



CABINET

21 July 2011 at 7.00 pm

CONFERENCE ROOM - COUNCIL OFFICE

AGENDA

Membership:

Chairman: 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

Apologies for absence

1. **Minutes of the meetings of the Cabinet held on 23 June 2011** (Pages 1 - 8)

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)** (Pages 9 - 10)

(a) Property Review – Disposal of Public Toilets (Ide Hill, Lemsing, Leigh, Swanley) – *(Performance & Governance Committee – 28 June 2011)*

(b) Argyle Road Offices – Accommodation for Moat Housing – *(Performance & Governance Committee – 28 June 2011)*

6. **Progress with Improvement Initiatives in Development Services** (Pages 11 - 14)

Jim Kehoe

7. **Big Community Fund** **(Pages 15 - 30)**
Lesley Bowles
- 
8. **2011/12 Performance Indicator Targets** **(Pages 31 - 42)**
Lee Banks
9. **Property Review – Disposal of Public Toilets
(Ide Hill, Kemsing, Leigh, Swanley)** **(Pages 43 - 46)**
Jim Latheron

CONSIDERATION OF EXEMPT INFORMATION

Recommendation: That, under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the ground that likely disclosure of exempt information is involved as defined by the relevant paragraph as respectively identified of Schedule 12(A) to the Local Government Act 1972

10. **Argyle Road Offices - Accommodation for Moat Housing** **(Pages 47 - 48)**
Jim Latheron
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
11. **London 2012 Olympic Games** **(Pages 49 - 64)**
Lesley Bowles
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

 **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 – 23 June 2011

CABINET

Minutes of a meeting of the Cabinet held on
23 June 2011 commencing at 7.00 p.m.

Present: Cllr. Fleming (Chairman)

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

Also Present: Cllrs. Grint, Mrs Purves and Walshe

Apologies: Cllrs. Mrs Bosley and Ramsay.

3. MINUTES OF PREVIOUS MEETINGS

Resolved: That the minutes of the Cabinet meetings held on 14 April 2011 and 24 May 2011 be approved and signed as a correct record.

4. DECLARATIONS OF INTEREST

There were no declarations of interests.

5. QUESTIONS FROM MEMBERS

There were no questions from Members.

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

(a) Conservation Area Appraisals – Hartslands, Sevenoaks – (Environment Select Committee – 12 April 2011)

This was considered under minute item 7 below.

(b) Members' Task Group for Recycling – Swanley Materials Recovery Facility (Services Select Committee – 13 April 2011)

The Cabinet had regard to the minutes of the Members' Task Group for Recycling which took place on 11 April 2011 and the recommendation from the Services Select Committee on 13 April 2011 that the cabinet be asked to raise the issues and potential benefits of using the Ideal Waste Company Materials Recovery Facility in Swanley with the Kent Waste Partnership.

The Head of Environmental and Operational Services advised the Cabinet that he and the Portfolio Holder for the Cleaner and Greener Environment had attended a meeting of the Kent Waste Partnership earlier in the day and that the Partnership was aware of the issue. The Ideal Waste Company MRF at Swanley was more modern and efficient than the Allington MRF but Kent County Council (KCC), the responsible authority, had a contractual obligation to Allington to supply a certain minimum tonnage of waste material for recycling. However it had been agreed with KCC that Sevenoaks could send it's clear sack recycling from the Swanley round to the Ideal MRF for a trial

period. The Head of Environmental and Operational Services made it clear that disposal of household waste, and the costs of disposal, was a KCC issue.

The Cabinet thanked both the Members Task Group for Recycling and Services Select Committee for raising this matter, noted that the ability to send clear sack recycling to Swanley would reduce the percentage of rejected material but recognised that KCC had a contractual obligation with Allington which would have to be observed.

(c) Policy for On-street Disabled Parking Bays – (Environment Select Committee – 7 June 2011)

This was considered under minute item 8 below.

7. CONSERVATION AREA APPRAISALS – HARTLANDS, SEVENOAKS

The Cabinet considered the Conservation Area Appraisal and Management Plan for the Hartslands, Sevenoaks Area. The report by the Head of Development Services explained that there was 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 provided a sound basis for their designation and management, informed local development documents and provided a framework for the control of development. The CAMP had been prepared in collaboration with District Councillors, Sevenoaks Town Council and local amenity groups (the Hartslands Group, the Hollybush Residents Association and the Sevenoaks Society). There had also been considerable consultation which had included writing to every household and business in the area and a local exhibition. As a result of consultation amendments had been incorporated in the CAMP in relation to the proposed boundary and Character Appraisal Map. The response to consultation had shown strong support from local residents for the area to become a designated Conservation Area. If agreed, the CAMP would help the local community, developers, local authorities and development professions engage in the conservation and enhancement of the local historic environment and secure the preservation of the character of the conservation area as an important heritage asset.

The Environment Select Committee had considered the CAMP at its meeting on 12 April 2011 and recommended the designation of Hartslands as a Conservation Area and that additional guidance should also be provided to residents in relation to the type of replacement doors, windows and roof materials suitable within Conservation Areas.

The Leader of the Council welcomed the many local residents and local Ward Members who had attended the Cabinet for this item which he felt was a testament to the vital role that they had played in the development of the CAMP. Councillors Walshe and Mrs Purves spoke strongly in support of the designation of the CAMP and emphasised the special character of the Hartsland area and the participation of local people and organisations.

The Cabinet expressed its thanks to the Director of Community and Planning Services and her staff for the excellent work that had been carried out in

Cabinet – 23 June 2011

preparing the CAMP and thanked the consultant, Tony Fulford, for his work on this project.

Resolved: That the designation of the Hartsland Conservation Area be approved and the Hartsland Conservation Area Appraisal and Management Plan (attached at Appendix A to the report) be adopted as informal planning guidance and a material consideration in the determination of development proposals.

8. POLICY FOR ON-STREET DISABLED PARKING BAYS

The Cabinet was requested to consider whether it should charge for the provision of on-street disabled parking bays taking account of legal advice from Kent County Council which questioned the legality of such charges on grounds of disability discrimination. Historically KCC and the District Council's had charged an administration charge of £30 for the consideration of on-street disabled parking bays, far less than the actual cost of providing one. The report distinguished between the provision of interim "advisory disabled parking bays" which cost much less to provide but which could not be enforced and permanent enforceable bays which required a Traffic Regulation Order to be made. It was noted that there was a statutory power which allowed for charging for the actual provision of parking bays and the question was whether the Council wished to make such a charge and if so at what level. Whilst the new procedures recommended by KCC for processing applications for on-street disabled parking bays had been adopted the issue of charging was a matter for each District Council to determine, although KCC had recommended that where a charge was made it should be capped at a maximum of £250 per application.

