



CABINET
12 January 2012 at 7.00 pm
Conference Room - Council Office

AGENDA

Chairman: Cllr. P Fleming

Cllr. Mrs P Bosley, 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 8 December 2011**

(Pages 1 - 6)

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 Appraisal and Management Action Plan
Chiddingstone Hoath (*Environment Select Committee – 25
October 2011*)

(Pages 7 - 8)

6. **Calculation of Council Tax Base**

Tricia Marshall
Ext. 7218
(Pages 9 - 16)



7. **Conservation Area Appraisal and Management Plan
Chiddingstone Hoath**

Jim Kehoe
Ext. 7196
(Pages 17 - 48)



8. **Locality Boards**

Leslie Bowles
Ext. 7335
(Pages 49 - 58)



9. **Big Community Fund - Allocation of Funding for December Appraisal Round and Additional Members for Appraisal Panel**

Leslie Bowles
Ext. 7335
(Pages 59 - 102)

10. **West Kent Cold Store Section 106 Community Facilities Funding**

Leslie Bowles
Ext. 7335
(Pages 103 - 134)



 **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

Minutes of a meeting of the Cabinet held on
8 December 2011 commencing at 7.00 p.m.

Present: Cllr. Fleming (Chairman)

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

Also Present: Cllrs. Davison, Eyre and Fittock.

Apologies: Cllr. Mrs Bracken

49. MINUTES OF PREVIOUS MEETING

Resolved: That the minutes of the Cabinet meeting held on 3 November 2011 be approved and signed as a correct record.

50. DECLARATIONS OF INTEREST

There were no declarations of interests.

51. QUESTIONS FROM MEMBERS

There were no questions from Members.

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

(a) 2012/13 Budget and Review of Service Plans – (*Environment Select Committee - 25 October 2011; Social Affairs Select Committee – 1 November 2011; Services Select Committee – 8 November 2011*)

The Cabinet considered the comments of the Select Committees which had met in October and November on the 2012/13 Budget and Review of Service Plans. The Cabinet had regard to both the general observations made by the Select Committees and the specific recommendation of the Social Affairs Select Committee relating to the running of the Sevenoaks CCTV Control Room. Most of the Committee's comments had related to additional service pressures, most notably around the CCTV service, the cost of diesel and the workload faced by the housing benefits service. These points had been covered in the draft budget report for 2012/13 considered at minute 53 below.

Resolved: That the Cabinet welcomes and notes the views and comments on the draft budget proposals and Service Plans made by the Select Committees

(b) Financial Prospects and Budget Strategy 2012/13 and Beyond – (*Performance and Governance Committee – 15 November 2011*)

The Cabinet had regard to the comments of the Performance and Governance Committee on the major financial pressures the Council was likely to face over the next four years, together with the proposed strategy for setting a balanced

and sustainable budget for 2012/13 and beyond. In light of the challenging financial position facing all authorities a year ago the Council had brought its budget setting process for 2011/12 forward by two months and produced a 10-year budget together with a four-year savings plan. This provided the Council with a stable basis for future years and addressed the reduction in Government funding as well as reducing its reliance on reserves and provided a strong framework for the Council to use in budget setting. The Committee's views had also been taken into consideration in the preparation of the draft budget report for 2012/13 considered at minute 53 below.

Resolved; That the comments of the Performance and Governance Committee on 15 November 2011 on the Financial Prospects and Budget Strategy 2012/13 be noted.

(c) Performance Monitoring – (*Performance and Governance Committee – 15 November 2011*)

The Cabinet had regard to the comments of the Performance and Governance Committee on Council performance as reported in the quarterly Performance Monitoring Report. The Committee had asked for its particular concerns relating to budgeting for the higher price of diesel and the increasing workload in Housing Benefits to be drawn to the Cabinet's attention and these had been addressed in the preparation of the draft budget report for 2012/13 considered at minute 53 below.

Resolved: That the Performance and Governance Committee's concerns regarding the impact of the increasing cost of diesel on Council budgets and the increasing workload in Housing Benefits be noted.

(d) Investment Strategy Update - (*Performance and Governance Committee – 15 November 2011*)

The Cabinet also had regard to the comments of the Performance and Governance Committee on the Council's Investment Strategy arising from recent developments in the financial markets and the down-rating of the credit status of some institutions which were current counter-parties for Council investments. In view of the reduced number of institutions which met the required credit criteria in the Investment Strategy the Committee had suggested that in addition to moving funds from these institutions to more secure investments the Council should also consider placing funds with the semi-nationalised banks. The Cabinet noted the prevailing investment conditions and limited opportunities to achieve good returns on investments and that priority was being given to ensuring the security of the Council's funds. It was noted that the Finance Advisory Group was continuing to monitor the approach to investments.

Resolved: That the views of the Performance and Governance Committee be noted.

53. DRAFT BUDGET 2012/13

The Portfolio Holder for Finance and Value for Money introduced a report which detailed the progress made in preparing the budget for 2012/13 and updated the Cabinet on changes in key financial information since the Cabinet considered the financial prospects for 2012/13 and beyond at its meeting in October. The report reviewed progress against the 10 Year budget, growth and savings items, risk analysis and the position of reserves and provisions. The draft budget proposed for 2012/13 of £13.443m was dependent upon a number of key assumptions which would continue to be monitored and members were reminded of the need for the Council to operate flexibly in the current economic conditions. Allowing for proposed amendments and growth items a budget gap of £46,500 was projected for 2012/13. The sources of income available to the Council, the outturn for 2011/12 and proposed level of reserves were reported. Steps taken to publicise the Council's budget proposals including consultation on the 2012/13 budget process were detailed. It was noted that the budget could be subject to final adjustment in the light of prevailing financial conditions before being considered by the Cabinet on 9 February and recommendation to the Council on 21 February.

The service pressures identified by the Select Committees and by the Performance and Governance Committee had also been considered and it was proposed that whilst the proposed budget for diesel would not be changed the position would be closely monitored and action taken as appropriate. In terms of pressures on the Housing Benefit Service it was proposed and Cabinet agreed that £50,000 be made available from the Housing Benefit Subsidy Reserve. Cabinet also agreed that the £20,000 pa saving associated with the shared Democratic Services Management pilot arrangement, due to end in December, would be put back into the budget and covered by the increase in market rents that had been secured by the Professional Services Manager. In terms of funding the budget gap it was proposed that the £40,000 reduction in the Housing Benefits grant should be funded from the Housing Benefit Subsidy Reserve and the £6,500 provision for the Members' IT Allowance should be funded from the underspend on Members' Allowances.

The Chairman gave the Cabinet a brief overview of the provisional financial settlement that had just been announced by the Government. This broadly followed the Council's assumptions and the reduction in the revenue grant to the Council amounted to a fall of 29% over two years. The Government had confirmed the offer of a 2.5% Council Tax freeze grant to those authorities delivering a freeze on Council Tax for the year. The threshold for triggering local referendums on Council Tax increases had been set at 3.5%. The Government had also announced that the total distribution of Business Rates would increase from £19B last year to £23.1B next year and that the New Homes Bonus Scheme would continue but that this would no longer be funded by new money but by top slicing. It was felt that it would be important to keep this money separate until there was greater certainty about how grant funding would work in future. However the Chairman envisaged that the Council's Big Community Fund would be able to continue during the next financial year.

The Deputy Chief Executive and Director of Corporate Resources updated the Cabinet on action to reclaim money invested with Landsbanki. It was expected

that 98% would be recovered and it is hoped that around £300,000 would be repaid in this financial year.

The Cabinet thanked the Deputy Chief Executive and Director of Corporate Resources and his team for their diligence in preparing the budget proposals and commended their earlier work on formulating the 10 Year Budget Plan which had guided the arrangements for this year.

Resolved: That

(1) the Cabinet welcomes the comments of the Select Committees to the budget and service plan proposals which have been considered in the preparation of the draft budget;

(2) the budget gap of £46,500 identified for the 2012/13 financial year should be met by £40,000 from the Housing Benefit Subsidy Reserve and £6,500 from the underspend on Members' Allowances;

(3) the Council be recommended to approve the changes to reserves set out in Appendix D to the report;

(4) the level of Council Tax should be frozen for 2012/13; and

(5) any changes in the taxbase and collection fund and other minor variations be transferred to/from the Budget Stabilisation Reserve.

54. LOCAL DEVELOPMENT FRAMEWORK – ANNUAL MONITORING REPORT

The Portfolio Holder for Planning and Improvement introduced the Annual Monitoring Report which detailed progress during the period 1 April 2010 to 31 March 2011 towards meeting the Local Development Framework milestones and targets agreed between the Government and the Council as the Local Planning Authority. This was the last report that the Council would have to supply to the Government although it would still be required to produce an annual report in future. The report noted that 281 net housing units had been completed in 2010/11 which was an increase over the previous year and comfortably exceeded the annual target of 165 completed units and that the Council was meeting the housing target. The authority was also exceeding the rolling 5 year housing land supply target and the requirements for demonstrating housing land supply for 5 years +20%. Steps to provide affordable housing during 2010/11 were also reported. The report noted that the Core Strategy had been adopted in February 2011 and that the Development Management Policies and Open Space Sites for Allocation document had been published for informal consultation in May and September 2011 respectively. The Affordable Housing SPD and Countryside Assessment SPD had been adopted in October 2011. Performance indicators and targets were also reported.

The Cabinet had regard to the comments of the Local Development Framework Advisory Group and to a schedule of minor amendments and narratives tabled at the meeting. Members welcomed the report and the introduction of the Community Infrastructure Levy (CIL) and the greater control that this would give to the Council in terms of where the money went

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in comparison with s106 funding. It was recognised however that there were still issues to be resolved around the allocation of CIL money and the calls upon this by Kent County Council and the Parishes and that the Council would be submitting a response to the current consultation on the draft regulations.

Resolved: That

(1) the contents of the Local Development Framework Annual Monitoring Report 2010/11 be noted and made publicly available;

(2) the Portfolio Holder for Planning and Improvement be authorised to agree minor presentational changes and detailed amendments prior to publication to assist the clarity of the documents ; and

(3) copies be made available for sale at a price to be agreed with the Portfolio Holder for Planning and Improvement.

