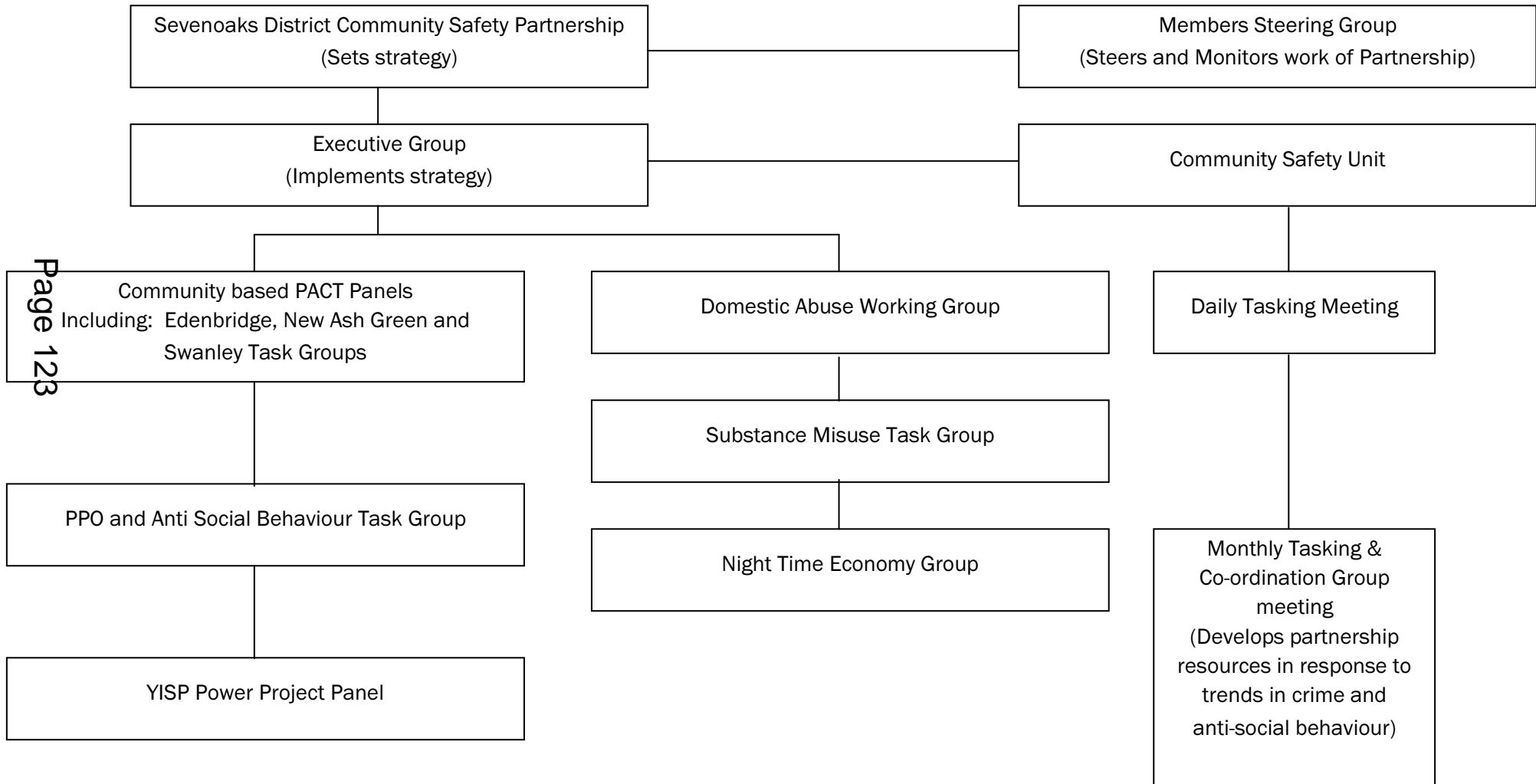
<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel: 01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service South Division HQ, Loose Road Maidstone Kent ME15 9QB Tel: 01622 774500 Web: www.kent.fire-uk.org</p>	<p>Kent Police Authority 1st Floor, Gail House Lower Stone Street Maidstone ME15 6NB Tel: 01622 677055 Web: www.kentpa.kent.police.uk</p>
<p>NHS West Kent Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentpct.nhs.uk</p>	<p>Kent Probation Service 17 Garden Road Tunbridge Wells Kent TN1 2XP Tel: 01892 559350 Web: www.kentprobation.org</p>	<p>KCC Social Services Croft House, East Street Tonbridge Kent TN9 1HP Tel: 01732 362442 Web: www.kent.gov.uk</p>	<p>KCC Families and Social Care 30 Gibson Drive West Malling Kent ME19 4QG Tel: 08458 247247 Web: www.kent.gov.uk</p>
<p>KCC Youth Offending Service Croft House, East Street Tonbridge Kent TN9 1HP Tel: 01732 362442 Web: www.kent.gov.uk</p>	<p>KCC Youth Service Bishops Terrace, Bishops Way Maidstone Kent ME14 1AF Tel: 08458 247 247 Web: www.kent.gov.uk</p>	<p>KCC Trading Standards PO Box 286 West Malling Kent ME19 4HW Tel: 01732 525291 Web: www.kent.gov.uk</p>	<p>KCC Community Safety Sessions House County Hall Maidstone ME14 1XQ Tel: 01622 696575 Web: www.kentpartnership.org.uk</p>
<p>West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	<p>Kenward Trust Kenward Road Yalding Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk</p>	<p>MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0845 600 1006 Web: www.moat.co.uk</p>	<p>Kent Drug and Alcohol Action Team Invicta House, 3rd Floor County Road Maidstone Kent ME14 1XX Tel: 01622 221676 Web: www.kdaat.org</p>
<p>West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	<p>Voluntary Action West Kent 19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.vawk.org.uk</p>		

Terms of Reference

The Partnership's terms of reference are to:

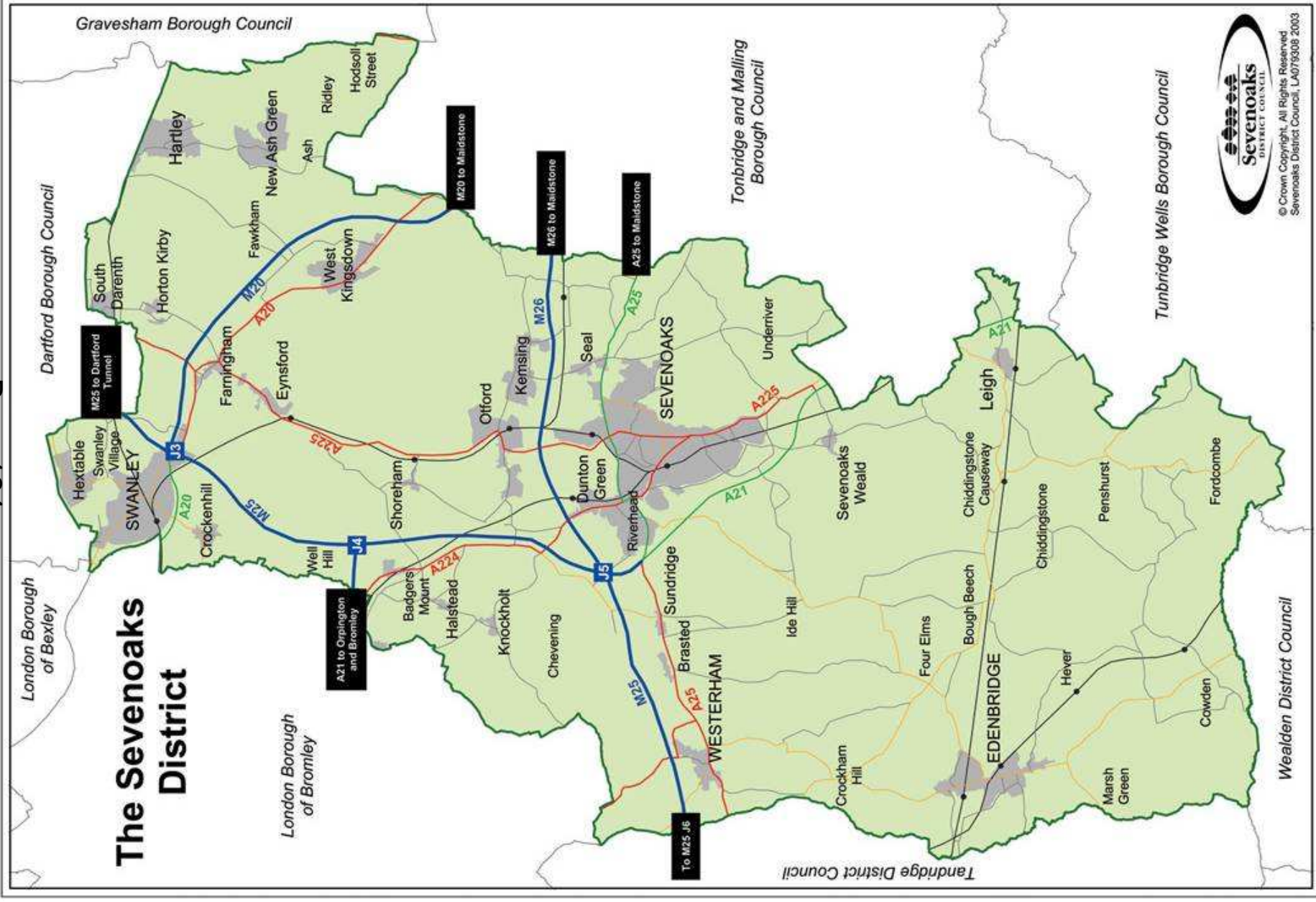
- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations and others for projects to address agreed shared priorities in the Community Safety Action Plan
- Act as a forum for discussion of topical local community safety issues and agree follow up actions if appropriate
- Promote community safety in the District in conjunction with other local organisations and bodies
- Co-ordinate and maintain an overview of all activities relevant to community safety in the District.