The Portfolio Holder for the Cleaner and Greener Environment advised the Cabinet that this matter had been discussed at the Environment Services Select Committee meeting on 7 June 2011. The Committee had had regard to the relatively small number of applications and the fact that if a charge was to be levied for a parking bay there was no right of exclusivity by the person making the payment and had therefore recommended that the status quo should prevail. The Parking and Amenities Manager informed Cabinet that, so far, 5 other Kent Districts had decided not to make a charge and that 2 other Districts were currently undecided. The Cabinet felt that no charge should be made given the current level of applications but reserved the right to look at this again if the number of applications increased significantly.

Resolved:

(a) That the implementation of interim disabled parking places be at no cost to applicants and that they be funded from the on-street parking account;

(b) That 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; and

(c) That the issue of whether to charge for the provision of On-street Disabled Parking Places should be reviewed in 12 months time.

9. COMMUNITY SAFETY STRATEGIC ASSESSMENT AND ACTION PLAN 2011/12

The Portfolio Holder for Safe Community reminded the Cabinet that the Crime & Disorder Act 1998 placed a statutory duty on the District Council, Kent County Council and Kent Police, along with other key partners, to undertake an audit of crime and disorder in the District and to co-operate to develop and implement a strategy and action plan for tackling crime and disorder. The Action Plan that had been produced as a result of this activity was a highly synthesised plan which drew together the many strands of community safety and was presented in a highly accessible way. The Action Plan set out clear priorities for Community Safety which included anti-social behaviour, young people's issues, burglary, vehicle crime, speeding, public perception, substance misuse and domestic abuse and identified the lead agency in each case.

The Director of Community and Planning Services explained that the Action Plan had been based on data collected from the many agencies involved in the Community Safety Partnership and the Plan had been subject to detailed consultation. Whilst focussing on the key priorities contained in the Plan a watch would be kept for emerging issues and patterns of crime so that these could also be addressed. It was noted that the Action Plan was a one year plan as the various agencies involved were going through a period of significant change and only felt able to commit for that period. The Chief Executive stressed that in view of the changes and restructuring of many of the partner agencies the Council would have to pay even greater attention to ensuring that collective targets were met.

The Cabinet commended the Director of Community and Planning Services and the Head of Community Development and their staff for their work in producing the Community Safety Strategic Assessment and Action Plan for 2011/12 and recognised the important role that the Council would have in providing continuity of direction on community safety.

Resolved: That the Council's actions in the Sevenoaks District Community Safety Action Plan 2011/12 be approved.

10. PROVISIONAL OUT-TURN 2010/11 AND CARRY FORWARD REQUESTS

The Cabinet received a report which set out the provisional outturn for 2010/11 and requests to carry forward certain revenue and asset maintenance budgets into 2011/12. It was noted that since the last forecast in February the Council had obtained a VAT refund of £364,000 which had significantly improved the position for the year.

The Cabinet had regard to the detailed comments and some concerns raised by the Finance Advisory Group (FAG) that were set out at the meeting by Councillor Grint. In recognition of these comments the Cabinet considered each of the carry forward requests where the FAG had recommended refusal or had sought more clarification:

Cabinet – 23 June 2011Request A1 – Supporting the Paralympics Cycling Event

The Cabinet accepted that this was not a carry forward as the holding of this event in Sevenoaks could not have been anticipated when the budgets for the year were originally established. The Cabinet recognised that this was an event worthy of support and in alignment with many of the Council's wider objectives including community participation and healthy living. It was proposed therefore that the £35,000 requested for this project could be funded from the underspend in the 2010/11 Community Development budget and that Council should be asked to approve this and set this sum aside as an earmarked reserve.

Request A3 – Extended Licensing Partnership

The Cabinet rejected this as a carry forward but agreed that a separate report should be brought forward when there was clarity on the direction that the partnership would be taking.

Request A4 – Healthy Eating

The Cabinet rejected this as it did not meet the criteria for a carry forward.

Request A6 – Civic Expenses

The Cabinet rejected this as it did not meet the criteria for a carry forward.

Requests A15, B7 and C4 – Various IT Expenditure

The Cabinet decided to approve these carry forward requests in light of the further clarification provided by the Head of IT and Facilities Management.

The Cabinet thanked the FAG for its diligence in considering the carry forwards and for its advice and recommendations.

Resolved:

- (a) That the carry forward requests A1, A3, A4 and A6 outlined in the report be rejected as they do not fall within the definition accepted by the Cabinet and the Finance Advisory Group for a valid carry forward;
- (b) That all of the remaining carry forward requests contained in the report be approved;
- (c) That the Cabinet recommends to the Council that the £35,000 underspend in the 2010/11 Community Development Budget be set aside as an earmarked reserve to support the Paralympic Cycling event (Request A1); and
- (d) That a further report be brought forward at the appropriate time on the extension of the Licensing Partnership once there is greater clarity on the direction that the partnership will be taking (Request A3).

11. MEMBERS' AFFAIRS GROUP – FUTURE ROLE AND REMIT

The Leader of the Council advised the Cabinet that he felt that the Cabinet should re-establish the Members' Affairs Group as this had been a useful vehicle for providing wider insight for the Cabinet from across the Council membership on a number of projects. The Group would be convened as and when necessary with a broad remit to look at issues of interest to Members and "housekeeping" issues such as the Member's Portal and the new committee management system. The Leader of the Council would liaise with the Portfolio Holder for Safe Community and the other Group Leaders over the membership of the Group as appropriate.

Resolved: That the Members' Affairs Group should be re-established with the membership to be agreed by the Leader of the Council and the Portfolio Holder for Safe Community, in consultation with the other Group Leaders, and that the Group should be convened as and when necessary.

12. RESTORATION OF THE SEVENOAKS WEALD ELEMENT OF THE 402 BUS ROUTE

The Cabinet considered a supplementary report relating to efforts to restore the Sevenoaks Weald element of the 402 bus route. The Cabinet was advised that Arriva had recently taken the decision to remove Sevenoaks Weald from the 402 bus service between Bromley and Tunbridge Wells due to timetabling difficulties caused by congestion in Tonbridge and Tunbridge Wells. Kent County Council had sought to compensate for the loss of this service by extending the subsidised 421 bus route between Sevenoaks and Dartford to include Sevenoaks Weald. However the 421 service only stopped at Sevenoaks Weald four times per day and also did not provide access to Hildenborough which was a local centre for services for residents of Sevenoaks Weald and consequently reduced access to key services and facilities such as schools and GP surgeries for residents of Sevenoaks Weald.