55. ARGYLE ROAD OFFICES – ACCOMMODATION FOR KENT POLICE

The Cabinet considered a proposal to create new accommodation for the Kent Police at the Council's Argyle Road offices when the lease on the current private accommodation used by Kent Police expired in 2012. The proposal would involve the creation of a self contained office unit for the Police which could operate on a 24/7 basis rather than using existing office space in the Council Offices. This would allow the Council to build upon the close relationship already in place with the Police through the existing Reception Desk and Community Support Unit presence and to maintain a strong link between the police and the local community. The cost of building the Police Office would be met from Council reserves with the cost being recovered over time from charging the police rent which would provide a return on the investment cost plus a contribution towards the running costs of Argyle Road Offices and the use of other council facilities. The Cabinet welcomed the proposals which would secure a police presence within the Sevenoaks community but stressed the need to ensure that the Council's costs were fully covered and that the Council also received a good return on the investment in creating the new offices for the police. It was noted that assurances had been received from the police about recovery of the Council's capital should the police vacate the offices earlier than agreed in the negotiated lease. The implications of the building work and the operation of the police offices in terms of lost parking spaces at Argyle Road were also reported. It was confirmed that lost parking spaces would be offset by the number of parking spaces gained through the movement of some staff to Dartford.

Resolved: That

(1) Officers be authorised to:

(a) seek planning consent for the provision of a Police Office;

(b) enter into discussions with Kent Police to agree a return on capital invested along the lines outlined in the report;

(c) fund the capital cost of the works from the appropriate reserve fund; and

(d) seek tenders for the work; and

(2) the Portfolio Holder for Finance and Value for Money be authorised to agree the terms of the occupation of the premises by the Police.

56. 2012 OLYMPIC AND PARALYMPIC GAMES DRESSING

The Head of Community Development presented a report which invited the Cabinet to approve the purchase of LOCOG approved Olympic 2012 “Look” material to support and promote the Paralympic event being hosted at Brands Hatch and the Olympic Torch Relay and to “dress” those parts of the District that would host visitors to the Paralympic Games or Torch Relay. The Cabinet was reminded that an indicative budget had been set out in the report to Cabinet in March 2011 for £6,000 to “dress” the District for the Paralympic Games and that the proposals identified in the report came within this budget and were designed to provide the greatest impact within the budget available. In addition the Council would order dressing materials on behalf of the four Town and Parish Councils on the Torch Relay route, recovering the cost from those councils. It was noted that some of the parishes had submitted bids for grants from the Big Community Fund to cover the purchase of dressing materials and that it was possible that other applications would be received in connection with the many community events that were starting to be organised by local people in support of the Olympic and Paralympics.

The Cabinet endorsed the proposals, welcomed the activities within the District to support the Olympics and Paralympics and recorded its appreciation for the work of LOCOG, Kent County Council and Visit Kent in contributing to the dressing.

Resolved: That London 2012 “Look” materials be purchased as set out in paragraph 9 of the report.

THE MEETING ENDED AT 8.01 PM

Chairman

Implementation of Decisions

This notice was published on 12 December 2011. The decision contained in minute 56 takes effect on 20 December 2011. All other decisions take effect immediately.

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

- (a) Conservation Area Appraisal and Management Plan, Chiddingstone Hoath
(Environment Select Committee – 25 October 2011)

An extract from the minute of the Environment Select Committee on 25 October 2011 is reproduced below:

“The local Member queried the exclusion of Oakenden Lane and most of Chapel Place from the Appraisal. The Officer clarified that the Conservation Area had previously been extended in 2006 and that there had only been one consultation response to the document proposing an expansion of the Conservation Area which related to a different area of land and that the boundaries could be reassessed after adoption. It was clarified that the boundary did include land in the Chapel Place area.

It was agreed that the reference on page 12 to cottages being “mundane” ought be removed and that the reference on page 19 to the Conservation Area being characterised by “leafy green lanes” should be reconsidered.

The local Member felt it important that such documents be considered fully by members of the Development Control Committee when considering applications in the area.

Resolved: That it be recommended to Cabinet that the Chiddingstone Hoath draft Conservation Area Appraisal and Management Plan, as amended, be adopted as informal planning guidance”

CABINET – 12 JANUARY 2012

CALCULATION OF COUNCIL TAX BASE

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

Status: For Decision

Executive Summary:

This report sets out details of the calculation of the District’s tax base for council tax setting purposes. These figures are used to determine tax rates for each of the council tax bands once the Council’s budget requirement is known. The report also advises Members of the timetable for setting the 2012/13 council tax.

This report supports the Key Aim of efficient management of the Council’s resources.

Portfolio Holder Cllr. Ramsay

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

Recommendation: It be RESOLVED that:

- (a) The report of the Deputy Chief Executive & Director of Corporate Resources for the calculation of the Council’s tax base for the year 2012/13 be approved;
- (b) pursuant to the report of the Deputy Chief Executive & Director of Corporate Resources and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2012/13 shall be 50,860.03;
- (c) pursuant to the report of the Deputy Chief Executive & Director of Corporate Resources and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2012/13 for the calculation of local precepts shall be:

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,550.68
Brasted	757.79
Chevening	1,459.76
Chiddingstone	601.38
Cowden	422.68
Crockenhill	704.56

Dunton Green	908.63
Edenbridge	3,651.85
Eynsford	944.65
Farningham	636.50
Fawkham	286.36
Halstead	780.58
Hartley	2,589.29
Hever	621.48
Hextable	1,705.33
Horton Kirby & South Darent	1,379.27
Kemsing	1,878.86
Knockholt	619.39
Leigh	842.37
Otford	1,737.97
Penshurst	847.24
Riverhead	1,241.36
Seal	1,237.28
Sevenoaks Town	9,282.55
Sevenoaks Weald	627.15
Shoreham	1,025.55
Sundridge	950.23
Swanley	6,090.99
Westerham	2,072.09
West Kingsdown	2,406.21

- (d) any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.

Background

- 1 In previous years, the tax base, which is used to determine council tax bills, had to be adopted by a meeting of the Full Council. Section 84 of the Local Government Act 2003 has now removed this requirement and it is for each

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billing authority to make its own arrangements for adopting the council tax base.

- 2 The Council is required to calculate a tax base figure for the Department for Communities & Local Government (DCLG) for Revenue Support Grant (RSG) purposes. This is based on the valuation list as at 12th September 2011 and occupancy information at 3rd October 2011. The tax base for tax setting purposes is based on information available in December 2011. In addition, other factors may be taken into account to reflect likely changes to the tax base during 2012/13. These factors include:-
 - An allowance for changes in the amount of disabled relief
 - An allowance for changes in the number of exempt properties
 - An estimate of the number of new properties liable to council tax
 - An estimate of the number of properties ceasing to be liable to council tax
 - An allowance for changes in the number of single person discounts
 - An allowance for the effect of appeals by taxpayers on the banding of their properties
- 3 It has always been the practice to assume that these items will be self-balancing and hence no adjustment to the overall tax base was made other than the usual allowance for non-collection. Over the last few years the tax base has been rising due to new properties being built. However, the rate of increase is not significant enough to warrant a change from the self-balancing assumption.

Detailed Calculations

- 4 The previous year's tax base calculation assumed a 99.5% collection rate, which also allowed for some movement in the items mentioned in Paragraph 2. The impact of the current economic downturn on the future collection rate has been assessed but it is considered reasonable to leave the collection rate at 99.5% for 2012/13. The provision that has accumulated up to now should be sufficient to meet any losses through non-collection.
- 5 The second column of the table below sets out the number of band D equivalents based on the valuation list and occupancy information at 1st December 2011 for each parish, together with a summary for the District. The figures are then subjected to the collection rate adjustment in column 3 to arrive at the tax base for council tax setting purposes appearing in column 4. The corresponding figures for 2011/12 appear in column 5.

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<u>(1)</u> <u>Parish</u>	<u>(2)</u> <u>Band D</u> <u>Equivalents</u>	<u>(3)</u> <u>Collection</u> <u>Rate</u> <u>Multipliers</u>	<u>(4)</u> <u>Tax base</u> <u>2012/13</u>	<u>(5)</u> <u>Tax base</u> <u>2011/12</u>
Ash-cum-Ridley	2,563.50	0.995	2,550.68	2,555.06
Brasted	761.60	0.995	757.79	755.90
Chevening	1,467.10	0.995	1,459.76	1,459.17
Chiddingstone	604.40	0.995	601.38	593.92
Cowden	424.80	0.995	422.68	410.64
Crockenhill	708.10	0.995	704.56	703.96
Dunton Green	913.20	0.995	908.63	900.08
Edenbridge	3,670.20	0.995	3,651.85	3,624.98
Eynsford	949.40	0.995	944.65	944.85
Farningham	639.70	0.995	636.50	629.64
Fawkham	287.80	0.995	286.36	286.66
Halstead	784.50	0.995	780.58	764.96
Hartley	2,602.30	0.995	2,589.29	2,591.48
Hever	624.60	0.995	621.48	616.30
Hextable	1,713.90	0.995	1,705.33	1,712.10
Horton Kirby & South Darenth	1,386.20	0.995	1,379.27	1,342.85
Kemsing	1,888.30	0.995	1,878.86	1,861.65
Knockholt	622.50	0.995	619.39	614.91
Leigh	846.60	0.995	842.37	844.76
Otford	1,746.70	0.995	1,737.97	1,743.54
Penshurst	851.50	0.995	847.24	823.66
Riverhead	1,247.60	0.995	1,241.36	1,242.36
Seal	1,243.50	0.995	1,237.28	1,231.81
Sevenoaks Town	9,329.20	0.995	9,282.55	9,226.73
Sevenoaks Weald	630.30	0.995	627.15	626.55

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Shoreham	1,030.70	0.995	1,025.55	1,021.17
Sundridge	955.00	0.995	950.23	945.45
Swanley	6,121.60	0.995	6,090.99	6,050.79
Westerham	2,082.50	0.995	2,072.09	2,049.40
West Kingsdown	2,418.30	0.995	2,406.21	2,399.24
TOTALS	51,115.60		50,860.03	50,574.57

- 6 The Council has previously resolved that its expenses are to be treated as general expenses. In addition the Council has formally to approve what are to be regarded as special expenses now that parish precepts are treated as part of the District Council's general fund and therefore its budget requirement.