Structure of Sevenoaks District Community Safety Partnership



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Agenda Item 8



Enquiries to:

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CABINET – 23 JUNE 2011

PROVISIONAL OUTTURN 2010/11 AND CARRY FORWARD REQUESTS

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

Also considered by: Cabinet – 23 June 2011

Status: For Decision

Executive Summary: This report sets out the provisional outturn for 2010/11 and requests to carry forward budgets into 2011/12.

Since the February forecast, the Council has successfully obtained a VAT refund of £364,000 which has significantly improved the position for the year.

Compared to the revised budget (i.e. including supplementary estimates), the overall result was a favourable variance of £527,000 after allowing for carry-forward requests.

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

Portfolio Holder Cllr. Ramsay

Head of Service Head of Finance and Human Resources – Mrs. Tricia Marshall

Recommendation: It be RESOLVED that:

- (a) The Revenue 'carry forward' requests totalling £217,894 as set out in paragraph 13 of the report be approved, subject to any amendments suggested by the Finance Advisory Group; and
- (b) the Asset Maintenance 'carry forward' requests totalling £71,599 set out in paragraph 14 of the report also be approved.

Introduction

1. Provisional Financial Outturn figures for 2010/11 are attached at Appendix A. These results will be scrutinised by the Finance Advisory Group at its meeting on 15th June.
2. The report also sets out the requests to carry forward unspent budgets into 2011/12 for Revenue and Asset Maintenance items. In practice any Revenue items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2011/12.

Overall Financial Position

3. 2010/11 was the third year of the Council's four-year savings plan, which set out to achieve savings of £2 million over that period. It is pleasing to report to Members that a provisional favourable variance of £745,000 has been achieved. Revenue carry forwards of £218,000 have been requested; if these are approved the favourable variance will reduce to £527,000.
4. At the end of February the forecast outturn (which took account of likely carry forward requests) was a favourable variance of £81,000. Since then a VAT refund of £364,000 has been received making an amended February forecast favourable variance of £445,000. Therefore the provisional outturn position is £82,000 better than the February forecast.
5. The figures above all take into account the supplementary budget of £13,000 approved during the year for Christmas car parking.
6. It was approved by Cabinet on 13th December 2010 that any favourable variance achieved on the 2010/11 budget be put to the Budget Stabilisation Reserve.

High Level Analysis of Results

7. **VAT refund** (£364,000 income): This relates to sports tuition and sports courses. Following on from the successful primary claim of £1.8m for over paid VAT which was repaid in 2009/10, HMRC have now agreed to the second part of the claim for £364,000. The primary claim for 1990 - 1994 was for admissions and courses. The second claim for the period 1978 - 1989 (and part of 1994) was purely for courses and the incorrect treatment of courses VAT during the period.
8. **Pay costs** (£275,000 underspent): Some vacant posts were held open as they were deleted on 1 April or because staff displaced through the budget process are being redeployed into them.
9. **Income** (£1,003,000 favourable): This relates to the VAT refund explained above, Development Control income, external funding which is offset by expenditure in 'Other Costs' and partnership income.
10. **Direct Service Trading Accounts** show a surplus of £17,000 at the year end, which is £47,000 lower than the budgeted surplus due to increased fuel costs.
11. **Interest and Investment Income** was £122,000 better than budget (excluding interest relating to the VAT refund). This was due to the Council holding higher balances than budgeted, which has increased investment income.
12. The latest information from CIPFA regarding the £1m Landsbanki investment is that authorities should account for a 95% return although this will continue to be reviewed.

Revenue Carry Forward Items

13. There are 16 Revenue carry forward requests. Further details including the implications of not carrying forward this budget are set out at the end of this report.

No.	ITEM	HEAD OF SERVICE	£
A1	Support Paralympics cycling event	Comm. Dev.	35,000
A2	Street Cleansing – counsel appeal	Env. & Ops	6,595
A3	Licensing – delayed partnership expansion	Env. & Ops	8,335
A4	Env. Health – healthy eating	Env. & Ops	1,700
A5	Staff training	Fin. & HR	7,768
A6	Civic expenses	Fin. & HR	5,737
A7	Concessionary fares – potential bus operator appeals	Fin. & HR	18,000
A8	Local Tax - staffing	Fin. & HR	7,500
A9	Members training	Fin. & HR	4,985
A10	Argyle Road - energy	Fin. & HR	19,300
A11	Argyle Road – fabric and plant	Fin. & HR	23,100
A12	Health and safety	Fin. & HR	2,624
A13	Virtual agent	Fin. & HR	19,250
A14	Communications – training and development	Hsg & Comms	10,000
A15	Document management equipment maintenance	IT & FM	15,000
A16	IT – Licensing partnership	IT & FM	33,000

	Total		217,894
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Asset Maintenance Carry Forward Items

14. Asset Maintenance budgets were underspent by £139,000. Therefore the 7 carry forward items totalling £71,599 listed below can be funded from the Asset Maintenance Reserve.

No.	ITEM	AMOUNT £
B1	Car Parks – replace ticket machines	11,000
B2	Argyle Road	19,233
B3	Countryside	4,679
B4	Leisure	11,487
B5	Public Toilets	13,700
B6	Sewage Treatment Works	6,500
B7	IT	5,000
	Total	71,599

Capital Programme

15. The following capital schemes were underspent at the year end. These relate to partially completed previously approved projects.

No.	SCHEME	AMOUNT £
C1	Playground improvement programme	59,000
C2	Vehicle replacement programme	566,000
C3	Disabled facilities grants	25,000
C4	IT development	38,000
	Total	688,000

Key Implications

Financial

16. All financial implications are covered elsewhere in the report.

Community Impact and Outcomes

17. None

Legal, Human Rights etc.

18. None

Value For Money and Asset Management

19. Asset management implications are covered elsewhere in the report.

Conclusions

20. Both Members and Officers were fully aware that 2010/11 would be an extremely challenging year. However, in light of the financial pressures arising during the year it is pleasing to report to Members a positive year end position.
21. The outturn position could not have been achieved without the commitment and hard work of both Members and Officers, in particular the Heads of service and the Finance Advisory Group, who have played an essential challenge, advisory and scrutiny role reviewing not only the budget but also the corrective action planning.
22. The 2011/12 budget includes savings totalling £2.5m. Achieving this ambitious level of savings whilst managing the financial risks will require continued close and proactive financial management during 2011/12.

Risk Assessment Statement

The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2011/12.

These results are provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June.