The Cabinet considered two letters which it was proposed should be sent to Arriva and Kent County Council asking the two organisations to investigate how the congestion issues in Tonbridge and Tunbridge Wells could be overcome and asking Kent County Council to consider whether more frequent bus services could be provided for Sevenoaks Weald, including access to Hildenborough.

Members felt that the 402 bus route had provided a lifeline for Weald Village and that the removal of the village from the route impacted heavily on the accessibility of vital services. It was also considered that this could set a precedent for the isolation of other rural communities from the bus routes on which they relied if Arriva's decision was not opposed.

Resolved: That the Cabinet supports the restoration of bus services to the residents of Sevenoaks Weald as detailed in the report and agrees that the draft letters attached to the report at Appendices A and B should be sent to Kent County Council and Arriva Southern Counties respectively.

THE MEETING ENDED AT 7.55 PM

Chairman

Implementation of Decisions

This notice was published on 27 June 2011. The decisions in minutes 7, 8 and 9 will take effect on 5 July 2011 unless called-in by the appropriate Select Committee. All other decisions take effect immediately.

MATTERS REFERRED BY PERFORMANCE AND GOVERNANCE COMMITTEE AND/OR SELECT COMMITTEES

- (a) Property Review – Disposal of Public Toilets (Ide Hill, Lemsing, Leigh, Swanley) (*Performance and Governance Committee – 28 June 2011*)

The Property Manager explained that as part of the Budget Process a number of public toilets had been closed to public use and were being considered for disposal. He noted that the situation with regard to the conveniences in Kemsing had recently changed due to a fire at the Wheatsheaf Public House which owned the land. Where possible, the Council sought to keep operation of the conveniences within the appropriate town/parish.

The Committee discussed each public convenience and the following comments were made:

Ide Hill Toilets

Resolved: That it be recommended to Cabinet that the Ide Hill public toilets and lay-by be transferred to the Parish Council at nil cost subject to any other conditions that the Council's legal advisors considered necessary to protect the Council's interests.

Wheatsheaf Car Park, Kemsing

The Property Manager explained that the Wheatsheaf Public House had the right to the land should they redevelop following a fire in the Pub.

Resolved: That, subject to any other conditions that the Council's legal advisors considered necessary to protect the Council's interests, it be recommended to Cabinet that the Wheatsheaf Car Park public toilets in Kemsing continue to be maintained by the Parish Council until it was known whether the Public House would be redeveloped, at which time the toilets be transferred to the Parish Council if appropriate.

Leigh Toilets

The local Member for Leigh explained in detail the situation of Leigh Primary School. She said that for some time the School had hoped to acquire the area which the toilets were situated in. She felt that there were opportunities to re-house the charity, Time to Talk, which currently occupied the site, but that the school did not have any further opportunities to expand and asked that Members give the school this opportunity.

The Committee discussed in detail the situation of the toilets, school, charity and whether it was within their remit to decide how the toilets were disposed of. The Property Manager noted that the policy for disposal of property did not take into account situations when two parties were in competition for a site. A Member felt that if the figure of the District Valuer was equal in relation to the two parties, that social

Agenda Item 5

benefit was a crucial factor in deciding the transfer. It was noted that Time to Talk had a lease which was protected by the Landlord and Tenant Act.

Resolved: That, subject to any other conditions that the Council's legal advisors considered necessary to protect the Council's interests, it be recommended to Cabinet that the Leigh public toilets be transferred to Leigh Primary School at the District Valuers figure.

Public Toilets, Station Road, Swanley

Resolved: That, subject to any other conditions that the Council's legal advisors considered necessary to protect the Council's interests, the Public Toilets, Station Road, Swanley be offered to the Town Council at a negotiated figure to be agreed with the relevant Portfolio Holder and if this was not successful, to dispose of to the tenant at the District Valuers figure or by auction.

- (b) Argyle Road Offices – Accommodation for Moat Housing - EXEMPT
(*Performance and Governance Committee – 28 June 2011*)

CONDISERATION OF EXEMPT INFORMATION

Resolved: That under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the ground that likely disclosure of exempt information is involved as defined by the relevant paragraph as defined by Paragraph 3 of Schedule 12(A) to the Local Government Act 1972.

The Committee considered an exempt report relating to accommodation for Moat Housing at the Argyle Road Offices.

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

PROGRESS WITH IMPROVEMENT INITIATIVES IN DEVELOPMENT SERVICES

CABINET – 21 JULY 2011

Report of the: Deputy Chief Executive and Director of Community and Planning.

Status: For Consideration

Key Decision: No

Executive Summary: This report analyses progress with Improvement Initiatives in Development Services, in particular The Cabinet Review of Development Services (2009) (DSR) and the Sevenoaks District Council – Tunbridge Wells Borough Council Planning Partnership.

Performance is favourable when measured by the relevant criteria, namely the time taken to determine applications; progress with Local Development Framework preparation; and Value for Money.

It is recommended that subsequent to the changes already made as a result of the Cabinet Review of Development Services (2009) no further changes be considered necessary, but ongoing improvements should be carried out as part of the normal operation of the Development Services. It is also recommended that the Planning Partnership be continued.

Further service improvements will continue as part of the normal operational management of the Service.

This report supports the Key Aim of a Green Environment, protecting the District's open space and built environment and also the Corporate priority to deliver the budget and sound resource management.

Portfolio Holder Cllr. J Davison

Head of Service Head of Development Services – Jim Kehoe.

Recommendations to Cabinet : It be RESOLVED that:

- (a) Subsequent to the changes already made as a result of the Cabinet Review of Development Services (2009) no further changes are considered necessary, but ongoing improvements should be carried out as part of the normal operation of the Development Services;
 - (b) The Sevenoaks District Council – Tunbridge Wells Borough Council Planning Partnership be continued until further notice.
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Reason for recommendation: The Development Services Review, and Sevenoaks District Council – Tunbridge Wells Borough Council Planning Partnership have successfully achieved their outcomes.

Introduction

- 1 This report analyses progress with Improvement Initiatives in Development Services, in particular The Cabinet Review of Development Services (2009) (DSR) and the Sevenoaks – Tunbridge Wells Planning Partnership, which commenced in November 2008.
- 2 In brief, performance is favourable when measured by the relevant criteria, namely:- the time taken to determine applications; progress with Local Development Framework preparation; and Value for Money.

Background

- 3 The speed of processing planning applications is measured by National Indicator (NI) 157. This is important to customers of the service. The pattern of performance is set out in Table 1 below. The relevant national comparison is shown to give a benchmark of our performance relative to other Councils.