Timetable for Setting the Tax

- 7 The County Council, Police Authority and Fire and Rescue Service have advised me of their budget meeting dates for 2012/13. These are:

County Council	9th February 2012
Police Authority	8th February 2012
Fire and Rescue Service	15th February 2012

- 8 The council tax for the Sevenoaks area cannot be set before the Fire, Police or County precepts have been ratified. There are several dates laid down in regulations on, or by which, certain tasks in relation to the budget process and tax setting have to be carried out. These key dates appear in the Appendix.
- 9 As part of the tax setting process, the Council is required to make an estimate of the collection fund surplus or deficit at 15th January 2012 or the first working day after this, for the year ending 31st March 2012.
- 10 The amount of any surplus or deficit which a billing authority estimates in its collection fund will not remain in the collection fund but will be shared and taken into account by both billing and major precepting authorities in calculating their basic amounts of council tax for 2012/13.
- 11 In estimating any surplus or deficit, items relating to community charge will not be taken into account. These are to remain with the billing authority and will be taken into account by it in calculating its basic amount of council tax for the year.
- 12 An authority's share of any surplus or deficit relating to council tax is to be in the same proportion as its demand bears to the total demand and precepts on the collection fund for 2011/12. Payment is to be made during 2012/13 on the same dates as precept payments.

Key Implications

Financial

13 There are no financial implications

Legal, Human Rights etc.

14 None.

Conclusions

15 Members are asked to approve the calculation of the District's taxbase for council tax setting purposes and to note the timetable for setting the 2012/13 council tax.

Risk Assessment Statement

16 Calculation of the tax base for the District is a statutory requirement. The information is used by other authorities in setting their precepts. The actual tax base will vary during the year as new properties are built and exemptions and discounts are granted or withdrawn. Any difference in the revenue raised to that needed to pay precepts remains in the collection fund to be distributed to or collected from major precepting authorities in the following year.

Sources of Information: Reports from council tax computer system
Returns to DCLG
Correspondence with KCC, Police and Fire Authorities
Collection Fund Accounts.

Contact Officer(s): Roy Parsons ext. 7204

DR. PAV RAMEWAL
DEPUTY CHIEF EXECUTIVE & DIRECTOR OF CORPORATE RESOURCES

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APPENDIX

KEY DATES IN THE COUNCIL TAX SETTING PROCESS

- | | | |
|-------|---|--|
| i) | By 14th October 2011 | Notify tax base for grant settlement purposes to Department for Communities & Local Government (DCLG) |
| ii) | During December 2011 | DCLG notifies schedule of payment dates for Revenue Support Grant (RSG) and Non-Domestic Rates (NDR). DCLG notifies the NDR multiplier (rate in £) for 2012/13 |
| iii) | By 31st December 2011 | Issue proposed schedule of payment dates to precepting authorities |
| iv) | By 31st January 2012 | Agree actual schedule of precept payment dates |
| v) | Between 1st December 2011 and 31st January 2012 | Notify tax base for tax setting purposes to KCC, Fire and Police Authorities |
| vi) | On 16th January 2012 | Estimate collection fund surplus or deficit for year and calculate the amount to be shared between SDC, KCC, Fire and Police Authorities (where applicable) |
| vii) | By 23rd January 2012 | Notify KCC, Fire and Police Authorities of their shares of the surplus or deficit and when amounts are to be paid or transferred during 2012/13 (where applicable) |
| viii) | During January and February 2012 | Notify Town/Parish Councils of tax bases for their areas within 10 days of them making such a request |
| ix) | During February 2012 | DCLG notifies entitlements and payment dates of Formula Spending Share (FSS), RSG and NDR |
| x) | By 1st March 2012 | County, Fire and Police Authorities, Town and Parish Councils issue their precepts |
| xi) | By 11th March 2012 | District sets council tax for 2012/13, taking account of its own budget requirement and those of the precepting authorities |

CABINET – 12TH JANUARY 2012

**CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN
CHIDDINGSTONE HOATH**

Report of the: Community and Planning Services Director

Also considered by: Environment Select Committee – 25th October 2011

Status: For Decision

Executive Summary: To review the Conservation Area and Management Plan for Chiddingstone Hoath Conservation Area.

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 Services, Jim Kehoe

Recommendation: That the Chiddingstone Hoath draft Conservation Area Appraisal and Management Plan attached as Appendices B and C to this report be adopted as informal planning guidance.

Background

- 1 This report seeks Members support for a new Conservation Area Appraisal and Management Plan for Chiddingstone Hoath This new plan has been prepared to meet our local Best Value performance requirements and as part of background work which will contribute to the Local Development Framework (LDF). The Plan has been amended as requested by Environment Select Committee.
2. Large scale maps of the area will be displayed in the Committee Room before the meeting.
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. The views expressed through consultations on the Plans are influencing the emerging policies in the Local Development Framework and the Community Plan themes to maintain and enhance a high quality landscape and built environment.

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4. Two of the priorities for the next three years are to protect the historic character of towns and villages and encourage quality design that respects the scale and design of existing developments. This new plan will help to achieve these priorities. Sevenoaks is the only District in Kent to have all forty-one of its conservation areas covered by Appraisals although some are now more than five years old. These are being updated over the coming years to take account of revised boundaries and policy and developmental changes. To date ten of these revised documents have been completed and adopted.

Introduction

5. 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 and will 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, design and development of specific conservation areas.
6. The Council adopted and published our first tranche of conservation area appraisals from 2000 to 2003. They assessed character and made some suggestions about future policy, including revised conservation area boundaries. These appraisals have been used by development control officers and included in land charge searches since that time. This new document will replace the Chiddingstone Hoath Conservation Area Appraisal 2003. Relevant parts of the original appraisal are retained in the new conservation plans.

Conservation Area Boundary Review

7. A review of the boundary for Chiddingstone Hoath was undertaken in 2006 when it was extended. No further extension is considered appropriate as part of this study.

Conservation Area Management

8. 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.
9. The key aims of the draft Appraisal and Management Plans are to: -
- Raise awareness of the importance and value of the local heritage;
 - Identify distinctive built form character areas within the conservation area; including buildings, structures and features;
 - Identify distinctive public realm character within the conservation area and provide guidance and establish key actions to preserve and enhance the public realm;
 - Outline the key statutory requirements in respect of development within the conservation area and provide guidance and set out actions to secure the proper and effective application of these requirements;
 - Propose the implementation of management procedures to co-ordinate the delivery of new works and maintenance works within the public realm.
11. When adopted as informal planning guidance this Appraisal and Management Plan will be a material consideration in the determination of development proposals.

Procedure

12. There is no statutory duty to consult when preparing appraisals or management plans but consultation has been carried out with the Residents and the Parish Council in order to comply with the Council's Statement of Community Involvement. Local Conservation Groups, local Members and English Heritage have also been consulted. The plan has been amended in response to these consultations. The results of the consultation are attached at Appendix A..

Options

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

Key Implications

Financial

14. The production of this Appraisal and Management Plan is accommodated within existing budgets.
15. the cost of printing and map production has been allowed for in existing budgets.

Legal, Human Rights

16. 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 is now required to produce appraisals and management plans for each area.

Resource (non-financial)

17. No specific resource implications arising from the content of this report.
18. When reviewing conservation area appraisals or producing management plans it is important that the implications are fully understood. There are implications for owners of buildings and land in conservation areas, and for local authorities who must take their resource limitations into account when designating boundaries and producing plans.

Sustainability

19. The LDF will be subject to a statutory Sustainability Appraisal.

Risk Assessment Statement

20. Conservation Areas are a statutory land designation, which will be identified in the emerging LDF. Section 20 of the Planning and Compulsory Purchase Act 2004 requires that the documents should be up to date and sound. It is considered that the preparation of Conservation Area Appraisals and Management Plans will satisfy the test for soundness required under the Act.

Conclusions

21. 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

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review conservation areas and is now required to produce appraisals and management plans for each of our areas. This plan 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 viability of this conservation area as an important heritage asset.

Sources of Information:

Conservation Principles – English Heritage
2008

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Development in the Historic Environment
(1995)

Contact Officer(s):

Aaron Hill/ Nicole Twort

**KRISTEN PATERSON
COMMUNITY AND PLANNING SERVICES DIRECTOR**

Chiddingstone Hoath Conservation Area Appraisal and Management Plan - Consultation Results

Response received from:	Object:	Support:	Comment:
Cllr Davison			No comments made
Chiddingstone Parish Council			No comments made
DC Chair and Vice-Chair and Local Member: Cllrs London, Bosley, Cooke			No comments made
Aaron Hill, internal DC			Comments incorporated
Richard Wilson, internal, Head of Environmental & Operational Services			No comments made
Kristen Patterson, internal, Community & Planning Services Director			No comments made
Alan Dyer, internal policy manager			Comments incorporated
Richard Hayes–local resident	No	Yes	Comments incorporated where relevant Boundary extension requested to include an area of woodland

Chiddingstone Hoath

Draft

Conservation Area Appraisal and Management Plan



2011

Chiddingstone Hoath

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 and Management Plans are part of a process to ensure 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, landscape, buildings, uses, roads and streets all contribute to the character and local distinctiveness of the District's conservation areas.

The man-made 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 they affect the conservation area. The Plan was approved by the District Council in **** 2011 and adopted as informal planning guidance.

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1.0 INTRODUCTION

1.1 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.

The Planning (Listed Building and Conservation Areas) Act of 1990 recognises that there are particular areas of 'architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' and charges planning authorities with a duty to designate any such locations within their jurisdiction as conservation areas. This designation then empowers the local authority to pay particular attention to planning considerations and development within them and gives greater control over such matters as demolitions, 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.

The management of our national cultural and historic inheritance is of paramount importance and conservation areas are vital grass roots starting points from which to safeguard the continuing care of our environment.

1.2 The Benefits of Being in a Conservation Area

The historic environment is of particular importance for tourism and leisure. In addition, maintaining the appearance of a conservation area and the character of the groups of buildings within it can often 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 will 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 values, are now accepted as applying to historic areas as much as to historic buildings.

1.3 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 their 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.

English Heritage published an advisory leaflet on appraisals in 1997 and more detailed guidance on both appraisals and management plans in 2006. This guidance outlines the preferred approach to these plans and gives examples of the type of content that it would be useful to include.

The appraisal and management plan should 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 as a valuable means by which the impact of planning policies and the implementation of enhancement measures can be assessed.

The Plan will assist the District Council, development professions (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.

This Appraisal and Management Plan has been developed from the Chiddingstone Hoath Conservation Area Appraisal 2003. The Plan sets objectives for the protection and enhancement of the conservation area, addresses areas identified in the first appraisal and brings forward opportunities to enhance the area.

The key purpose of this Plan is to:

- Raise awareness of the importance and value of the local heritage.
- Identify distinctive built form character within the conservation area;
- Provide guidance and set out objectives to preserve and enhance the buildings, structures and features.