Sources of Information: Provisional Outturn results 31st March 2010/11

Carry Forward Requests

Contact Officer(s): Tricia Marshall Ext. 7205

Adrian Rowbotham Ext. 7153

Dr. Pav Ramewal
Deputy Chief Executive and Director of Corporate Resources

Budget Carry Forward Request 2010/11

A1

Head of Service : Lesley Bowles

Budget description : Health improvement, Sustainability and Youth transport

Type of expenditure: Revenue

Cost Centre code : CDHLTPR, CDAGE21 and CDYOUTH

Budget unspent at 31/3/11: £35,000

Amount requested for carry forward: £35,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

These savings were due to:

- maternity leave of the Health Promotion Officer during the year (£5K),
- a reduction in time spent on sustainability projects (£3K)
- additional external income (£25K) and
- an under spend on transport for young people (£2K).

A carry forward is requested to support new activity relating to the Paralympics cycling event in the District. Any additional activity or promotion undertaken by the Council in relation to the Paralympics event is likely to have a positive effect on health, sustainability and young people.

Although the Paralympics event does not take place until 2012/13, it would be beneficial to undertake some work in 2011/12, for example with disabled people in the District, the local Sports Council, the Parish Council, voluntary organisations and Sencio Community Leisure in the run up to the Olympics. This could include promotion of cycling, helping disabled children within the District to access sport and generally raising the profile of disability and sport across the District through local activity.

It is not possible, before the announcement of the Events, to discuss with partners the potential for this work. However, it is envisaged that the carried forward funding would contribute to hire of venues, specialist coaching, hire of equipment and promotional materials.

Members approval of expenditure would be sought once a suitable work programme has been developed.

Implications of not carrying forward this budget (e.g. impact on

achievement of performance targets, etc):

There are no implications for existing service delivery.

However, no additional funding is identified for work on the Paralympics and, if we are to use the Paralympics in a positive way in the District, some proactive work will be desirable.

Any funding unspent in 2011/12 could be carried forward to 2012/13 to form a contingency fund for the Council's responsibilities in the Paralympics event. Any unspent funds thereafter would be returned to reserves.

Budget Carry Forward Request 2010/11

A2

Head of Service : Richard Wilson
Budget description : Street Cleansing
Type of expenditure: Revenue
Cost Centre code : DSSTCLN
Budget unspent at 31/3/11: £6,595
Amount requested for carry forward: £6,595

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Request to carry forward the under spend on the Street Cleaning budget to offset the cost of employing Counsel to appeal against the HSE Improvement Notice following the Road Traffic fatality involving SDC mechanical sweeper last autumn should the cost not be met by our insurers Zurich Municipal.

These costs were not included in any budget as they are exceptional and were not anticipated.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this budget carry forward is not approved, then should our insurers not meet Counsel's costs, the money will have to come from 2011/12 budgets and no provision has been made for this expenditure.

Budget Carry Forward Request 2010/11**A3**

Head of Service :	Richard Wilson
Budget description :	Licensing Partnership Hub (Trading)
Type of expenditure:	Revenue
Cost Centre code :	EHLICHUB
Budget unspent at 31/3/11:	£27,784
Amount requested for carry forward:	£8,335

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Budget underspend of £27,784 is made up of money paid in by all three partners (Sevenoaks, Tunbridge Wells and Maidstone). The £27,784 will be split by three resulting in £11,308 Maidstone, £8,141 Tunbridge Wells and £8,335 Sevenoaks.

I request the amount of £8,335 be transferred to Licensing Regime EHLICREG

This is the first year that the Licensing Central Administration has been operating for a full year within a full SDC Financial cycle. The £8,335 is requested to fund completing infrastructure for the delayed licensing partnership expansion.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Without this funding being carried forward, it will place additional pressure on existing budgets when completing the infrastructure for the delayed licensing partnership expansion.

Budget Carry Forward Request 2010/11

A4

Head of Service : Richard Wilson
Budget description : Environmental & Operations
Type of expenditure: Revenue
Cost Centre code : 60000 EHFDHYG 2043
Budget unspent at 31/3/11: £1,700
Amount requested for carry forward: £1,700

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Funds were transferred from Community Development to help us engage in a proposed Kent-wide 'Healthy Eating' project. 4 Officers have received Health & Nutrition training.

The remaining funding was intended to contribute towards the cost of implementing a Healthy Options Award scheme for food businesses in the district. As it has not been possible to secure additional external funding this proposal is now on hold. This funding is not financial year dependant.

It is now intended to use this funding for additional officer training in Healthier Food and Special Diets and to enable the team to be more proactive in local initiatives relating to helping consumers to choose a healthy diet. This is one of the Food Standards Agency's key aims.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The Public Health budget for 2011/12 has been reduced by £150,000 in relation to savings to be realised from shared working with Dartford Borough Council. Although £70,000 of saving have already been identified by deleting 2 vacant posts in the team, this leaves a shortfall in budget of £80,000 until the shared working arrangements are fully implemented.

The training identified above will most likely have to be undertaken as it is one of the FSA's key aims. If the carry forward is not agreed, the training will have to be done from within existing budgets, which are already under substantial pressure as indicated above.

Budget Carry Forward Request 2010/11**A5**

Head of Service : Tricia Marshall
Budget description : Training Budget
Type of expenditure: Revenue
Cost Centre code : 58200 various
Budget unspent at 31/3/11: £7,768
Amount requested for carry forward: £7,768

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Related to training requested by staff and booked months in advance to take advantage of early booking cheaper rate etc.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Possible over spend on this years budget or impact on other staff's training requirement for 2011/12 .

Budget Carry Forward Request 2010/11

A6

Head of Service : Finance and HR

Budget description : Civic Expenses

Type of expenditure: Revenue

Cost Centre code : CXCIVEX

Budget unspent at 31/3/11: £5,737

Amount requested for carry forward: £5,737

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

This underspend has arisen due to below budget spending on events etc in 2010/11. In 2011/12, except for the Chairman's and Vice-Chairman's allowances, there is no other budget available for the Chairman. It is proposed that this underspend be put in a reserve to provide a small amount of funding for future Chairmen for expenses.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

No flexibility for Chairman in terms of small items of expenditure.

Budget Carry Forward Request 2010/11**A7**

Head of Service :	Finance and HR
Budget description :	Concessionary Fares
Type of expenditure:	Revenue
Cost Centre code :	FSCONF
Budget unspent at 31/3/11:	£18,000
Amount requested for carry forward: £18,000	

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Responsibility for concessionary fares passed to KCC from 1 April 2011, however there are still some outstanding appeals by bus companies relating to earlier years that are yet to be decided. It would therefore be prudent to put aside some funding in case the appeals are not decided in the Council's favour.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Any appeals would have to be funded from the General Fund Reserve.

Budget Carry Forward Request 2010/11

A8

Head of Service : Finance and HR
Budget description : Local Tax staffing
Type of expenditure: Revenue
Cost Centre code : FSCTADM
Budget unspent at 31/3/11: £17,867
Amount requested for carry forward: £7,500

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Due to a vacancy in the Team there was an underspend against staff costs for 2010/11, however a long term sickness absence has put considerable pressure on the Team and it is proposed to use this budget to bring in extra resources to assist the Team over the next few months.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Essential work will not be completed, with a potential impact on collection rates for Council Tax and Business Rates.

Budget Carry Forward Request 2010/11**A9**

Head of Service :	Finance and HR
Budget description :	Members - Training
Type of expenditure:	Revenue
Cost Centre code :	FSMEMB
Budget unspent at 31/3/11:	£4,985
Amount requested for carry forward:	£4,985

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

This budget was not fully spent in 2010/11 due to the limited benefit of carrying out training just before the District Council election. It is proposed that these funds are used to enhance the training available for Members of the new Council after the elections in May.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Would not be able to provide Members with the training they need to fulfil their responsibilities.

Budget Carry Forward Request 2010/11

A10

Head of Service : Tricia Marshall
Budget description : Argyle Road, Energy, Electricity
Type of expenditure: Revenue
Cost Centre code : XBXC
Budget unspent at 31/3/11: £19,300
Amount requested for carry forward: £19,300

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Over the recent years the Council has introduced various energy saving initiatives relating to the main plant operation within the Argyle Road offices. All the major plant, heating and air handling equipment is controlled by a central building management system (BMS), part hardware and software of which are now long since obsolete and unsupported. Over the last 2 years various renewals have been undertaken within existing budgets and the final phase of renewing the system is to replace all the remaining controllers at a cost of £36,000, the balance of the cost being funded from the 2011/12 Argyle Road asset maintenance budget.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

By completing the upgrade of the BMS system the energy efficiency of the building can continue to be maintained and monitored, hence the request to put the energy savings from the 2010/11 budget to complete this project.