Percentage of Applications Determined with 8/13 Week Target							
National Indicator		06/07	07/08	08/09	09/10	10/11	Target: National Top Quartile 2009
NI 157 (13 weeks)	A	55	65	67	86	92	81
NI 157 (8 weeks)	B	66	73	70	82	86	83
NI 157 (8 weeks)	C	82	83	82	91	93	92

- 4 (Notes:- The Top Quartile means the top 25% of Councils. NI157 (A) comprises Major Planning Applications. These are defined nationally as those where 10 or more residential units are to be constructed, (or if the number is not given, the site area is more than 0.5 hectares), and for all other uses where the floor space proposed is 1000 square metres or more, (or the site area is 1 hectare or more). NI157 (B) comprises Minor Planning Applications; 'Minor' applications are those developments which do not meet the criteria for 'Major' developments nor the definitions of Change of Use or Householder Development, for example 1-9 residential units. NI157(C) comprises Other Planning Applications. These relate to those for Change of Use, Householder Developments, Advertisements, Listed Building Consents, Conservation Area Consents and various applications for Certificates of Lawfulness.)

- 5 At the time the DSR was initiated NI performance was in the bottom quartile. As a result of the DSR changes including those to the Constitution, performance has met or exceeded its target on all indicators. The performance for 2009/2010 and 2010/11 is at a much higher level than 2008/09. The most marked improvement is with NI157 (A), the Major applications. Over 86% of these are now determined within the target time period, this is particularly important due to the large scale of investment associated with these applications.
- 6 The Local Development Framework has also shown good progress. The Core Strategy successfully progressed to adoption on 22nd February 2011. Draft plans for Allocations of land for development have already been out to public consultation and we are consulting on the Development Management policies at present.
- 7 The Council's net spending on Development Services has meanwhile reduced from £2,023,122 in 2008/2009 and £1,816,036 in 2009/2010 to a provisional outturn of £1,675,093 in 2010/2011. Future budgets indicate a further reduction in net expenditure to £1,411,426 in 2011/2012 and £1,311,426 thereafter. So good performance has been achieved whilst reducing the net expenditure.
- 8 The Council's Finance Advisory Group considered Development Services Finance in June 2011, including trends on performance and Value for Money. The Group noted the report and congratulated Development Services on their achievements.

Key Implications

Financial

- 9 No implications at this stage.

Community Impact and Outcomes

- 10 No implications at this stage.

Legal, Human Rights etc.

- 11 No implications at this stage.

Resource (non-financial)

- 12 No implications at this stage.

Value For Money and Asset Management

- 13 No implications at this stage.

Equality Impacts

- 14 None at this stage.

Sustainability Checklist

15 No implications at this stage.

Conclusions

16 Performance is favourable when measured by the relevant criteria, namely:- the time taken to determine applications; progress with Local Development Framework preparation and Value for Money.

17 It is recommended that subsequent to the changes already made as a result of the Cabinet Review of Development Services (2009) no further changes be considered necessary, but ongoing improvements should be carried out as part of the normal operation of the Development Services. It is also recommended that the Planning Partnership be continued.

18 Further service improvements will continue as part of the normal operational management of the Service.

Risk Assessment Statement

19 By monitoring progress with changes in the Services, we have reduced risk arising from any unexpected impact of the changes that were made through the DSR or the Planning Partnership.

Background Papers: Council Report – 16/12/2010

Cabinet Report – 28/10/2010

Contact Officer(s): Jim Kehoe Ext. No. 7196.

Kristen Paterson
Deputy Chief Executive and Director of Community and Planning Services

PROPOSED GRANT SCHEME TO ENABLE MEMBERS TO TAKE FORWARD PROJECTS IN THEIR LOCAL COMMUNITIES

CABINET – 21 JULY 2011

Report of the: Community Services and Planning Director

Status: For Decision

This report supports the Key Aims of the Community Plan

Portfolio Holder Cllr. Peter Fleming and Cllr. Mrs Pat Bosley

Head of Service Head of Community Development – Lesley Bowles

Recommendation: It be RESOLVED that:

- a) £120,000 be allocated to a new grant scheme, entitled the Big Community Fund, from the additional New Homes Bonus Scheme funding received;
- b) approval of the award of grants under the Scheme be delegated to the Portfolio Holder for Community Wellbeing provided such approval is in line with the recommendation of the Project Appraisal Group. If the Portfolio Holder wishes to refuse an application, contrary to the Project Appraisal Group's recommendation, the application will be referred to Cabinet for a decision;
- c) where the Portfolio Holder is unable to act due to unavailability or an interest or Ward connection, this delegation in b) above is given to the Leader of the Council;
- d) that Cabinet be invited to identify a panel of Members to advise the Portfolio Holder for Community Wellbeing in determining grants under the Scheme;
- e) that the Big Community Fund guidelines as set out in Appendix A be approved; and
- f) the Appraisal Template as set out in Appendix B be approved.

Background

- 1 To assist Members to respond to the needs of their local communities, it is proposed to set up the Big Community Fund grant scheme in the form of a community chest. A copy of the draft scheme Guidelines and application form is attached at Appendix A, a proposed appraisal template at Appendix B and a draft timetable at Appendix C.

Introduction

- 2 The scheme is intended to provide a source of funding to enable Members to work with their local communities to improve their area.
- 3 The proposed Aims of the scheme are as follows:
 - 1.1 To make physical improvements to the area;
 - 1.2 To strengthen local communities;
 - 1.3 To help more vulnerable people in local communities
 - 1.4 To improve safety and well-being in local communitiesMembers will be able to bid for funding in partnership with a local delivery organisation such as a town or parish council, voluntary or community organisation.
- 4 A panel of trained Members will provide advice and make recommendations to the Portfolio Holder for Community Wellbeing about the allocation of grants. 5 trained Members will form each monthly panel from a pool of 15 trained Members using a rota system. Awards will be made by the Portfolio Holder for Community Wellbeing. Decisions relating to her ward or applications in which she has an interest will be taken by the Leader of the Council. The Leader of the Council may also make decisions due to the unavailability of the Portfolio Holder. Where the Portfolio Holder disagrees with the Project Appraisal Panel's recommendation for approval of any application, the application will be referred to Cabinet for decision.
- 5 The panel of Members will be established by the Cabinet and training will be provided in order to undertake this work. The maximum sum available per application will be £3,000 and Members will not be limited as to the number of bids that they can make. The amount already allocated to each ward will, however, form part of the grant appraisal process.
- 6 Grants will be payable in advance except in the case of capital projects when the grant will be paid upon production of proof that the work has been satisfactorily completed.

Key Implications

Financial

- 7 The scheme will be funded from the New Homes Bonus scheme. The total amount available per month will be £10,000, totalling £120,000 during the financial year 2011/12. Any funds unallocated in a given month will be rolled forward to next month. As the scheme is starting part way through the current financial year, any funds unspent at the end of 2011/12 will be rolled forward to 2012/13.