- Identify distinctive public realm character within the conservation area and provide guidance and establish key actions to preserve and enhance the public realm.
- Outline the key statutory requirements in respect to development within the conservation area; provide guidance and set out actions to secure the proper and effective application of these requirements.
- Propose the implementation of management procedures to co-ordinate the delivery of new works and maintenance works within the public realm.

As an adopted Supplementary Planning Document, the plan will be a material consideration in the determination of development proposals.

1.5 Conservation Area Management

The management of the historic environment depends on three things:

- sound core principles
- clear adopted policies, based on these principles
- the quality of decisions and actions that stem from these policies.

Clearly in a village possessing the important historical qualities of Chiddingstone Hoath the overriding policy should be to preserve and enhance those qualities. 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 the local distinctiveness and special character of Chiddingstone Hoath is respected.

Change is inevitable in most conservation areas; the challenge is to manage change in ways that maintain and reinforce the area's special qualities. The character of conservation areas is rarely static and is susceptible to incremental, as well as dramatic, change. Some areas are in a state of relative social decline, and suffer from a lack of community and commercial investment. More often, the qualities that make conservation areas appealing also help to encourage residential over-investment and pressure for new housing. Positive management is essential if such pressure for change, which tends to alter the very character that made the areas attractive in the first place, is to be limited.



Figure 1 The rural setting of Chiddingstone Hoath

1.6 Local Conservation Area Policies

The Sevenoaks District Local Plan (adopted March 2000) has the following policy which relates 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.

Buildings which make a positive contribution to the character or appearance of the conservation area are identified on the character appraisal plan at the end of this document. English Heritage national guidance on conservation areas sets out the criteria used to identify these buildings. The Sevenoaks District Local Plan also states that the Local Planning Authority will undertake detailed assessments of designated conservation areas and will prepare proposals for their preservation. Development proposals will be judged against their overall contribution to the enhancement of the character and appearance of the area as set out in any scheme which may have been prepared.

This assessment and the detailed analysis of the area contained in the report are intended to fulfil this commitment and provide the background for enhancement schemes.

1.7 Other Local Plan Policies

The Local Plan also identifies specific policies designed to protect the natural environment and historic buildings.

Policy EN6 places restrictions on development within the Kent Downs and High Weald Areas of Outstanding Natural Beauty and EN7 gives priority to the enhancement of natural beauty, landscape, open space, geographical features and wildlife over other planning considerations within the North Downs and Greensand Ridge Special Landscape Areas. Other Areas of Local Landscape Importance where development may be restricted are noted in policy EN8.

Trees over a certain size are automatically protected within Conservation Areas, with any proposed work to them having to be notified to the local authority in writing six weeks in advance.

2.00 DESCRIPTION OF CONSERVATION AREA

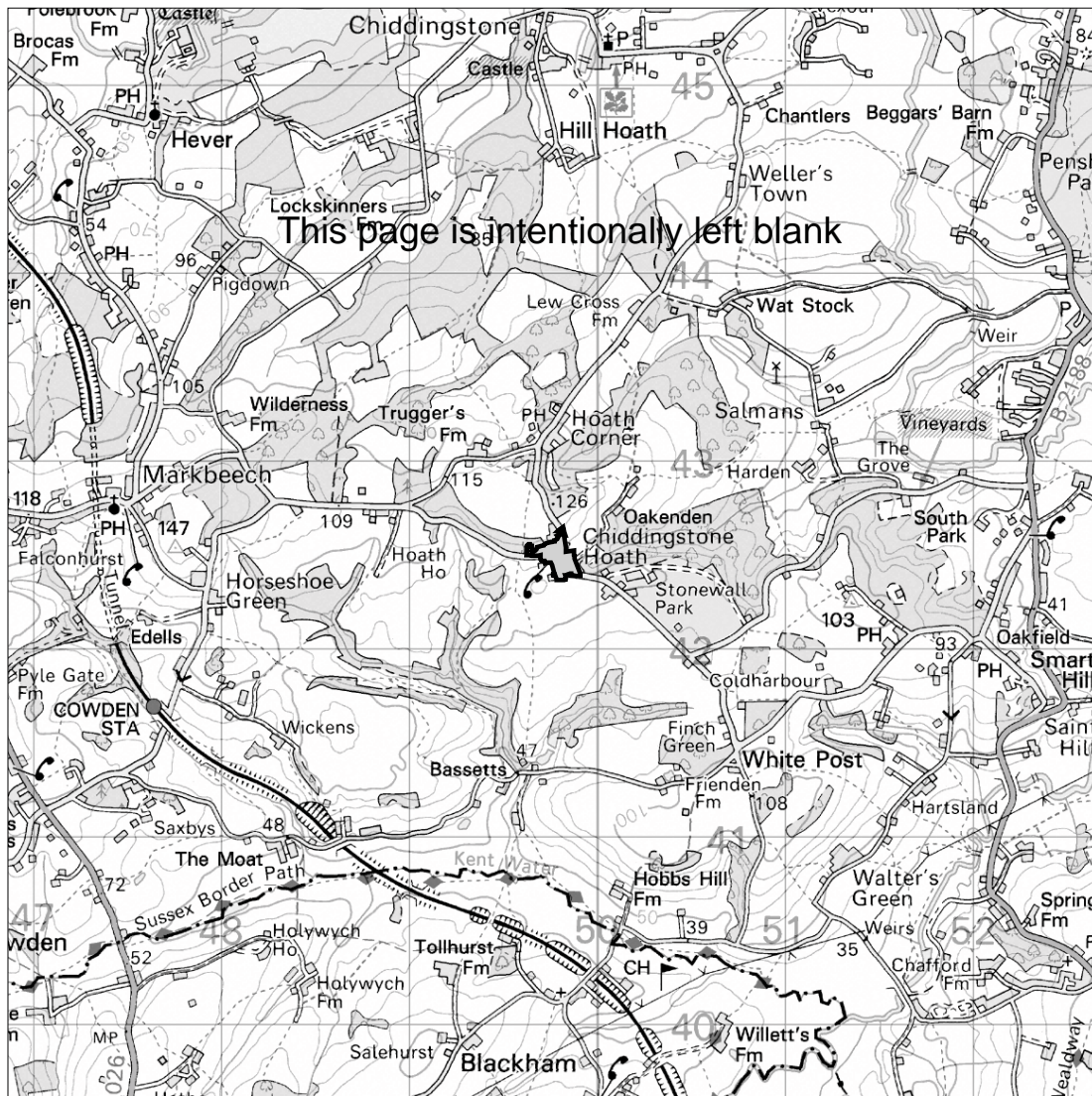
2.1 General Description

Chiddingstone Hoath Conservation Area covers some 3.3 hectares and contains two listed buildings. It was designated in 1993 and the boundary was extended in 2007. It includes part of the settlement around the Green and the farmstead at Brookers Farm.

The conservation area lies entirely within the Metropolitan Green Belt, an Area of Outstanding Natural Beauty and a Special Landscape Area.

2.2 Location and Geographical Context

Chiddingstone Hoath lies on the route between Markbeech and Penshurst. The nearest station is at Cowden and the nearest major settlement is the town of Edenbridge to the north east.



Map 1 Geographical Location

2.3 Historical Development

Chiddingstone Hoath was formerly known as Rendsley Hoath and until the 1950's had its own village hall, which also served as a school. The north end of the hall was consecrated as a chapel. The hamlet is now closely linked to Hoath Corner.

2.4 Architectural Description

Chiddingstone Hoath has an architectural quality typical of a small Kentish hamlet, centred around a green. The buildings are all of a domestic scale, apart from the oast house, and they are constructed of local materials in the vernacular tradition.



Figure 2 Post Office Cottage and the Old Post Office

Red plain clay tiles are predominant on roofs and used as cladding over first floor timber frames. Ground floors tend to be of brick in traditional Flemish bond. Weatherboarding is also used as a cladding material.



Figure 3 Rendsley Cottage

Windows are small timber casements and those in Brooker Farm House have decorative arched heads. Leaded lights are found in Hoath Hall.



Figure 4 Brookers Farm House



Figure 5 Wheelwrights

Wheelwrights has a combination of local materials which adds to the character of the area. The replanted hedge and picket gate reflects the local vernacular.

3.00 CHARACTER APPRAISAL

3.1 Setting of the Area and Spatial Relationships

Chiddingstone Hoath centres on the green, and this is the focal point that draws the eye when approaching the hamlet from any direction. The mature trees and expanse of grass on the triangle contribute to the unspoilt rural setting and frame the buildings set around the open space.



Figure 6 Avondale and 1 The Green

Trees and hedges mark the boundaries of the properties, enhancing the leafy enclosure of the green and the distinctive rural character of the hamlet. An historic K6 telephone box sits on a corner of the green. Orange/red hand-made plain clay tiles are a special feature of the Weald and give Chiddingstone Hoath a picturesque quality derived from the underlying geology of the area.



Figure 7 Mature tree by the garage to Wheelwrights

The open field between the oast house and the green links the farm settlement with the heart of the hamlet.



Figure 8 The Oast House at Brookers Farm

3.2 The Impact of Individual Elements, Features and Groups of Building

Chiddingstone Hoath Conservation Area is a tiny hamlet set around a triangular green at the junction of two minor country roads. It is a quiet area with some attractive buildings on two sides of the green. Others line the road to the north and there is a farm complex to the south.



Figure 9 Hillside

It is the cottages on the east side of the green which form the most attractive group. They are seen from a distance when approaching the area from the west and are framed by mature trees. They have a variety of styles and materials that create a cheerful, colourful little enclave.



Figure 10 Council Cottages

On the north side are four 20th Century cottages, of limited architectural merit. Adjacent to them is the grade II listed Forge Cottage, a single house formed from two smaller cottages, with a porch addition that is rather out of scale.



Figure 11 Forge Cottage

Forest Cottage, a 16th Century listed property to the west of Forge Cottage, is a timber-framed property with tile hanging on the first floor. It has a high pitched roof clad in hand made plain clay tiles with a ridge chimney stack. The catslide roof to the rear sweeps down across the ground floor. The building makes a significant contribution to the character of the conservation area.



Figure 12 Forest Cottage

Hoath Hall, on the western extremity of the conservation area, is an eclectic mix of timber-framing, weather-boarding and decorative detail that appears to date from the Victorian or Edwardian period. It has a brick plinth and clay tiled roof and much alteration over the years which adds to its unusual character. The wooded grounds contribute to the character of the conservation area and visually complete the western edge of the hamlet.