Budget Carry Forward Request 2010/11**A11**

Head of Service : Tricia Marshall

Budget description : Argyle Road, Fabric & Plant

Type of expenditure: Revenue

Cost Centre code : XBXC

Budget unspent at 31/3/11: Fabric £19,500, Plant £3,600

Amount requested for carry forward: £23,100

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council had undertaken a review of the fire alarm system at the Argyle Road offices and identified some £22,000 of work to improve compliance with best practice. During preparing the specification it was found that it would be advisable to upgrade the lower ground floor alarm system (a high risk area) to the new British Standard and therefore avoid future costly upgrades. The total cost of the project will be £42,500 (see subsequent asset maintenance carry forward request for the balance of this funding).

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The system does not comply with the new British Standards which, although not compulsory in respect of existing systems, is advisable as best practice and will be a requirement at a future date.

Budget Carry Forward Request 2010/11

A12

Head of Service : Richard Wilson

Budget description : Health & Safety

Type of expenditure: Revenue

Cost Centre code : XBBB

Budget unspent at 31/3/11: £2,624

Amount requested for carry forward: £2,624

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council's Building and Health & Safety Advisor has left the Council and the responsibilities have been transferred from Finance and Human Resources to Environmental & Operational Services. This budget meets the cost of various training requirements and equipment related to health & safety and it is requested that the unspent 2010/11 budget be carried forward to meet the cost identified in any review of health and safety practices and procedures by the new operating department.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The cost of any revised practices or procedures will have to be met from the very limited 2011/12 revenue allocation.

Budget Carry Forward Request 2010/11**A13**

Head of Service :	Tricia Marshall
Budget description :	Customer Services and Exchequer
Type of expenditure:	Revenue
Cost Centre code :	XBEF, XBAA, XCAA
Budget unspent at 31/3/11:	£26,000 (combined)
Amount requested for carry forward:	£19,250

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

In order to achieve staff savings from Customer Services in 2012/13 and to improve customer access, automated payment agents are being introduced to take high volume payment calls. The advantage to customers is that payments can be made outside normal office hours.

An automated agent has already been implemented to take council tax, NNDR and benefits payments; this proposal extends automated payments and bookings to green wheelie bins –for new bins and renewals.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Not implementing this automated service will make it more difficult to achieve the savings planned from Customer Services in 2012/13 without a significant deterioration in response times to phone calls and visitors to reception.

Budget Carry Forward Request 2010/11

A14

Head of Service : Pat Smith
Budget description : Communications
Type of expenditure: Revenue
Cost Centre code : 58200 YCKE
Budget unspent at 31/3/11: £10,000
Amount requested for carry forward: £10,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The saving of £24,000 was created because of efficiencies in the team, resulting from the recent review. £14,000 of related review costs were met from these savings leaving £10,000.

I wish to carry forward the £10,000 to cover more training (associated with the Manager , Apprentice and Graduate)and further development of the service which includes redesigning of In Shape and a reputation tracker. This training along with the redevelopment will greatly improve the performance of the Communications service and generate further savings/efficiencies. We are committed to pay for the training which has commenced.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If it is not carried forward I will have to find the funding from other budgets and this will create an overspend. The training is underway and we are committed to complete it. The redevelopment of the service will create more savings.

Budget Carry Forward Request 2010/11**A15**

Head of Service : Jim Carrington-West

Budget description : Document Management Equipment Maintenance

Type of expenditure: Revenue

Cost Centre code : XAXH

Budget unspent at 31/3/11: £19,305

Amount requested for carry forward: £15,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Replacement of key Document Management equipment required for the continuation of the existing service.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

We would not be able to continue the current services we provide to our customers without replacing this key equipment.

The equipment we are currently operating is at the end of its life and no longer supported.

Failure of this equipment will also reduce the capability to access historical information which forms part of a statutory requirement.

Budget Carry Forward Request 2010/11

A16

Head of Service : Jim Carrington-West
Budget description : IT Revenue - Licensing
Type of expenditure: Revenue
Cost Centre code : XAXJHUB
Budget unspent at 31/3/11: £33,189
Amount requested for carry forward: £33,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

A number of work items originally planned to have been completed during 2010/11 remain outstanding. This is due the combined factors of; lack of available resources from all parties and additional work needed to be undertaken before the work item can be completed.

These work items include:

- Development of integration between UNI-form and Agresso
- Resources for data reconciliation between Maidstone's M3 and Tunbridge Wells' UNI-form systems and the Licensing Partnership's UNI-form database
- Consultancy services for GIS development for the Licensing Partnership
- Enhanced IDOX DMS integration following full integration of all partners scanned information

It is anticipated that these work items will now be completed before October 2011.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Unable to deliver agreed targets for the Licensing Partnership and resulting impact on service to the public from Sevenoaks, Maidstone and Tunbridge Wells.

Budget Carry Forward Request 2010/11**B1**

Head of Service : Richard Wilson
Budget description : Car Parks
Type of expenditure: Asset Maintenance
Cost Centre code : YMGBK
Budget unspent at 31/3/11: £11,000
Amount requested for carry forward: £11,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council ordered three replacement car park ticket machines towards the end of 2010/11 at a cost of £10,734. These were delivered in April after the accruals deadline for payments for last year and will therefore need to be paid out of this year's budget.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The 2011/12 car parks budget allocation is required for urgent surfacing repairs in car parks in Sevenoaks town centre and in Westerham.

Should this budget not be carried forward, the expenditure already committed will place additional pressures on this year's budget and could effect the likelihood of achieving the budget target for 2011/12.

Budget Carry Forward Request 2010/11

B2

Head of Service : Tricia Marshall
Budget description : Argyle Road
Type of expenditure: Asset Maintenance
Cost Centre code : YMKAD
Budget unspent at 31/3/11: £19,233
Amount requested for carry forward: £19,233

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council had undertaken a review of the fire alarm system at the Argyle Road offices and identified some £22,000 of work to improve compliance with best practice. During preparing the specification it was found that it would be advisable to upgrade the lower ground floor alarm system (a high risk area) to the new British Standard and therefore avoid future costly upgrades. The total cost of the project will be £42,500 (see subsequent Argyle Road revenue carry forward request for the balance of this funding) .

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The system does not comply with the new British Standards which, although not compulsory in respect of existing systems, is advisable as best practice and will be a requirement at a future date.

Budget Carry Forward Request 2010/11**B3**

Head of Service :	Richard Wilson
Budget description :	Countryside
Type of expenditure:	Asset Maintenance
Cost Centre code :	YMLAN
Budget unspent at 31/3/11:	£4,679
Amount requested for carry forward:	£4,679

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council is in the process of replacing the obsolete sewage treatment plant located in Shoreham Woods. The work could not be undertaken during 2010/11 as the necessary Environment Agency Licence was not received in time to enable the necessary planning consent to be sought. During this period planning permission for the proposal was sought and it is anticipated that a decision on that will be made on the 9th June, following which the work can be commissioned.

The total cost of the replacement will be £10,000 of which two thirds will be recovered from the 2 private users of the plant.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The plant is inefficient and failing. Unless replaced a compliance letter will be served under Section 59 of the Building Act 1984.

Budget Carry Forward Request 2010/11

B4

Head of Service : Tricia Marshall
Budget description : Leisure
Type of expenditure: Asset Maintenance
Cost Centre code : YMDZZA
Budget unspent at 31/3/11: £11,487
Amount requested for carry forward: £11,487

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council had identified essential repairs to the all weather pitch surface and drainage at Edenbridge Leisure Centre at a cost of £26,500. It had not proved possible to undertake the work during the last quarter of 2010/11 due to weather conditions and pitch bookings. A major plant failure occurred in another leisure centre early in 2011 and funding was diverted from this project to undertake an essential boiler replacement leaving the above balance unspent but the commitment to undertake the all weather pitch repairs remaining. The work is to be undertaken during May 2012. The balance of the cost will be met from the 2011/12 leisure asset maintenance allocation.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The all weather pitch surface is coming to the end of its useful life and there are concerns that league sports will not be permitted on the pitch without essential repairs. This would impact on the revenue generation afforded by the pitch. The proposal is to undertake repairs by a specialist company, a full refurbishment would cost approximately £220,000.