- 8 It is proposed that the amount available per year should be agreed annually as part of the budget-setting process, as it is uncertain how much grant will be received each year and the impact the New Homes Bonus scheme will have on Revenue Support Grant allocations. Any funds not allocated in subsequent financial years will be considered by Members as part of the usual budget process.
- 9 Awards made under the Scheme will be reported to the Performance and Governance Committee to ensure the transparency of the Scheme.

Legal, Human Rights etc.

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

Resource (non-financial)

- 11 Officer time spent on the Scheme will be minimal as Members will be trained to appraise applications using the scoring template attached at Appendix B.

Value For Money

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

Equality

- 13 An Equalities Impact Assessment has been completed. All applicants will be asked to sign an Equalities Statement. The aims of the Scheme include to help more vulnerable people in local communities and consideration of this forms part of the grant appraisal process.

Community Impact

- 14 The Scheme’s aims ensure that each grant will positively address local needs ensuring a good impact on the community.

Risk Assessment Statement

Risk	Mitigation	Residual Risk
New Homes funding may not be available in future years	Funding to be approved on an annual basis.	None
Approved projects may not be delivered	Performance indicators will be included as a condition of the grant and these will be monitored. Monitoring	There may be some projects that have been delivered but do not meet all of the performance

	<p>will take place at 6 months and 1 year after approval of the grant to ensure that the project or service for which funding was approved is being delivered. The Council will reserve the right to claw back funding when the project has not been completed.</p>	<p>indicators. In all cases, the appraisal process will take into account the strength of the delivery organisation and likelihood of the project proceeding well.</p>
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Sources of Information: The Council’s Grant-Making Code of Practice

Contact Officer(s): Lesley Bowles – Ext. 7335

Lesley.bowles@sevenoaks.gov.uk

Kristen Paterson
Community & Planning Services Director

Sevenoaks District Council

**The Big Community Fund 2011/2012
Scheme Guidelines**

1 Aims of the scheme

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

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

2 Maximum grant available

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

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

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

3 Eligibility

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

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

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

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

4 What the scheme will fund

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

5 The Local Members' role

Local Members can:

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

6 The decision-making process

Applications will be referred to a Project Appraisal Panel made up of Members who are not Cabinet Members. The Project Appraisal Panel will consist of 15 Members who have been trained in appraisal techniques and who will follow an approved appraisal process and recommend projects for approval or refusal. Members will sit on the Panel on a rotating basis and a minimum of 5 Members will form a quorum.

Decision-making will take account of the following:

- 6.1 The extent to which the application meets the Aims of the scheme;
- 6.2 Value for money. This will take account of the cost and benefit of the scheme, including whether the project will attract funding from elsewhere;
- 6.3 The extent to which the application has involved local people and meets an identified local need;
- 6.4 The feasibility, long-term sustainability and innovation of the project;
- 6.5 The extent to which the application is a one off project with no on-going need for running costs; and
- 6.6 The extent to which the ward has already benefitted from the scheme.

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Where applications are not approved, the Project Appraisal Panel will recommend clear reasons for refusal. The Panel may invite re-submission of applications if insufficient funds are available in any one month or if a minor change in the project would increase its chances of success.

Performance monitoring

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

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward:	
2	Name of Member:	
3	<p>Name of delivery organisation:</p> <p>Address of delivery organisation:</p> <p>Name of the main contact who will be accountable for the delivery of the project:</p> <p>Telephone number of main contact:</p>	
4	Description of Project:	
5	<p>Total project cost: £</p> <p>How will the money be spent?</p> <p>Contributions from other funders if applicable:</p> <p>Amount requested from the SDC Big Community fund:</p> <div style="text-align: center; margin-top: 20px;"> <table border="1"> <tr> <td style="padding: 5px;">£</td> </tr> </table> </div>	£
£		

Item No. 7 – Appendix A

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

Sevenoaks District Council - Big Community Fund – 2011/2012

Appraisal template for use by the Members' Appraisal Panel

Criteria Number	Criteria Description	Detail	Points Allocated	Points Available
6.1	The extent to which the application meets the aims of the Scheme	Aim 1: To make physical improvements to the area; for example this project will improve an area that people are not happy with or will introduce a new piece of equipment		10
		Aim 2: To strengthen local communities; for example, there will be a legacy to this project because it leaves the community with a physical or other resource that will have a lasting benefit or it ensures that local people will continue to be involved in the future.		10
		Aim 3: To help more vulnerable people in local communities; for example, this project is aimed at a particular group in the community, eg older people, those who cannot travel, etc.		10
		Aim 4: To improve safety and well-being in local communities. For example, this project will help people to have a greater sense of safety, security or general well-being.		10
6.2	Value for Money	The project attracts funding from elsewhere. (There is a separate calculation around the cost and benefit at the end of the template)		10
6.3	The extent to which	The planning of the project has involved local people		10

Criteria Number	Criteria Description	Detail	Points Allocated	Points Available
	the application has involved local people and meets an identified local need	The project meets an identified community need		10
6.4	The feasibility, long-term sustainability and innovation of the project	The project is feasible, eg there is a strong delivery partner, any other required funding is in place, the project is definitely achievable. (If there are significant doubts concerning the feasibility of the project, the Appraisal Panel may wish to reject the project at this stage but will need to justify doing so.)		10
		There is long-term sustainability - eg, the project will not need additional new resources in the future		10
		The project demonstrates innovation – eg, this could include a new approach to an existing problem or an innovative piece of equipment		20
6.5	The extent to which the application is self-sustaining with no on-going need for running costs	There is no on-going need for running costs		20
		OR This project will need to be sustained in the long-term and funding is in place		10
		OR This project will need long-term input and there is no long-term funding plan in place		-50

Criteria Number	Criteria Description	Detail	Points Allocated	Points Available
6.6	The extent to which the Ward has already benefitted from the scheme	The fact that the ward has already benefitted is not a reason for refusal. However, where there are many competing schemes of similar value, the appraisal panel can award additional points to applications from wards who have not previously received grants.		20
		TOTAL POINTS ALLOCATED		
		TOTAL APPLIED FOR		
		COST/BENEFIT		

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Sevenoaks District Council

Big Community Fund

Draft Timetable

Date	Action by	Action
30 th June	Cabinet Briefing	Consideration of scheme
21 st July 2011	Cabinet	Approval of scheme
25 th July 2012	Officers	Publicise scheme
17 th and 24 th August 2011	Members' Appraisal Panel	Training (2 evening sessions)
5 th September 2011	Officers	First closing date (first Monday in each month thereafter)
21 st September	Members' Appraisal Panel	First meeting (3 rd Wednesday in each month thereafter)
October	Officers	First payment made (first Wednesday in each calendar month thereafter)
26 th October 2011	Finance Advisory Group	Early evaluation of the scheme
10 th January 2012	Performance and Governance	Evaluation of scheme to date
21 st February 2012	Council	Confirmation of budget for 2012/13

2011/12 PERFORMANCE INDICATOR TARGETS

CABINET – 21 JULY 2011

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

Status: For Decision

This report supports the Key Aim of Corporate Performance Plan “Effective Management of Council Resources”

Portfolio Holders Cllr. Mrs Davison and Cllr Fleming

Recommendation: It be RESOLVED that Members approve the Council’s performance indicator targets for 2011/12.