Figure13 Hoath Hall



Figure 14 Wooded grounds

Brookers Farm, its adjacent oast and the field to the south east of the road, are an attractive grouping of agricultural buildings that contribute to the character of the hamlet. The farmhouse in particular has a charming simplicity and solidity and is set amid mature trees that have remained largely unchanged over the centuries and more recent but well established hedging.



Figure 15 Brookers Farm House

Well Cottage and Hill Crest to the north of the green, although much altered and surrounded by modern development, is a potentially attractive, part medieval building, which contributes to the character of the conservation area.



Figure 16 Well Cottage

The wooded garden at Hoath Hall and the open land to the rear of Rendsley Cottage both provide part of the setting to the conservation area.

The Green with its millennium stone, seat and trees is the focus of the conservation area and helps to visually link the surrounding group of buildings. The simple rural character of the green is fragile and could easily be spoilt by over enthusiastic road signing or urban kerbing.



Fig 17 The Green

4.0 MANAGEMENT

4.1 Conservation Area Management

Clearly in an area possessing the historical and architectural qualities of Chiddingstone Hoath 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. Change is inevitable in most conservation areas; the challenge is to manage change in ways that maintain and if possible, reinforce an area’s special qualities.

At Chiddingstone Hoath 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, and the character of the surrounding landscape. 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.

4.2 Current and Future Pressures on the Area

The hamlet extends to the north of the green, and the newer development does not always contribute to the setting of the older properties. There will always be pressure for development in such an attractive setting, and it is important to ensure that any future proposals are of positive benefit to the community and enhance the character of the conservation area. The nature of such settlements relies upon the intimate relationship between many historic properties and their landscape setting. This balance is easily disturbed by inappropriate development.

Whilst new development within a conservation area is not necessarily unwelcome, the impact that this can have on the traditional form of the settlement and its buildings has to be carefully considered before planning permission is granted. The Green Belt status of Chiddingstone Hoath may come under pressure in future years in response to the need for new housing in the south-east but at present new development is constrained by tight planning policies.

4.3 Potential for Enhancement

There is little that might improve the character and appearance of the hamlet, apart from some more regular maintenance of some of the properties. and more care of the public realm. Some enhancements which would have a positive effect on the character of the conservation area include decoration at Post Office Cottage which would be simple to remedy. Unfortunate replacement windows at Avondale highlight the need for careful consideration before such work is undertaken to older properties, even if unlisted.

Consideration should be given to the resetting or under grounding of telegraph poles and overhead power lines within the conservation area. Although functional they tend to have an adverse effect on character due to their prominence



Figure 18 Prominent pole and overhead lines'

Remounting the direction sign on the green onto a traditional cast iron pole would improve its appearance and should not be beyond the resources of the highway authority



Figure 19 Direction sign

4.4 Article 4 Directions

A balance needs to be struck between people's rights and need to adapt their properties and the impact that this can have on a street scene that is enjoyed by all. Many small residential alterations are permitted development over which the Council has no control.

The status of a Conservation Area, and consequently the ability of the Local Planning Authority to protect its special character, can be enhanced greatly by an Article 4 Direction. Without an Article 4 Direction, even within a designated conservation area, many small alterations to private dwelling houses can be carried out as Permitted Development; and would not require planning permission. Such alterations can have a dramatic impact on the very special character of a conservation area, and even relatively minor changes can lead to a dilution in the qualities of the area.

An Article 4 Direction removes specified permitted development rights. This means that anyone wishing to carry out any such work must first obtain planning permission from the Local Planning Authority. Where proposed development would require Planning Permission only by virtue of the removal of Permitted Development rights under an Article 4 Direction, such applications attract no fee.

4.5 The need for contextual design.

All new development in the conservation area, should respond to its immediate environment and context, in terms of scale, density, 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. Areas on the edge of the village have an open rural character and long views of and from the site must be taken into account. It is also vital to respect the agricultural and parkland character of the surrounding area.

The following are general principles that should be adopted for development in all parts of the 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 Chiddingstone Hoath are two storeys and are of a modest character. Proposals for new or replacement buildings, such as garages or out buildings, must have drawings with adjacent buildings shown indicating how the new structure will relate to them. House extensions must take into account the scale of the existing building, and must not dominate or overwhelm the existing building.

Extensions to existing buildings.

Extensions should respect the form and character of the original house and its locality and use high quality materials and detailing. For listed buildings this is particularly important. 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 all important considerations. Extensions should not overlook neighbouring properties, lead to an unacceptable loss of garden space, or result in the loss of historic plot boundaries. Extensions should not dominate the original building

Windows

The commonest window types within the conservation area are single glazed, white painted timber windows, in the form of side hung casements on many of the older and more modest dwellings. Listed Building Consent is always required to alter the form of fenestration in listed buildings. Windows of traditional design which are in keeping with the building they belong to and respect the historic nature of the hamlet make a very important contribution to the character and appearance of the conservation area.

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.

The Character of Roads and Lanes

The rural nature of local roads and lanes provides more than just a visual contribution to character. Lanes through the village are mostly peaceful, narrow and winding, and their importance to local character should not be underestimated. Most roads retain soft grass verges, bounded by mature hedgerows and trees, and without too many urbanizing pavements and kerbstones. Street clutter caused by too many items of street furniture of conflicting design should be avoided.



Figure 20 Concrete kerbs

There should be no further urbanization of roads and verges through the use of inappropriate materials such as concrete kerbs. Grass verges should be preserved as much as possible. If changes become necessary for safety reasons then preference should be given to the use of natural stone or similar appropriate materials. Leafy green lanes are a characteristic of Chiddingstone Hoath and should be conserved.

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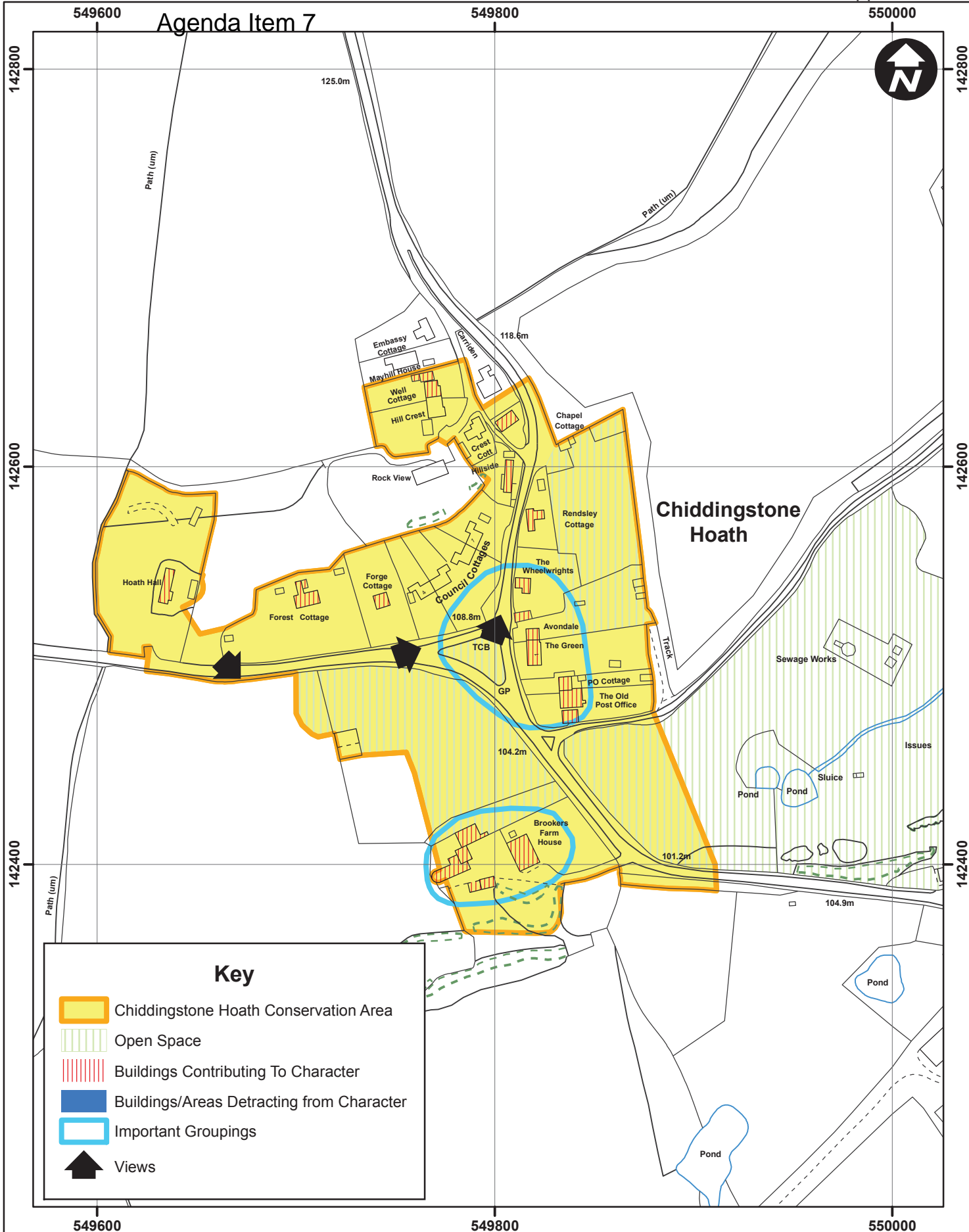
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Key

- Chiddingstone Hoath Conservation Area
- Open Space
- Buildings Contributing To Character
- Buildings/Areas Detracting from Character
- Important Groupings
- Views



Map 5
 Chiddingstone Hoath
 Conservation Area
 Character Appraisal

Scale 1:2,500
 Date September 2011
 Drawn By FMcG

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CABINET – 12th JANUARY 2012**LOCALITY BOARDS**

Report of the: Community & Planning Services Director

Status: For Decision

Key Decision: Yes

Executive Summary: This report sets out the background to Locality Boards and seeks approval to work with the County Council to set up a Locality Board for the Sevenoaks District.

This report supports the Key Aims of the Community Plan

Portfolio Holder Cllr. Fleming

Head of Service Head of Community Development – Lesley Bowles

Recommendation to Cabinet:

- (a) that a Locality Board for the Sevenoaks District be set up, with a scoping meeting being held in early 2012 and Sevenoaks District Council membership of the Board being agreed at the Annual Council Meeting;
- (b) that draft terms of reference as set out in Appendix A are put forward to the Locality Board for discussion;
- (c) that the delivery structure set out in Appendix B is put forward to the Locality Board for discussion.