Budget Carry Forward Request 2010/11**B5**

Head of Service : Richard Wilson
Budget description : Public Toilets
Type of expenditure: Asset Maintenance
Cost Centre code : YMBAL
Budget unspent at 31/3/11: £13,700
Amount requested for carry forward: £13,700

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council is in the process of investigating the transfer of a number of public toilets to the relevant town and parish councils and it is proposed that this unspent budget from 2010/12 be carried forward to form a reserve fund to undertake and repair/ renewal work necessary to enable any transfers to take place.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Should this budget carry forward not be agreed any repair/renewal work necessary to enable the future transfer of public toilets will need to be funded from the current public toilets asset maintenance allocation which may impact of the operation of the remaining toilets.

Budget Carry Forward Request 2010/11

B6

Head of Service : Tricia Marshall
Budget description : Sewage Treatment Plants
Type of expenditure: Asset Maintenance
Cost Centre code : YMKZL
Budget unspent at 31/3/11: £6,500
Amount requested for carry forward: £6,500

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Bough Beech sewage treatment plant (STP) serves 38 houses and the operating costs are reclaimed from the users annually. During routine maintenance and renewal during 2010/11 improvements were identified to improve the efficiency of the plant and to improve the remote monitoring of its performance. The work is best undertaken during periods of low rainfall and it did not prove advisable to commission these works during the winter period.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Failure of the plant and the recording of its performance can lead to discharge of polluted water into the water courses leading to action being taken by the Environment Agency who licence and test the discharge fluids.

Budget Carry Forward Request 2010/11**B7**

Head of Service : Jim Carrington-West
Budget description : IT Asset Maintenance
Type of expenditure: Asset Maintenance
Cost Centre code : YLRN
Budget unspent at 31/3/11: £5,000
Amount requested for carry forward: £5,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

IT Capital and Asset Replacement are now profiled according to a 10 year programme meaning that the expenditure is not even across years but is accounted for over the full life of the programme.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this money is not carried forward, it would leave a significant shortfall in the 10 year programme which would prevent the replacement/deployment of key planned infrastructure affecting all service areas.

Budget Carry Forward Request 2010/11

C1

Head of Service : Richard Wilson

Budget description : Playgrounds

Type of expenditure: Capital

Cost Centre code : YLCA

Budget unspent at 31/3/11: £59,000

Amount requested for carry forward: £59,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The refurbishment of Stangrove estate play area was delayed whilst local residents association sought additional external funding from BIFFA Awards. Funding has now been agreed and this project will go ahead during 2011/12. This refurbishment would have been undertaken in 2010/11 utilising the Council's capital budget, however we have awaited the decision on the external funding before the scheme commenced. The addition of the external funding will considerably enhance the scale of the improvements to this site.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Stangrove estate play area would not be refurbished and will be the only one in the district not to have been improved. It is currently in very poor condition.

Budget Carry Forward Request 2010/11**C2**

Head of Service :	Richard Wilson
Budget description :	Vehicle Replacement Fund
Type of expenditure:	Capital
Cost Centre code :	YLLP
Budget unspent at 31/3/11:	£566,000
Amount requested for carry forward:	£566,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The annual vehicle replacement programme is supported by a rolling, self-renewing capital fund. Expenditure on vehicles is repaid through depreciation payments made to the Vehicle Replacement Fund (VRF) over the life of each vehicle. Slippage in expenditure in any one year keeps the balance in the VRF higher, which should remain available for expenditure in the following year.

The slippage results primarily from the deferment of three vehicle purchases from 10/11 to 11/12. The purchases deferred are a split bodied refuse freighter, delayed by prolonged vehicle build time; A 'Beavertail' flat bed for transport of Grounds Maintenance mowers and other equipment delayed by specification detail and prolonged vehicle build time; A replacement Land Rover for the Countryside Ranger delayed to realise 'in year' budget savings.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The annual vehicle replacement programme underpins the ongoing delivery of efficient services that are generally highly regarded by residents. These services have challenging performance targets and the rolling vehicle replacement is crucial to continuous improvement of each service.

The Council also has an obligation to reduce carbon emissions including those from it's own commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of cleaner, fuel-efficient vehicles, manufactured to meet ever higher European emissions standards, so reducing fuel costs and vehicle emissions as well as ensuring the commercial fleet remains operationally effective.

Budget Carry Forward Request 2010/11

C3

Head of Service : Pat Smith
Budget description : Disabled Facility Grants
Type of expenditure: Capital
Cost Centre code : 67000 YLTB(HIA) / 67000 YLPT(WKHA)
Budget unspent at 31/3/11: £25,000
Amount requested for carry forward: £25,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

£15,986.69 - 98 Crouch House Rd, Edenbridge refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 1 2010/11. Due to contractor problems only one payment has been made, totalling £2500. It is anticipated that completion and final payment will occur during May 2011. (HIA)

£4,044.27 - 16 Park Lane, Swanley refers to 1 Disabled Facilities Grant (DFG) cases that was formally approved during Quarter 2 2010/11 (re 3 Valley Park). No payments have yet been released since the works were not completed as at 31 March 2011 because of applicant/contractor issues. It is anticipated that works will be completed and the payment released during May 2011. (HIA)

£4,054.81 - 3 Bowers Road, Shoreham refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 4 2010/11. No payments have yet been made and it is anticipated that works will be completed and the payment released during 2011 (WKHA)

£1,325.20 (Part of £4,576.14) - 1 Bullfinch Dene, Sevenoaks refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 3 2010/11. No payments have yet been made and it is anticipated that works will be completed and the payment released during 2011 (WKHA).

In accordance with guidance issued by Department for Communities and Local Government (DCLG), such funding commitments are able to be carried forward.

All DFG must be completed within 12 months of approval.

Implications of not carrying forward this budget (e.g. impact on

achievement of performance targets, etc):

If not carried forward, the under spend for 20010/11 would need to be repaid to DCLG and the above commitment would need to be funded from the DFG allocation for 2011/12. It is possible that this would have a negative impact upon:-

- the Council's ability to fund adaptations for the benefit of disabled persons during 2011/12;
- the Council's performance in meeting its target in relation to the number of DFGs completed; and
- the outcome of future funding bids if previous allocations have not been fully utilised.

Budget Carry Forward Request 2010/11

C4

Head of Service : Jim Carrington-West

Budget description : IT Capital

Type of expenditure: Capital

Cost Centre code : YLKW

Budget unspent at 31/3/11: £38,000

Amount requested for carry forward: £38,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

IT Capital and Asset Replacement are now profiled according to a 10 year programme meaning that the expenditure is not even across years but is accounted for over the full life of the programme.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this money is not carried forward, it would leave a significant shortfall in the 10 year programme which would prevent the replacement/deployment of key planned infrastructure affecting all service areas.