Introduction

- 1 Each year the Council reviews the list of the performance indicators it collects. This process helps to ensure that services maintain the right focus and that progress against key Council and service objectives is measured against. For 2011/12 Officers have recommended that data is collected against 93 performance indicators, covering 29 service areas.
- 2 For each performance indicator Officers have recommended a performance target for 2011/12. The proposed performance targets reflect Officers’ assessment of the available resources to deliver the highest achievable quality of service.

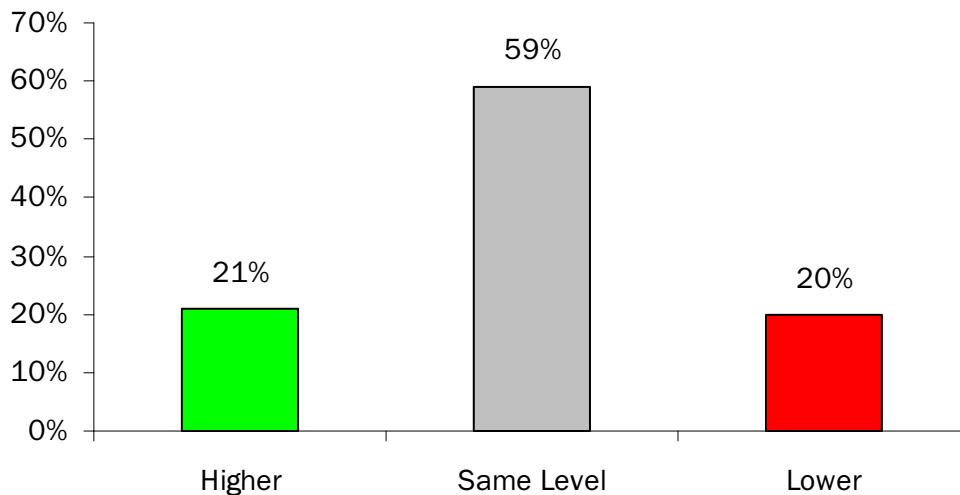
Performance Targets

- 3 The selection of performance indicators and the setting of targets is one element of the Councils Strategic Service Planning process. Service Plans record the vision and priorities for each Council service and the key strategic objectives the service will deliver in the coming year.
- 4 Within the Service Plans, Officers also document the resources they have available to deliver their objectives, the operational risks that may prevent objectives from being achieved and the financial savings they aim to deliver in the year. It is an assessment of these resources and the impact of the savings required of the service that informs the target setting process.
- 5 In 2011/12 the Council has targeted to achieve financial savings totalling £2.5 million. Despite the significant effort to limit the number of staff lost to deliver a sustainable budget the Council has seen its full time equivalent staff count fall

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by 11%. This is a fall of 47.5 FTE from 435.2 in 2010/11 to 387.6 in 2011/12 (Source: SDC Budget Book).

- 6 It remains the Councils ambition to deliver the highest quality services with the resources available to it and to seek new and improved ways of working to ensure that performance targets are exceeded. However, the impact of delivering these savings is reflected in some of the performance targets recommended by Officers this year.
- 7 The following chart summarises the percentage of performance targets proposed for 2011/12 that are higher, lower or at the same level as 2010/11.



- 8 Set out at the Appendix to this report is a record of all 93 performance indicators proposed by Officers for 2011/12. These are grouped by Portfolio Holder with responsibility for the service and detail the year end performance for 2010/11 and the performance target proposed by Officers for 2011/12.
- 9 Members are asked to review the performance targets for 2011/12 and approve their adoption.

Key Implications

Financial

- 10 Effective performance management monitoring arrangements will assist the Council in diverting resources to areas or services where it is considered to be a greater priority.

Community Impact and Outcomes

- 11 Robust performance management arrangements ensure services continue to be measured against targets. Striving to meet these targets and developing

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action plans where performance needs to be improved helps to ensure the delivery of high quality services to the community

Legal, Human Rights etc.

12 None.

Resource (non-financial)

13 None.

Value For Money

14 A strong performance culture and effective performance management monitoring arrangements contribute to improved services and ultimately more cost effective Value for Money services.

Conclusions

15 Officers have reviewed the performance indicators they propose for collection in 2011/12 to ensure progress against service and corporate objectives is measured. Targets have been proposed to Members for review and approval that strive to deliver the highest performance level achievable with the resources available.

Risk Assessment Statement

Risk	Impact	Control	Residual Risk
1. Inaccurate data could be used in the assessment of performance	High	Robust data collection arrangements in place. Annual data quality audit by Internal Audit	Low. Risk Adequately Controlled
2. Poor performance might not be identified	High	Performance indicators collected by the Council reviewed annually to ensure all key areas of service delivery are appropriately monitored. Members focus on exceptions in their performance reporting.	Low. Risk Adequately Controlled
3. Poor performance might not be addressed	High	Performance management is embedded in the organisation with robust performance review and monitoring arrangements in place. Covalent updated monthly with data and made available to officers and Members to review. Formal quarterly reports to Management	Low. Risk Adequately Controlled

		Team, Performance and Governance Committee and Cabinet. Service Review processes in place.	
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Sources of Information: Covalent Performance Management System