Reason for recommendation: that Locality Boards will facilitate better joint working with the County Council resulting in a more seamless approach to services for residents.

Introduction

- 1 The Kent Forum's consultation document 'Vision for Kent' sets out 3 key ambitions for Kent:
 - Ambition 1 – to grow the economy – for Kent to be open for business with a growing, successful economy and jobs for all.

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- Ambition 2 – to tackle disadvantage – for Kent to be a county of opportunity, where aspiration rather than dependency is supported and quality of life is high for everyone
- Ambition 3 – to put citizens in control – for power and influence to be in the hands of local people so they are able to take responsibility for themselves, their families and their communities.

2 The Vision for Kent is the County’s Community Strategy. The District’s Community Plan sets out local targets and activity based on local needs and consultation with local people. It also complements and supports the three ambitions and the Vision for Kent.

Locality Boards

- 3 The Vision for Kent sets out new partnership arrangements to bring together District and County Members in Locality Boards, each Board to cover a District area. It describes Locality Boards as the building blocks for service delivery in Kent.
- 4 It is envisaged that Locality Boards will set out a plan for how the locality will help meet local priorities within the 3 ambitions and the local Community Plan.
- 5 It is envisaged that each Locality Board will reflect local needs and will operate in a way that best serves each District and it is for Members in each District to determine together how the Board will work.
- 6 In Sevenoaks District, it is envisaged that the Board will be an advisory board but with the ability to promote the localism agenda through the commissioning and co-ordination of services that have previously been delivered by the County Council using budgets devolved from the County Council.
- 7 Members would be responsible to their own organisation for their contribution to the Board. No decision of the Board would be able to override the decisions of either Council.
- 8 The County Council has considered what should be the minimum requirements of Locality Boards and the following table suggests how this might work in the Sevenoaks District.

KCC minimum requirements	Implications for the District Council
The Locality Board should comprise all Members of the County Council who represent a District locality and an equal number of District Councillors.	There are 7 County Councillors in the District and 7 District Council Members

The Chairman of the Locality Board will be the District Leader.	This would be the Leader of the District Council.
The involvement at Locality Board meetings of a senior KCC Officer (Pioneer) as an adviser	The District Council Chief Executive and other Officers necessary to advise on current business could also attend.
The setting of local terms of reference which acknowledge the wider Kent agenda in relation to the Kent Forum and the Ambition Boards.	<p>The terms of reference could be agreed by the Locality Board at its first meeting.</p> <p>The existing Local Strategic Partnership would become a delivery group for the Locality Board, ensuring the delivery of the ambitions through the Community Plan and other vehicles.</p>
The development of a Locality Board work programme which is aimed at delivering the Bold Steps for Kent 3 Ambitions.	The work plan could be informed by the existing 3 year Community Plan, currently in its second year. Cabinet received a report which compared the Bold Steps for Kent 3 Ambitions with the priorities in the Community Plan. The Locality Board could also look forward to the next 10 year Community Plan.
A commitment to own the refresh of the Vision for Kent Locality section.	The Locality Section of the Vision for Kent was written by District Council Officers and approved by Cabinet.
Locality Boards should be branded as the (district name) Kent Locality Board. All documents and minutes will be branded accordingly.	The new Locality Board would be known as the Sevenoaks District Kent Locality Board.
All Locality Board minutes will be publically available	These could be made available on the Council's website. This currently happens with the Local Strategic Partnership minutes.
All Board will provide an annual report of their achievements and outcomes	This work is currently done for the Local Strategic Partnership, with SDC Officers compiling the annual report on the Community Plan.

Key Implications

Financial

It is not clear at this stage whether the County Council intends to make any financial contribution to Locality Boards and there is no requirement for the District Council to do so. However, the County Council has suggested that the proposed Youth Service commissioning pot is allocated under the direction of Locality Boards. Members may wish to focus on this area of work initially and include other priorities once there has been some achievement in the area of the Youth Service.

At present the Sevenoaks District Local Strategic Partnership is responsible for the allocation of funds arising from the Kent Agreement. This fund provides grants of up to £5,000, to help projects which support and deliver the Community Plan priorities. It has assisted such projects as the Hero Project, the 8-12s Project, Automatic Number Plate Recognition cameras and the Graduate Volunteering project. This is one-off funding and will not be replaced but could continue in the short term as a local delivery fund, overseen by the Locality Board to continue to deliver the Community Plan and the 3 ambitions. Currently, £80,000 remains in this fund.

It has been suggested that Locality Boards may draw funding from existing partnerships where the outcomes are significantly enhanced by the Boards. This might include, for example, funding that usually comes from Kent County Council to Community Safety Partnerships. However, this funding will, in future years, become the responsibility of the Police Commissioner.

It has also been suggested that there may be pooled budget arrangements in the future but there are no clear plans for this and a decision about any change would have to be made by Cabinet.

Community Impact and Outcomes

The purpose of the Locality Board is to help to deliver local community priorities and to foster more seamless delivery of local services. The impact on the community should therefore be positive.

Legal, Human Rights etc.

There is no intention at this stage to set up the Locality Board as an organisation in its own right. The Board Members would be responsible to their own organisations for actions taken by the Locality Board.

Resource (non-financial)

Officer time from the Community Development team to service the Board is currently committed to the Local Strategic Partnership Members' Steering Group. It is envisaged that the Steering Group would be replaced by the Locality Board and that the Officer time would be re-directed to the Locality Board accordingly.

Equality Impacts

All of the work undertaken by the Locality Board would be delivered through existing mechanisms. New policy decisions would have to be approved by the Cabinet in the usual way and equality issues would be considered accordingly. The Community Plan makes a commitment to equalities and this commitment would continue to be part of the partnership arrangements.

Conclusions

Local Boards are being used as a delivery mechanism for the Vision for Kent and for local Community Plans, each Board reflecting local needs and determining how the Board will work. Members' approval is sought to set up the Sevenoaks District Kent Local Board, with the intention of it achieving real improvements for the District rather than being a discussion only body, initially focusing on the proposed youth commissioning funds. Draft terms of reference and a draft delivery structure are appended.

RISK ASSESSMENT STATEMENT

RISK	MITIGATION
Funding may not be available to support the delivery of the Board's work programme.	Partnership arrangements in the District provide for delivery of the Community Plan through partner organisations core budgets and add value by enabling partners to work together. Consideration of any new activities that the Local Board wished to undertake would have to include finding appropriate funding.
Other stakeholders may wish to join the Local Board	It is proposed that only democratically elected Members sit on the Board, restricting membership to District and local County Members. Stakeholders on the Local Strategic Partnership continue to be committed to working in partnership as part of a delivery group for the Local Board and could be invited to attend Local Board meetings for items that are relevant to them.

Appendices

Appendix A – Draft terms of reference

Appendix B – Draft delivery structure

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

KRISTEN PATERSON

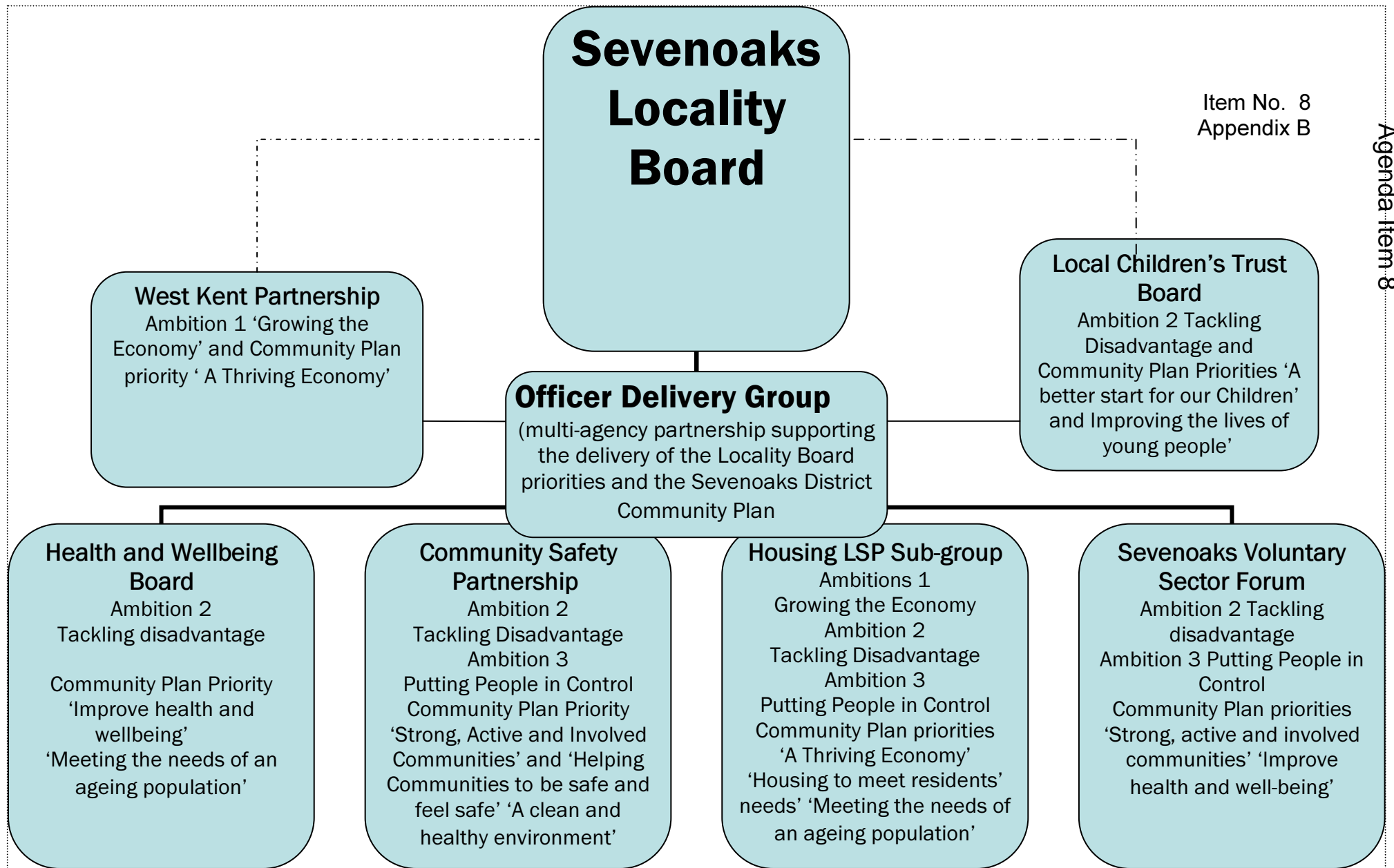
COMMUNITY AND PLANNING SERVICES DIRECTOR