2. Overall Summary										February Monitoring Forecast			
MARCH 2011 - Outturn as at 03/06/11										Annual	Annual	Annual	Annual
Period	Period	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Budget	Forecast (including Accruals)	Variance	
Budget	Actual	Variance	Variance	Variance	Budget	Actual	Variance	Variance	Variance	£'000	£'000	£'000	£'000
£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	%	%				
Income	- 959	- 1,596	638	66.5	- 7,193	- 8,197	1,003	13.9		- 7,193	- 7,382	189	
Pay	956	1,026	- 70	- 7.3	11,488	11,213	275	2.4		11,488	11,241	247	
Pay - Vacant Post Provision	- 1	-	- 1	- 100.0	15	-	15	100.0		15	15	-	
Other costs	1,271	1,586	- 315	- 24.8	13,400	13,527	- 127	- 0.9		13,400	13,558	- 158	
Benefits Grants in and out (net)	- 101	88	- 189	- 187.6	- 659	- 477	- 182	- 27.6		- 659	- 659	-	
NET EXPENDITURE (1)	1,167	1,104	63	5.4	17,051	16,066	985	5.8		17,051	16,773	278	
<u>Adjustments to reconcile to Amount to be met from Reserves</u>													
Removal of Asset Maintenance Variance	-	- 29	29	-	-	71	- 71	-		-	12	- 12	
Direct Services Trading Accounts	11	14	- 3	- 27.3	- 64	- 17	- 47	- 73.4		- 64	- 10	- 54	
Capital charges outside General Fund	- 4	- 4	0	0.0	- 47	- 47	0	0.0		- 47	- 47	-	
Support Services outside General Fund	- 18	- 18	- 0	- 0.0	- 216	- 216	0	0.0		- 216	- 216	-	
Redundancy Costs - all	-	113	- 113	-	-	244	- 244	-		-	209	- 209	
Collection Fund - Adjustment	-	-	-	-	-	-	-	-		-	-	-	
NET EXPENDITURE (2)	1,138	1,162	- 24	- 2.1	16,724	16,101	623	3.7		16,724	16,721	4	
Government Grant	- 529	- 529	-	0.0	- 6,348	- 6,348	-	-		- 6,348	- 6,348	-	
Council Tax Requirement - SDC	- 764	- 764	-	0.0	- 9,172	- 9,172	-	-		- 9,172	- 9,172	-	
NET EXPENDITURE (3)	- 156	- 132	- 24	15.4	1,204	581	623	51.7		1,204	1,201	4	
<u>Summary including investment income</u>													
Net Expenditure	- 156	- 132	- 24	15	1,204	581	623	51.7		1,204	1,201	4	
Investment Impairment	-	-	-	-	-	-	-	-		-	-	-	
Interest and Investment Income	- 16	- 21	5	- 33.3	- 225	- 347	122	54.2		- 192	- 269	77	
Overall total	- 171	- 152	- 19	- 18	979	234	745	106		1,012	931	81	
Planned appropriation from Reserves													
Supplementary appropriation from Reserves													
										- 999	- 999	-	
										- 13	- 13	-	
										- 0	- 81	81	

3. Overall Summary by Head of Service

**MARCH 2011 - Outturn as at
03/06/11**

	Period						Y-T-D				Y-T-D				February Monitoring Forecast				
	Budget		Actual		Period Variance		Budget		Actual		Y-T-D Variance		Budget		Annual Forecast (including Accruals)		Annual Variance		
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	
Community and Planning																			
Community Development	139	-183	322	231.7	322	231.7	32.4	1,254	847	407	32.4	1,254	1,254	1,254	1,254	1,254	1,254	-	
Development Services	225	343	-118	-52.4	-118	-52.4	4.1	1,747	1,675	71	4.1	1,747	1,636	1,636	1,636	1,636	1,636	111	
Environmental and Operations	228	255	-27	-11.9	-27	-11.9	4.5	4,026	3,846	180	4.5	4,026	3,923	3,923	3,923	3,923	3,923	103	
Housing and Communications	115	123	-8	-7.0	-8	-7.0	1.0	1,015	1,004	10	1.0	1,015	1,015	1,015	1,015	1,015	1,015	-0	
Total Community and Planning	707	538	169	23.9	169	23.9	8.3	8,041	7,372	668	8.3	8,041	7,827	7,827	7,827	7,827	7,827	214	
Corporate Resources																			
Finance and Human Resources	126	208	-82	-64.9	-82	-64.9	2.3	5,600	5,474	126	2.3	5,600	5,599	5,599	5,599	5,599	5,599	1	
IT and Facilities Management	162	179	-17	-10.2	-17	-10.2	4.2	1,728	1,656	72	4.2	1,728	1,739	1,739	1,739	1,739	1,739	-11	
Legal and Democratic Services	171	179	-8	-4.4	-8	-4.4	7.0	1,682	1,564	118	7.0	1,682	1,607	1,607	1,607	1,607	1,607	75	
Total Corporate Resources	460	566	-106	-23.1	-106	-23.1	3.5	9,010	8,694	316	3.5	9,010	8,946	8,946	8,946	8,946	8,946	65	
TOTAL Revenue, Support and Asset Maint.	1,167	1,104	63	5.4	63	5.4	5.8	17,051	16,066	985	5.8	17,051	16,773	16,773	16,773	16,773	16,773	278	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Community Development							
8 to 12 project	23,380	23,380	23,380	0		0	
Arts Development	5,358	5,358	5,352	7		7	
All Weather Pitch	-2,000	-2,000	-2,080	80		80	
Community Safety	167,021	167,021	167,338	-317		-317	
Community Development Service Provisions	0	0	-12,432	12,432 *	This represents income for shared services and has been achieved by delivering community safety co-ordination services for Tonbridge & Malling and a health improvement project for several local boroughs. The income was paid into a shared services budget at the year end.	12,432 *	This represents income for shared services and has been achieved by delivering community safety co-ordination services for Tonbridge & Malling and a health improvement project for several local boroughs. The income was paid into a shared services budget at the year end.
The Community Plan	50,328	50,328	51,240	-913		-913	
Economic Development	21,182	21,182	19,461	1,721		1,721	
Grants to Organisations	224,500	224,500	225,218	-718		-718	
Health Improvements	55,031	55,031	49,889	5,142		5,142 *	This is an underspend on staff costs due to maternity leave
Healthy Lifestyles (SDC)	0	0	16	-16		-16	
Leisure Contract	398,135	398,135	405,991	-7,856		-7,856 *	This is an insurance cost, managed by Finance, and charged after the year end.
Leisure Development	21,259	21,259	20,000	1,259		1,259	
Local Strategic Partnership	0	0	0	0		0	
Sporting Services	0	0	-364,288	364,288 *	This is VAT recovered by Finance from previous years	364,288 *	This is VAT recovered by Finance from previous years
Partnership - Child	0	0	0	0		0	
Partnership - Home Off	0	0	0	0		0	
Administrative Expenses - Community Dev.	13,980	13,980	13,063	917		917	
Staff Leisure	0	0	0	0		0	
STAG Community Arts Centre	100,000	100,000	100,000	0		0	

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Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £.10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Sustainability	25,333	25,333	21,955	3,378		3,378	
Tourism	39,262	39,262	39,453	-191		-191	
Choosing Health WK PCT	0	0	0	0		0	
Falls Prevention	0	0	0	0		0	
Future Jobs (Ext Funded)	0	0	0	0		0	
Kent Community Alcohol Partnership	0	0	0	0		0	
Local Strategic Partnership (Ext Funded)	0	0	0	0		0	
PCT Initiatives	0	0	0	0		0	
Skateboarding	0	0	0	0		0	
West Kent Partnership	0	0	0	0		0	
Youth	111,036	111,036	83,699	27,337 *		27,337 *	
Total	1,253,805	1,253,805	847,255	406,549		406,549	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Development Services							
Bridleways / Footpath Diversions	1,575	1,575	1,575	0		0	
Conservation	78,996	78,996	75,331	3,665		3,665	
Local Development Framework	487,807	487,807	487,807	0		0	
LDF Expenditure	0	0	1	-1		-1	
Planning - Appeals	199,971	186,521	186,526	13,444 *	Saving against salary, legal and appeal budgets partially offset by costs awarded.	-6	
Planning - Counter	-600	-600	-389	-211		-211	
Planning - Dev. Control	661,754	568,654	609,263	52,491 *	Cumulative Planning fee income is above the profiled budget and a saving on staff. Trend towards reduced income continuing.	-40,609 *	The down turn of fee income continued through March 11 with only approx £27k (50%) of budgeted plan fee income received. Historically March has seen a spike in income.
Planning - Enforcement	283,738	279,288	280,671	3,066		-1,384	
Fort Halstead	0	0	0	0		0	
Administrative Expenses - Development Control	33,261	33,261	33,845	-584		-584	
Administrative Expenses - Policy and Env.	0	0	594	-594		-594	
Total	1,746,500	1,635,500	1,675,224	71,277		-39,723	

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Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
<u>Environmental and Operations</u>							
Asset Maintenance Car Parks	11,000	11,000	0	11,000 *	Three new pay and display machines ordered which will fully utilise budget.	11,000 *	Three new pay and display machines ordered but not delivered until after 31.3.2011. See carry forward request.
Asset Maintenance CCTV	15,000	15,000	15,487	-487			
Asset Maintenance Countryside	8,000	5,000	3,303	4,697			
Asset Maintenance Direct Services	30,800	40,000	31,212	-412		8,788 *	Planned work not completed on the depot due to other priorities relating to Health and Safety risk assessment reviews.
Asset Maintenance Playgrounds	19,000	1,000	-222	19,222 *	Credit of £8,900 received following overpayment in 2009/10.	1,222	
Asset Maintenance Public Toilets	20,000	20,000	6,385	13,615 *	Expenditure may be required to undertake works to existing public conveniences before transferring to Parish Councils (Ide Hill, Penshurst and Kemsing).	13,615 *	Only minor works required to Kemsing and Ide Hill conveniences before transferring responsibility to Parish Council's. Penshurst convenience not yet handed over and works may be required before future transfer. See carry forward request.
Building Control	-54,316	-48,316	-38,415	-15,901 *	Income on Building Control fees below budget.	-9,901 *	Income on building control fees ended up £46,000 below budget. Income in March 2011 was £37,000. This was less than forecast. Expenditure also contained £17,000 for retirement provision.
Car Parks	-1,422,728	-1,452,728	-1,474,573	51,845 *	Additional income.	21,845 *	Income in March was £172,000. Income on day tickets alone was £32,000 above March monthly profile.