Contact Officer(s): Lee Banks, Policy and Performance Manager. Ext 7161

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





2011/12 Performance Targets

















Portfolio - Cleaner and Greener Environment

Code	Short Name	2010/11			2011/12 Target
		Value	Target	Status	
Building Control					
LPI BC 001	Percentage of full plans / Building Notices acknowledged within 3 working days	97.74%	90%		90%
LPI BC 002	Percentage of full plans checked within 10 working days	91.73%	90%		80%
LPI BC 003	Percentage of full plans checked within 15 working days	99.3%	95%		95%
LPI BC 005	Percentage of reports of Dangerous Structures responded to within 2 hours	100%	100%		98%
Street Cleaning					
LPI Clean 001	Number of justified Street Cleaning complaints	95	140		140
LPI Clean 002	Average number of days taken to remove fly tips which the District Council has responsibility to clear	5.13	5		5
LPI Clean 003	Average number of days taken to remove abandoned vehicles	1.00	5.00		5.00
LPI Clean 004	Percentage of cleaning schedules completed to agreed frequency	New LPI for 2011/12			80%
LPI Clean 005a	Improved street and environmental cleanliness - Levels of Litter (x NI 195a)	0%	2%		2%
LPI Clean 005b	Improved street and environmental cleanliness - Levels of Detritus (x NI 195b)	1%	7%		7%
Parking & Amenity					
LPI PA 002	Percentage of Penalty Charge Notices cancelled	12.08%	13%		13%
Waste & Recycling					
LPI Waste 001	Percentage of household waste which has been sent for recycling	22.62%	26.00%		26.00%
LPI Waste 002	Percentage of household waste sent for composting or treatment by anaerobic digestion	8.30%	9.00%		9.00%
LPI Waste 003	Number of missed collections per 100,000	12.37	10		10
LPI Waste 004	Percentage of missed collections put right by the next working day	97.7%	95%		97%
LPI Waste 005	Number of missed green waste collection complaints	191	100		100
LPI Waste 006	Percentage of household waste sent for reuse, recycling and composting (x NI 192)	30.92%	35.00%		35.00%









Portfolio - Community Wellbeing

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
Community Development					
LPI CD 002	Percentage of actions in the Young Peoples Action Plan achieved	90%	85%		70%
LPI CD 017	Percentage of Health & Wellbeing Board Action Plan on target	New LPI for 2011/12			80%
Leisure					
LPI SL 001	Number of visits to Sencio leisure centres and facilities	876,479	913,095		902,880
LPI SL 003	Customer accident rate per 1,000 users	0.82	0.62		0.61
LPI SL 004	Subsidy per user	0.29	0.28		0.20









Portfolio - Finance and Value for Money

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
Financial Services					
LPI FS 001	The percentage of undisputed invoices paid within 30 days or agreed terms	98.25%	96%		96%
LPI FS 003	Debts outstanding more than 61 days	£15,117	£20,000		£20,000
Housing Benefits					
LPI HB 001	Average number of days to process new benefits claims	27.17	23.08		25
LPI HB 002	Percentage of new benefit claims processed within 14 days of full information being received	86.67%	94%		90%
LPI HB 003	Percentage of all new benefit claims outstanding over 50 days	Not available	7%		7%
LPI HB 005	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events (x NI 181)	13.5	13.7		13.0
LPI HB 006	Average days to process change of events	New LPI for 2011/12			12
Human Resources					
LPI HR 001	The average number of working days lost to sickness absence per FTE	10.50	8.50		9.50
LPI HR 002	Number of working days lost through short term sickness absence per FTE (< 20 cumulative days)	4.30	3.40		3.40
LPI HR 003	Number of working days lost through long term sickness absence per FTE (> 20 cumulative days)	6.20	5.10		6.10
LPI HR 005	Percentage of new employees receiving basic Health & Safety training within one week of employment	100%	100%		100%
Internal Audit					
LPI IA 001	Number of Benefit Fraud Sanctions	24	24		24
Land Charges					
LPI LC 002	The percentage of local land charge searches carried out within 10 working days	90.75%	100%		90%
Local Tax					
LPI TAX 001	The percentage of Council Tax collected in-year	98.6%	98.48%		98.6%
LPI TAX 003	The percentage of business rates collected in-year	98.4%	98.1%		98%

Portfolio - Housing and Balanced Communities

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
Housing Policy					
LPI HP 001	The number of dwellings vacant for more than six months returned to occupation or demolished	20	20		15
LPI HP 002	Number of affordable homes delivered (gross) (x NI 155)	51	67		14
Private Housing					
LPI PH 001	Number of Home improvement Agency projects completed	521	500		540
LPI PH 002	Number of unauthorised encampments started in the District	2	12		12
Social Housing					
LPI SH 001	Total number of homelessness applications received	47	96		96
LPI SH 002	Total number of homelessness acceptances	39	90		84
LPI SH 003	Percentage of homeless decisions notified within 33 working days	96.3%	96%		96%
LPI SH 004	Number of households living in temporary accommodation (x NI 156)	8	45		40
















Portfolio - Leader

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
Communications					
LPI COM 001	Percentage of positive & balanced articles in the local press (by number of articles)	New LPI for 2011/12			90%
Customer Services					
LPI CS 001	Percentage of phone calls answered within 20 seconds by the Contact Centre	64.98%	80.00%		80.00%
LPI CS 002	Percentage of phone calls to the Contact Centre abandoned by the caller	6.65%	5%		5%
LPI CS 003	Percentage of all queries resolved at the first point of contact by the Contact Centre	76.47%	65%		70%
LPI CS 010	Percentage of personal callers to reception who are seen by the required service within five minutes	75.55%	75%		70%
Facilities Management					
LPI FM 001	The percentage of Facilities Management Service Desk Calls resolved in agreed time	98.55%	95.00%		95.00%
LPI FM 002	The percentage of customers satisfied or very satisfied with Facilities Management call resolution service	100%	95%		95%
IT Services					
LPI IT 001	Percentage of IT Service Desk Calls resolved within the agreed time	93.31%	95%		90%
LPI IT 003	The percentage of customers satisfied or very satisfied with IT call resolution service	100%	95%		95%




Portfolio - Planning and Improvement

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
Development Control					
LPI DC 001	Percentage of applications assessed for validation in 5 days	73.81%	85%		85%
LPI DC 002	Percentage of decisions delegated	99.97%	95%		97%
LPI DC 003	Percentage of decisions issued within 2 days	99.12%	97%		97%
LPI DC 004	The percentage of appeals allowed against the authority's decision to refuse on planning applications (x BV 204)	21.20%	25.00%		25.00%
LPI DC 005	Percentage of enforcement visits undertaken within 3 days of receiving a complaint	93.91%	95%		95%
LPI DC 006	Percentage of all enforcement appeals allowed	11.11%	25.00%		25.00%
LPI DC 007a	Processing of planning applications: Major applications in 13 weeks (x NI 157a)	92.00%	84.00%		86.00%
LPI DC 007b	Processing of planning applications: Minor applications in 8 weeks (x NI 157b)	85.71%	84.00%		86.00%
LPI DC 007c	Processing of planning applications: Other applications in 8 weeks (x NI 157c)	92.62%	94.00%		94.00%
LPI DC 008	Applications to works to Tree Preservation Orders Determined within 8 weeks	97.92%	100%		100%
LPI DC 009	Percentage of conservation areas in the local authority area with an up to date character appraisal	New LPI for 2011/12			100%
Legal Services					
LPI LEG 002	Planning inquiries percentage success rate	100%	75%		75%
Planning Policy					
LPI PLP 001	Has the authority met the milestones which the current LDS sets out?	Not available	Yes		Yes
LPI PLP 002	Did the authority publish an annual monitoring report by December of the last year?	Yes	Yes		Yes