APPENDIX A

Sevenoaks District Kent Locality Board Draft Terms of Reference

1. The Board will consist of 7 KCC Members and 7 Sevenoaks District Council Members.
2. The Board will be chaired by the Leader of Sevenoaks District Council.
3. The Board will meet 6 times per year in public.
4. A quorum shall be 5 members.
5. Each Member will have one vote but wherever possible, decisions will be made by consensus.
6. The minutes of Board meetings shall be published on the Sevenoaks District Council website within 14 days of the meeting.
7. The Board will produce an annual report.
8. The Board will be an advisory board. Members will be responsible to their own organisation for their contribution to the Board. No decision of the Board can override the decisions of either Council.
9. The Board will steer and facilitate the local delivery of the 3 ambitions outlined in the Vision for Kent and the priorities of the Sevenoaks District Community Plan. It will identify and promote its own priorities for action, with the intention of achieving real improvements for the Sevenoaks District. Initially, the Board will work on the commissioning of youth services before broadening its focus to other priorities.
10. A multi-agency delivery group, based on the existing Local Strategic Partnership will be responsible for the delivery of the Local Board's priorities and will report to the Board regarding the delivery of the ambitions through the Community Plan and other priorities.
11. The Board will support, steer and scrutinise the work of multi-agency partnerships serving the District. A draft partnership structure is attached to these terms of reference.
12. The Board will look forward to and steer the next 10 year Community Plan (2013 – 2023).
13. The Board will ensure that its priorities are informed by regular community consultation and up-to-date data.

14. Both Councils will continue to use their own arrangements relating to equalities, complaints, freedom of information requests and other statutory obligations.



CABINET - 12TH JANUARY 2012

BIG COMMUNITY FUND – ALLOCATION OF FUNDING FOR DECEMBER APPRAISAL ROUND & ADDITIONAL MEMBERS FOR APPRAISAL PANEL

Report of the: Community and Planning Services Director

Status: For Decision

This report supports the Strong, Active and Involved Communities priority in the Community Plan.

Portfolio Holder Cllr. Mrs Pat Bosley

Head of Service Head of Community Development - Lesley Bowles

Recommendation: It be RESOLVED that:

- a) The draft appraisals from the 21 December Appraisal Panel be agreed
- b) The following Members should be added to the Big Community Fund Members Appraisal Panel:

Cllr Mrs Angela George

Cllr Mrs Faye Parkin

Cllr Simon Raikes

Cllr Mrs Janet Sargeant

Cllr Roderick Hogarth

Cllr Lawrence Ball

Background

- 1 It was resolved by Cabinet on 21 July 2011 that funding be allocated to a new grant scheme entitled the Big Community Fund.
- 2 The Big Community Fund was set up to provide a source of funding to enable Members to work with their local communities to improve the area.

- 3 A panel of Members was invited and trained to make recommendations to the Portfolio Holder for Community Wellbeing about the allocation of grants. 16 Members were trained, with a minimum of 5 trained Members forming each Panel.

Introduction

- 4 After three Big Community Fund bidding rounds, a total of 12 applications have been funded.
- 5 The December Appraisal Panel, on 21 December 2011, was inquorate due to indisposition at the last minute of one of the Members due to sit on the Panel. The four Members present, Cllrs Mrs Cook, Davison, Edwards-Winser and London, appraised the six applications received and made draft recommendations.
- 6 Recommendations made at an inquorate meeting cannot be ratified by a Portfolio Holder Agreement, and instead must be agreed by Cabinet decision. The six applications received, from Fawkham & West Kingsdown, Sevenoaks Kippington, Eynsford (2), Hextable and Seal & Weald wards, are set out at Appendix A. The Decision forms, with draft recommendations from the Appraisal Panel, are set out at Appendix B. Members are asked to agree the draft recommendations.
- 7 A seventh application, from Crockenhill & Well Hill ward, was received. This application is not signed as there is no ward Member due to the death of the Member earlier this month. This application was also appraised by the Members present and Cabinet are asked to agree this application. The application is included at Appendix A and the Decision form with draft recommendation is included at Appendix B.
- 8 As the number of completed applications received rises with the popularity of the Scheme, it has become more difficult to find a quorum for the Appraisal Panel from the pool of 16 trained Members. This is due to Member availability and Members' interests in applications.
- 9 It is proposed to increase the number of trained Members available for the Appraisal Panel. Six Members who recently attended a training session on making applications to the scheme have indicated their interest in training for the Panel.

Key Implications

Financial

- 7 There are no financial implications to this report.

Non financial Resources

- 8 An increase in the number of Members available for the Appraisal Panel will reduce officer time in recruiting for the Panel each month.

Community Impact and Outcomes

- 9 The Scheme’s aims ensure that each grant will positively address local needs, ensuring a good impact on the community.
- 10 Additional trained Members will ensure that no Appraisal Panel is cancelled due to a lack of quorum for that meeting, with a possible delay to any community project.

Legal, Human Rights etc.

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

Sustainability Checklist

- 12 A sustainability checklist was completed for the Cabinet report of 21 July 2011.

13 Risk Assessment Statement

RISK	MITIGATION	RESIDUAL RISK
Community projects may be delayed if an Appraisal Panel is cancelled due to lack of available Members	Additional trained Members increases the pool of Members available to Appraisal Panel	Lower risk of cancelling an Appraisal Panel and delaying community projects

Sources of Information: Big Community Fund Guidelines and Application Form
 Sevenoaks District Council Code of Practice for grant-making

Contact Officer(s): Lesley Bowles Ext. 7335

**COMMUNITY AND PLANNING SERVICES DIRECTOR
 KRISTEN PATERSON**

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ITEM 9: APPENDIX A

Sevenoaks District Council

Big Community Fund

Application form

Sevenoaks District Council Community Services Department			
15 NOV 2011			
CSD EHO	LEISURE ENV SERVICES	HCC ADMIN	COMM

1	Name of ward: Fawkham and West Kingsdown										
2	Name of Member: Cllr Mrs F Parkin										
3	<p>Name of delivery organisation: West Kingsdown Parish Council</p> <p>Address of delivery organisation: The Pavillon, London Road, West Kingsdown, TN15 6BZ</p> <p>Name of the main contact who will be accountable for the delivery of the project: Mrs Lynda Harrison, Parish Clerk</p> <p>Telephone number of main contact: 01474 853286</p>										
4	<p>Description of Project: To provide and install a Thumper Tower children's play apparatus (information enclosed) in the children's play area in the recreation Ground, Hever Avenue, West Kingsdown.</p>										
5	<p>Total project cost: £ 7605.30</p> <p>How will the money be spent? To purchase the equipment and installation by the supplier.</p> <p>Contributions from other funders if applicable:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">£1500</td> <td style="width: 50%;">KCC Cllr Brazier's Member's Fund</td> </tr> <tr> <td>£1000</td> <td>Kent Playing Field Association</td> </tr> <tr> <td>£ 250</td> <td>Motorsport vision (Brands Hatch)</td> </tr> <tr> <td>£ 500</td> <td>Raffle organised by Community Warden</td> </tr> <tr> <td>£1355</td> <td>West Kingsdown Parish Council</td> </tr> </table> <p>Amount requested from the SDC Big Community fund: £ 3000</p>	£1500	KCC Cllr Brazier's Member's Fund	£1000	Kent Playing Field Association	£ 250	Motorsport vision (Brands Hatch)	£ 500	Raffle organised by Community Warden	£1355	West Kingsdown Parish Council
£1500	KCC Cllr Brazier's Member's Fund										
£1000	Kent Playing Field Association										
£ 250	Motorsport vision (Brands Hatch)										
£ 500	Raffle organised by Community Warden										
£1355	West Kingsdown Parish Council										

6 Your community

How have you been able to involve the local community in planning this project?

The initial request for this type of equipment came directly from young people with the approach being made to the Parish Council by the spokesperson Stacey Graham. Through regular meetings that are held between the Parish Council and the School Council of the West Kingsdown CE Primary School, the young people have been consulted and asked for their input. The proposed piece of equipment was voted the most desirable and best value for money.

The Parish Council is currently supporting the West Kingsdown Village Hall Committee in the planning and building of a new village hall for West Kingsdown. Therefore the majority of funds that are currently shown on the Parish Council's balance sheet are committed to this project and will be used to assist with the new building.

7 What is the need for the project?

The Parish Council identified the need for more play equipment in the Village Survey of 1993, updated in 2000, which gave a clear indication for better facilities for all sectors of the community. The 2010 Sevenoaks District Health Inequalities Profile produced by the NHS West Kent identified priorities for the more deprived wards of the district, which includes West Kingsdown and Fawkham. The proposed addition to the play area would support outdoor and exercise activities and inspired and challenging play.

8 Long term benefits

Please comment on the lasting effects of the project:
Improvements in well-being engaging young people in improved and inspired play and thereby improving life style and healthy living.

9 The impact of your project

How will you know whether the project has been a success?
By monitoring age groups using the equipment.

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?
West Kingsdown Parish Council via the Precept.

11 Supporting statement from the sponsoring Local Member:

Local young people have shown a need for this type of equipment, supported by parents and other people in the community who have bought tickets in the raffle

Agenda Item 9

towards this project. I am therefore fully supportive of the need shown and of this application.

Signed (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:

Signed (Local Member)

Signed (Local Member)

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date

Please remember to include the following documents with your application:

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

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Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Sevenoaks Kippington**
- 2 **Name of Member: Cllr Mrs Avril Hunter**
- 3 **Name of delivery organisation: Redlands Residents' Association**
Address of delivery organisation: 5, Greenwood Way, Sevenoaks, Kent. TN13 2LA
Name of the main contact who will be accountable for the delivery of the project: Mr Graham Lodge
Telephone number of main contact: 01732 458157
- 4 **Description of Project:**
Purchase and installation of salt bins in residential roads in the area of the Residents' Association. Nine roads in this area have steep gradients. In freezing weather the existing Kent Highways Service salt bins are quickly exhausted and are quite inadequate to enable the local residents to keep the roads clear of ice and therefore safe. None of the roads are cleared by KHS's gritting contractors. Several roads satisfy the KHS criteria for additional bins but the Association has been informed that no funds will be available for the foreseeable future. The Association's committee has therefore decided to buy its own bins and to place them at strategic places within the 9 roads. It has already obtained the permission of KHS to do so and the locations have been agreed. The Association will be responsible for filling the bins and, as far as its finances allow, keeping them filled.
This project will:-
1. Improve the infrastructure of the area by the provision of bins which will have very long lives and which will be available to improve the safety of residential roads.
2. Strengthen the local community because the members of the Association will be involved in the financing of the purchase of the bins and the salt and the residents of each road will undertake the spreading of the salt when conditions require.
3. Help vulnerable people in the community by improving the condition of roads so that access to their properties is easier and safer.
4. Improve safety on the roads in the area.
- 5 **Total project cost: £ ~~1278.92~~ 1,134**
How will the money be spent? The money will be spent on the purchase and delivery of 9 bins. Several quotes have been acquired.