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
CCTV	276,272	266,272	264,122	12,150 *	Additional income generated through shared CCTV Manager arrangement with Tunbridge Wells Borough Council.	2,150	
Clean Air	116,045	96,045	100,357	15,688 *	£20,000 underspend on traffic surveys and use of air quality consultants.	-4,312	
Contaminated Land	52,734	48,734	49,055	3,679		-321	
Dangerous Structures	24,181	20,181	20,363	3,818		-182	
On-Street Parking	-253,833	-209,833	-221,756	-32,077 *	Income below budget, due mainly to PCN income and day tickets. Only partly offset by increased income from residents and business permits.	11,923 *	Favourable position compared to forecast due to good income levels in March. Income £6000 above March budget profile mainly due to day tickets and business permits. Overall income ended up £30,600 below full year budget. Better than forecast.
Edenbridge Comm Warden	0	0	0	0		0	
Emergency	57,787	57,787	56,155	1,632		1,632	
EstMan - Grounds	90,322	90,322	78,437	11,885 *	Underspend on this budget offset by corresponding overspend on Parks and Recreation Areas budget. Both headings combined slightly below annual budget for grounds maintenance.	11,885 *	Underspend on this budget offset by corresponding overspend on Parks and Recreation Areas budget. Both headings combined slightly below annual budget for grounds maintenance.
Licensing Health	35,290	30,290	30,849	4,441		-559	
Licensing Partnership Hub (Trading)	0	0	0	-0		-0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	18,109	48,109	48,771	-30,662 *	Budget includes £15,000 net income for bringing a 4 th partner to the Partnership which has not yet been achieved. Budget includes £29,600 of unidentified income which has not been realised, although income from licensing fee activity £9,600 is above budget.	-662	

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Minibus	333,212	333,212	333,216	-4		-4	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Noise Control	109,213	87,213	89,720	19,493 *	Savings on salaries due to vacancy for full year.	-2,507	
Parks and Rec.Grds	108,949	108,949	119,965	-11,016 *	Overspend on this budget offset by corresponding underspend on Estates Management Grounds budget. Both headings combined slightly below annual budget for grounds maintenance.	-11,016 *	Overspend on this budget offset by corresponding underspend on Estates Management Grounds budget. Both headings combined slightly below annual budget for grounds maintenance.
Parks - Rural	93,490	83,490	90,309	3,181		-6,819 *	Necessary to expend £7300 on Commons land in March. Not forecasted.
Pest Control	5,982	5,982	4,432	1,550		1,550	
Public Health	532,708	537,708	540,568	-7,860		-2,860	
Public Transport Support	1,480	1,480	1,223	257		257	
Refuse Collection	2,180,879	2,129,879	2,133,961	46,918 *	Income £44,000 above budget for recycling credits and materials. Expenditure on refuse sacks £20,000 below budget.	-4,082	
Administrative Expenses - Building Control	8,743	8,743	9,110	-367		-367	
Administrative Expenses - Community Director	15,212	15,212	12,794	2,418		2,418	
Administrative Expenses - Health	23,046	23,046	15,690	7,356		7,356 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.
Administrative Expenses - Transport	9,754	9,754	3,845	5,909		5,909 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.
Street Naming	10,985	5,985	5,566	5,419		419	
Street Cleansing	1,399,183	1,399,183	1,392,745	6,439		6,439 *	0.46% less than forecast expenditure.
Support - Direct Services	50,297	50,297	40,152	10,145 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.	10,145 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.
Taxis	-15,824	-15,824	-19,041	3,217		3,217	

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Public Conveniences	114,647	99,647	101,740	12,907 *	NNDR rebate received due to closure of New Ash Green convenience. Other savings achieved by this convenience being closed.	-2,093	
Air Quality (Ext Funded)	0	0	0	-0		-0	
Total	4,025,620	3,922,820	3,845,525	180,095		77,295	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
<u>Housing and Communications</u>							
Home Improvement Agency (prev. Care and Repair)	57,068	57,068	57,411	-343		-343	
Consultation and Surveys	22,104	22,104	21,585	519		519	
Energy Efficiency	17,797	26,397	26,445	-8,648		-48	
External Comms	140,941	140,941	127,107	13,834 *	Savings identified due to the Westco review and includes Underspend on IT Support/internet, salaries, photography and InShape design. Some of the savings will contribute towards the review.	13,834 *	Savings identified due to the Westco review and includes Underspend on IT Support/internet, salaries, photography and InShape design. Some of the savings will contribute towards the review.
Gypsy Sites	-27,214	-11,214	-1,680	-25,534 *	Increased Electricity costs at site partially funded from electricity card receipts. Under recover of rents, due to delay in the starting the site expansion, however improvements are now nearly complete, all previously forecast. This over spend has been met within the Housing budgets.	-9,534 *	The over spend is more than the amount predicted, mainly due to the delay of the works on site (the weather and bomb clearance) This has resulted in not being able to allocate the new plots and receive the associated rent.
Homeless	136,681	121,681	122,501	14,180 *	Despite the recession, due to successful proactive work homelessness remains low. It is difficult to forecast the level of need for B&B for example. The under spend was predicted and previously identified and has been used to offset expenditure within the housing budgets.	-820	
Housing	405,066	405,066	407,814	-2,748		-2,748	
Housing Initiatives	9,264	2,695	8,342	922		-5,647 *	An under spend was predicted but the final figure is lower due to an unexpected Housing initiative (Hometrack) which is an important tool for Policy.

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Homelessness Prevention	0	0	0	0		0	
Needs and Stock Surveys	15,000	15,000	15,000	0		0	
Housing Option - Trailblazer	0	0	0	0		0	
KCC Loan Scheme	0	0	0	0		0	
Private Sector Housing	219,650	216,650	213,719	5,931		2,931	
Administrative Expenses - Housing	13,465	13,465	12,051	1,414		1,414	
Support - General Admin	0	0	-10,902	10,902 *	The spend on this budget is determined by the public notice advertising requirements of the departments from across the organisation, which can fluctuate.	10,902 *	The spend on this budget is determined by the public notice advertising requirements of the departments from across the organisation, which can fluctuate.
Homelessness Funding	0	0	0	0		0	
Leader Programme	4,960	4,960	4,948	12		12	
Total	1,014,783	1,014,814	1,004,343	10,440		10,471	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
<u>Finance and Human Resources</u>							
Asset Maintenance Argyle Road	50,000	50,000	37,877	12,123 *	See carry forward request - alarm system	12,123 *	See carry forward request - alarm system
Asset Maintenance Other Corporate Properties	30,000	30,000	48,344	-18,344 *	Timing variance only.	-18,344 *	Expenditure of approx £10,000 re an insurance claim following storm damage. The work had to be undertaken urgently and I am currently negotiating the claim for reimbursement with our insurers.
Asset Maintenance Leisure	220,000	220,000	208,513	11,487 *	Timing variance only, based on recently placed orders.	11,487 *	Leisure- this underspend came about in respect of a contract to refurbish the all weather pitch at Edenbridge which had to be delayed from 201/11 due firstly to the bad weather through December and early January then availability of the pitch in the last quarter of 2010/11. See carry forward request. The contractors are now on site (added 25 May).
Asset Maintenance Police Co-location	0	0	-0	0		0	
Asset Maintenance Support & Salaries	124,200	124,200	119,822	4,378		4,378	
Asset Maintenance Sewage Treatment Plants	10,000	10,000	3,427	6,573		6,573 *	See carry forward request.
Benefits Admin	918,458	836,458	827,368	91,090 *	Fraud staff costs moved to a separate code from September – see new line (Dartford Hub) below – forecast adjusted accordingly. No overall impact. Additional income from shared working included.	9,090 *	Forecast included income from shared services but this is now shown on the new Dartford Hub cost centre.
Benefits Grants	-659,347	-659,347	-659,347	0		0	
Bus Station	12,003	12,003	9,753	2,250		2,250	