Portfolio - Safe Community

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
CCTV					
LPI CCTV 001	Number of instigated arrests CCTV	28	30		30
Community Development					
LPI CD 001	Percentage of Community Safety Partnership actions achieved	100%	94%		85%
LPI CD 005	Percentage of responses to reports of Anti Social Behaviour within 25 working days	100%	100%		100%
LPI CD 011	Percentage of racial incidents that resulted in further action	100%	100%		100%
LPI CD 014	12 month average of the number of domestic burglaries per 1,000 households	New LPI for 2011/12			8
LPI CD 015	12 month average for the number of vehicle crimes per 1,000 population	New LPI for 2011/12			6.5
LPI CD 016	Percentage of victims of domestic incidents that are repeat victims	New LPI for 2011/12			23.7%
Democratic Services					
LPI DEM 001	Standard Freedom of Information requests responded to within 20 working days	99.44%	95.00%		95.00%
Environmental Health					
LPI EH 001	Number of proactive health and safety contacts made with businesses	314	200		340
LPI EH 002	Percentage of all Environmental Health cases responded to within 5 working days	94%	90%		90%
LPI EH 003	Percentage of cases closed within 4 months	92%	90%		90%
LPI EH 004	Percentage of higher risk food inspections due that was done (higher risk is categories A, B &C)	100%	98%		98%
Equalities					
LPI EQ 001	The level of the Equality Standard for Local Government to which the authority conforms	2	2		2
LPI EQ 002	Percentage of equality actions completed or in progress	New LPI for 2011/12			90%
LPI EQ 003	Percentage of impact assessments due that have been completed	New LPI for 2011/12			90%
Legal Services					
LPI LEG 001	Percentage of litigation cases successfully prosecuted	100%	95%		95%
LPI LEG 003	Conveyancing completed within customer response time	100%	90%		95%
Licensing					
LPI LIC 001	Number of monthly premises licensing enforcement visits due that were undertaken	288	240		336
LPI LIC 002	Percentage of valid personal licences processed within 2 weeks	97.08%	100.00%		98.00%
LPI LIC 004	Percentage of valid temporary event notices processed within 48 hours	99.84%	100.00%		98.00%

Shared Portfolios

Code	Short Name	2010/11			2011/12
		Value	Target	Status	Target
Community Plan					
LPI CD 006	Percentage of actions in the Sustainable Community Action Plan achieved	92%	80%		85%
Economic Development					
LPI CD 013	Percentage of actions in the Economic Development Action Plan achieved	92.00%	80.00%		82.00%
Performance Management					
LPI PP 001	The percentage of Local Performance Indicators at or above target level	66.30%	70.00%		65.00%

CABINET – 21 JULY 2011

PROPERTY REVIEW – DISPOSAL OF PUBLIC TOILETS (IDE HILL, KEMSING, LEIGH, SWANLEY)

Report of the: Corporate Resources Director

Also considered by: Performance and Governance Committee – 28 June 2011

Status: For Decision

Key Decision: No

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: That the public toilets at Ide Hill, Kemsing, Leigh and Swanley be disposed of in accordance with the recommendations contained within the report and subject to any other conditions that the Council's legal advisors consider necessary to protect the Council's interests.

Introduction

- 1 As part of the 2011/12 budget process a number of public toilets were closed to public use and as part of the ongoing Property Review the future of these toilets has been considered.
- 2 The first consideration has been exploring the possibility of transferring the toilets to the relevant town or parish council and should that not prove possible disposal of the premises on the most economically advantageous terms has been investigated.
- 3 Ide Hill Toilets – the parish council has expressed an interest in taking a transfer of the freehold of the public toilets and adjoining lay-by and is currently operating the toilets at their own expense. It is recommended that the toilets and lay-by be transferred to the Parish Council at nil cost.
- 4 Wheatsheaf Car Park, Kemsing – these public toilets were constructed within the free public car park leased from the owners of the adjoining Wheatsheaf Public House. The lease, which expires in 2016 prevents the creation of any sub-leases although the whole lease could be assigned to a third party, the Parish Council do not want to take a lease of the car park as well as the toilets. At present the Parish are operating the toilets at their own expense and

it is recommended that the freeholders be approached to obtain permission to grant a sub-lease of the toilets to the Parish Council at nil cost.

- 5 Leigh Toilets – these toilets were constructed as part of the extension to Leigh School on District Council land and although the school has asked whether they could be transferred to it the possibility that the property may prove suitable for conversion to offices by Time to Talk has been investigated. Time to Talk is the last remaining tenant of the Cobden Road Centre which is currently 92% vacant. Relocating the tenant would enable the future of the Cobden Road Centre to be considered in full by members at a subsequent meeting an subject to the agreement of terms Time to Talk are prepared to consider purchasing Leigh Toilets and converting them at their own expense. It is recommended that officers be authorised to conclude negotiations for the purchase of Leigh Toilets by Time to Talk at a figure to be agreed with the District Valuer. If agreement cannot be reached it is recommended that the toilets be sold on the open market by auction.
- 6 Public Toilets, Station Road, Swanley – When these toilets were constructed 25% of the floor area was designed to accommodate a taxi office which is let on a 20 year internal repairing lease at £2,750p.a. The tenant has expressed an interest in acquiring the freehold of the whole property and it is recommended that officers be authorised to conclude negotiations for the purchase of Swanley Toilets by tenant at a figure to be agreed with the District Valuer. If agreement cannot be reached it is recommended that the toilets, subject to the existing tenancy, be sold on the open market by auction.

Key Implications

Financial

- 7 As there is no operational need for the toilets retaining the toilets will incur the District Council in maintenance, security and business rate liability.

Community Impact and Outcomes

- 8 The community impact of closing these toilets was considered as part of the budget savings process referred to above.

Legal, Human Rights etc.

- 9 No legal or human rights issues have been identified.

Value For Money and Asset Management

- 10 It is not considered good practice to retain vacant property which has no identified operational use

Equality Impacts

- 11 No legal or human rights issues have been identified.

Conclusions

12 The various options are contained within the body of the report

Risk Assessment Statement

13 The risk associated with this matter is that the longer the toilets, which have already been declared non-operational, remain vacant or unused the greater the risk of damage by vandalism

Background Papers: Property Review – Public Toilets file

Contact Officer(s): Jim Latheron – Ext. 7209

Dr. Pav Ramewal
Corporate Resources Director

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