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Civic Expenses	44,111	44,111	26,194	17,917 *	To pay Chairman's allowance in March plus underspending on other expenses to date. No variance expected after allowing for expenses up to May.	17,917 *	Payments of Chairman's and Vice-Chairman's allowances (£12k total) shown under Members' allowances code. Remainder (£5k) to be submitted as carry forward request.
Civil Protection	42,785	42,785	40,628	2,157		2,157	
Concessionary Fares	433,220	433,220	415,016	18,204 *	Underspending on passes for year to date. A carry forward request has been made to meet any final costs on this service (for example outcome of appeals by bus companies, which may not be resolved for some months).	18,204 *	as previous explanation - carry forward requested as described.
Dartford Partnership Hub	0	180,000	204,913	-204,913 *		-24,913 *	
EstMan - Buildings	-65,850	-72,350	-60,829	-5,021		-11,521 *	Re-allocation of costs at year-end.
Housing Advances	5,702	5,702	4,631	1,071		1,071	
Housing Premises	-9,340	-9,340	-6,541	-2,799		-2,799	
Local Tax	276,894	269,894	216,526	60,368 *	£10k underspend on pay plus several smaller items. The underspend on pay is due to a vacancy, however using overtime to cover work. See new line (Dartford Hub).	53,368 *	Carry forward request submitted to allow use of underspend on pay costs to provide further service resilience in 2011/12 as not fully used in 2010/11.
Markets	-188,070	-188,070	-191,222	3,152		3,152	
Members	334,805	334,805	329,261	5,544		5,544 *	underspend on training - carry forward request submitted as training postponed from 2010/11 due to new Council elected in May.
Misc. Finance	1,874,548	1,874,548	1,906,727	-32,179 *	Variance in pension fund contributions	-32,179 *	Variance in pension fund contributions
Revenues and Benefits Partnership	0	157,000	119,484	-119,484 *	Spending on implementation costs for partnership.	37,516 *	Outturn figure agreed with DBC. Balance of costs to be incurred in 2011/12.
Administrative Expenses - Corporate Director	4,816	4,816	5,717	-901		-901	
Administrative Expenses - Chief Executive	21,080	13,080	8,209	12,871 *	Small underspends across a number of headings.	4,871	

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Administrative Expenses - Finance	37,851	37,851	35,950	1,901		1,901	
Administrative Expenses - Personnel	12,972	12,972	10,278	2,694		2,694	
Administrative Expenses - Property	4,548	4,548	3,428	1,120		1,120	
Support - Audit Function	149,162	20,162	17,210	131,952 *	A new cost centre has been created to record Audit and Fraud staff costs – leading to underspends on Support – Audit and Benefits Admin lines – no net overall impact.	2,952	
Support - Central Offices	405,999	385,999	367,097	38,902 *	Underspending by £20k on electricity but gas costs will be slightly over budget. Also showing underspend on repairs and maintenance but work on fire alarm system imminent.	18,902 *	Carry forward request submitted to fund fire alarm work in 2011/12.
Support - Contact Centre	444,465	444,465	437,934	6,531		6,531 *	Carry forward request submitted to request this funding be used for automated payment agent implementation.
Support - Exchequer and Procurement	122,739	107,739	102,910	19,829 *	Underspend on staff costs reflected in forecast.	4,829	
Support - Finance Function	253,473	182,873	180,161	73,312 *	Underspend on staff costs reflected in forecast.	2,712	
Support - General Admin	192,922	192,922	207,492	-14,570 *	Adjustment due to insurance recharges at year-end.	-14,570 *	Adjustment due to insurance recharges at year-end.
Support - Health and Safety	54,568	54,568	51,435	3,133		3,133	
Support - Local Offices	46,735	46,735	49,143	-2,408		-2,408	
Support - Nursery	0	0	2,532	-2,532		-2,532	
Support - Personnel	219,249	219,249	214,137	5,112		5,112 *	small underspend on salaries (below usual reporting levels for variances)
Support - Property Function	82,629	82,629	76,302	6,327		6,327 *	small underspend on staff costs and other items.
Treasury Management	92,853	92,853	97,824	-4,971		-4,971	

Agenda Item 9

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Additional Admin Subsidy	0	0	5,758	-5,758		-5,758 *	It charge for change to Housing Benefit subsidy system.
Total	5,600,181	5,599,081	5,474,064	126,118		125,018	

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IT and Facilities Management							
Asset Maintenance IT	200,000	200,000	191,823	8,177		8,177 *	See carry forward request.
Administrative Expenses - IT	24,994	24,994	21,471	3,523		3,523	
Support - Central Offices - Facilities	261,910	249,010	248,405	13,505 *	Underspend on various codes through in year efficiencies supplemented by underspend on salaries.	605	
Support - General Admin	312,254	355,254	329,840	-17,586 *	Underachievement in Print income - £26k of this is offset by savings identified in printing from Democratic Services.	25,414 *	Credit note received from Oce in March following dispute over previous overcharging of click charges
Support - IT	929,056	910,056	864,833	64,222 *	Underspend in microfilming area and support of the Licensing Partnership Hub.	45,222 *	£15k to be carried forward in relation to document management equipment. £33k to be carried forward in support of the Licensing Partnership Hub.
Total	1,728,213	1,739,313	1,656,372	71,841		82,941	

Agenda Item 9

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<u>Legal and Democratic Services</u>							
Action and Development	16,179	6,179	12,453	3,726		-6,274 *	A late decision was made to pay £12k for Consultancy work on the EH Partnership project out of this heading. The nature of this contingency budget makes forecasting difficult
Corporate Grants	-316	-316	0	-316			
Corp Mgmt	1,062,993	1,020,435	1,011,678	51,314 *	Reduction of two posts and rebates in audit fees have reduced expenditure.	8,756 *	Late billing of Audit Fees resulted in more expenditure being posted back into 2010/11 than anticipated.
Corporate Savings	22,161	22,161	0	22,161 *	Low staff turnover has led to fewer than expected vacancies. Vacant post savings therefore unlikely to be achieved.	22,161 *	Low staff turnover has led to fewer than expected vacancies. Vacant post savings therefore unlikely to be achieved.
Committee Admin	112,784	97,784	100,318	12,465 *	Underspend due to staffing changes and maternity leave.	-2,535	
Elections	60,569	60,569	55,616	4,953		4,953	
Equalities Legislation	15,828	15,828	14,366	1,462		1,462	
Land Charges	-124,870	-84,870	-95,553	-29,317 *	The suspension of HIPS by HMG had an immediate effect on the number of personal searches received, thereby reducing income. Government legislation prohibits a charge for personal searches, but we are making a charge for compiling the information which search companies agree to pay. Market conditions are still difficult	10,683 *	Small spike in income in last month; also adjustment in respect of VAT re internet payments in March.

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Performance Improvement	19,785	8,785	8,229	11,556 *	Covalent invoice not due until 2011-12. Expenditure relating to external audit assessment has been reduced.	556	
Register of Electors	130,824	120,824	119,398	11,426 *	The budget for canvass fees is overstated by £10,000 which was allocated for the introduction of individual electoral registration (IER). The coalition government has set a firm timetable now for IER for 2014	1,426	
Administrative Expenses - Legal and Democratic	95,081	69,081	59,525	35,556 *	Underspend on internal printing.	9,556 *	Various small variances on admin account for Policy and Performance, especially internal printing.
Support - Legal Function	270,818	270,818	277,555	-6,737		-6,737 *	Salary costs from other Heads of Service were greater than budget.
Total	1,681,836	1,607,278	1,563,585	118,250		43,692	

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