Contributions from other funders if applicable:

Amount requested from the SDC Big Community fund:

£ 1273.92

6 Your community

How have you been able to involve the local community in planning this project?

The local community has been involved so far by the activity of the committee of the Association which has obtained the KHS consent referred to. Residents have complained at length to the Association about the lack of bins and this project is the result of those representations.

7 What is the need for the project?

The need for the project is outlined in 4 above.

8 Long term benefits

Please comment on the lasting effects of the project:

The bins to be provided are the same as those installed by KHS although as required by them they will be a different colour. They are made of heavy duty plastic and should have almost indefinite lives with a corresponding improvement in road safety.

9 The impact of your project

How will you know whether the project has been a success?

The success of the project will be gauged by an increase in the usability of local roads in freezing weather.

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

The bins themselves will require no maintenance. The management of the filling of the bins will be the responsibility of the Association which has been in existence for over 45 years and has a substantial present membership and viable finances which are sustained by subscriptions as and when required.

11 Supporting statement from the sponsoring Local Member:

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Local residents cannot understand why KHS won't provide further bins as the roads concerned have serious problems in severe weather. Last year an elderly lady requiring an ambulance had to wait until the road was gritted by neighbours using their own resources. This proactive approach by the Residents' Association should improve conditions in the event of further severe weather.

Signed (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:

Signed (Local Member)

Signed (Local Member)

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date 23/11/11

Please remember to include the following documents with your application:

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

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Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward: Eynsford
2	Name of Member: Michael Horwood
3	Name of delivery organisation: Eynsford Village Society Address of delivery organisation: Elderwood, Priory Lane, Eynsford, Kent, DA4 0AY Name of the main contact who will be accountable for the delivery of the project: Philip Blakemore, Secretary Telephone number of main contact: 01322 861 372
4	Description of Project: Eynsfest is a proposed five day festival to be held between the 1 st and 5 th June 2012 to strengthen the local community of Eynsford by celebrating the Queen's Diamond Jubilee and looking forward to the Olympic Games. It will take the form of events over five days, which will help promote local voluntary organisations and businesses, and bring the community together. This will include - Friday 1 st June Evening Soiree at Lullingstone Castle Saturday 2 nd June Arts & Crafts Day Sunday 3 rd June Family Day Monday 4 th June Lighting Queen's Diamond Jubilee Bonfire /Beacon Tuesday 5 th June Children's Day and Grand Finale
5	Total project cost: £ 3,500 How will the money be spent? The money will be spent on marketing, advertising, insurance and publicity including the production of a programme setting out the activities over the final days. There will be entertainment for the children on Children's Day, Public address and a Grand Finale for the entire village on the evening of 5 th June. Contributions from other funders if applicable:

We have applied to Eynsford Parish Council for a grant of £500. Eynsford Village Society will also be making a contribution of up to £1,000 from our funds.

Amount requested from the SDC Big Community fund:

£ 2,000

6 Your community

How have you been able to involve the local community in planning this project?

From the original concept a year ago we have been able to involve all the local community organisations. Village organisations including the Best Kept Village Group (Eynsford in Bloom), Local History Society, Photographic Club (EPIC), Gardening Club, Women's Institute, Tuesday Club (for elderly village residents), Amateur Dramatic Group (Riverside Players), Darent Valley Quilters and Darent Valley Youth Music will all be involved in the Arts Day.

Churches in the village, Rights of Way Group and the Millfield Trust will all play a part on the Sunday, and the Eynsford and Farningham Scouts will be lighting a bonfire on the Monday. We are also planning to show films that day for all ages which will link to the Jubilee and Olympics i.e. "The Queen" and "Chariots of Fire".

Football Club, Cricket Club, Anthony Roper School and various Youth groups will all contribute to Children's Day which will feature entertainment and sports events.

7 What is the need for the project?

The village traditionally likes to celebrate events of this magnitude. It brings a feel good factor to the place which, in the current economic climate, is really important. People in the village will be able to make new friends and will be encouraged to join one of the organisations taking part. This will strengthen the local community, develop a sense of pride in the village and promote good community relations.

8 Long term benefits

Please comment on the lasting effects of the project:

The idea of Eynsfest is to involve the whole of the village, young and old, in the celebrations. They have the chance to be participants or to come along and enjoy the entertainment and exhibition. The event will give everyone the opportunity to see what

Agenda Item 9

the groups in the village are doing and enhance community spirit. It will also develop a sense of pride in our country and a promotion of its heritage and institutions, especially for the younger members of our village.

9 The impact of your project

How will you know whether the project has been a success?

To date the festival has created overwhelming interest in the village with all organisations keen to take part. We are confident that everybody's enthusiasm, which has been part of the planning process for this event, will make the long weekend a great success.

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

This is a one off project with no on-going need for running costs.

11 Supporting statement from the sponsoring Local Member:

I have been in discussions with the Eynsford Village Society about this event and know that it has the full backing of all the organisations of the village. There is an extremely strong community spirit in Eynsford and such a grand event would help further develop neighbourhood links.

Many parts of the 5 day celebration will be delivered by many voluntary and sports organisations with the aim of getting new members. Local businesses will also be advertising their goods, which will help many small businesses in the local area.

I also believe that such a celebration to honour Her Majesty, The Queen, further helps develop patriotism and a sense of national identity, especially amongst the younger members of our community.

The event is open to all and you do not have to be from Eynsford to enjoy the proposed event.

The Eynsford Village Society is an ideal 'Big Society' voluntary organisation that manages all the community projects in Eynsford. It undertakes all aspects of looking after the village including bulb planting, garden maintenance, rubbish clearance, street maintenance and festival planning and delivery. They work extremely hard and I have full faith that they will ensure this project is the best celebration of the Queen's Jubilee that is undertaken in the area.

Signed  (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:


Signed (Local Member)

Signed (Local Member)

13 Declaration by project delivery organisation:

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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.

Signed.....Date ..06-11-11.....

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Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Eynsford

2 Name of Member: Michael Horwood

3 Name of delivery organisation: Eynsford Parish Council

Address of delivery organisation: Parish Office, Priory Lane, Eynsford DA4 0BA

Name of the main contact who will be accountable for the delivery of the project:
Holly Ivaldi, Clerk

Telephone number of main contact: 01322 865320

4 Description of Project:

The Parish Council has been working to clear more allotment space to meet the demand from local residents. For the last few years, there has always been an overprescribed waiting list for new allotment plots with some individuals waiting years to receive an allotment. The council has been lucky to recently receive help from Maidstone Community Payback teams in clearing overgrown trees and bushes from the site. The work is now almost complete, but we require the area to be dug over with a mini-digger, to clear away the troublesome underground roots and to install a new water trough so that the allotments are in a usable condition for new plot holders. The work should create six new plots for local residents. The Council charges a very nominal amount for rent of the plots, so this will not cover the cost of the works.

5 Total project cost: £ 1350 + VAT

How will the money be spent? Hire of mini-digger to dig over plots - £600 + VAT
Hire of mini-digger to dig trench for water pipe - £250 + VAT
Installation of new pipes and water trough - £300 + VAT
Clearance of roots and other debris - £200 + VAT

Contributions from other funders if applicable:

0

Amount requested from the SDC Big Community fund:

£ 1350

6 Your community

How have you been able to involve the local community in planning this project?

We have been in contact with the Eynsford Village Society and were informed that the allotments, due to the overgrown state and the size of the waiting list, have caused the village to be downscored in the Southeast 'Village of the Year' competition. We have also consulted local residents via our Facebook page, allotment users and those on the waiting list.

7 What is the need for the project?

We currently have nine people on the waiting list, and usually receive new names every year. The project would provide new plots for six of them.

8 Long term benefits

Please comment on the lasting effects of the project:

The project will enable more people in the village to grow their own fruit and vegetables, especially for those who do not have a suitable back garden to do this. Allotments provide health benefits to residents both in terms of exercise and providing fresh homegrown produce. It will also reduce the carbon footprint of those residents using the allotments.

9 The impact of your project

How will you know whether the project has been a success?

When the plots have been taken on by residents and are in use, which is expected due to the large waiting list. We hope that if our application is successful, the allotments will be in a usable condition by the spring

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

The Parish Council will be responsible for ongoing maintenance as needed. This will be funded from the parish council's own budget, which is expected to be fairly minor after this work is completed.

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11 **Supporting statement from the sponsoring Local Member:**

I am extremely supportive of the scheme mentioned above and it has my full backing. Previously I offered to get a volunteer team together to help clear the proposed area of the allotments, after speaking to someone on the waiting list who had been left waiting for a long time to access the allotments. This work has been long overdue and the area has been left to overgrow. It was only until recently that the Parish Council was suddenly offered help to clear the allotments from the Community Payback scheme. Consequently, since it was not expected, the Parish Council was not able to budget for this cost in the current budget. To ensure the area does not grow back, I hope Sevenoaks District Council is able to help fund the final stage of this project that will help deliver long lasting permanent benefits to the community of Eynsford.

Signed  (sponsoring Local Member)

12 **Agreement of other Local Members that they are happy with the proposed project:**

Signed N/A (Local Member)

Signed (Local Member)

13 **Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed  Date 1/12/11

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Sevenoaks District Council

Big Community Fund

Application Form

	Name of Ward: Hextable
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2 Name of Member: Cllr. Barbara Ayres

3	Name of Delivery organisation: Swanley War Memorial Institute Address of delivery organisation: Five Wents Memorial Hall Swanley Lane Hextable Kent BR8 7LE Name of the main contact who will be accountable for the delivery of the project: Cliff Bower who is the Chairman and a Trustee of the hall Telephone number of main contact: 01322 665479
---	---

4

Description of project

To supply comfortable chairs for the benefit of the community

5	Total project cost: £3304.80 plus VAT How will the money be spent The money will be spent on replacing the present chairs that are reaching the end of their life and really need to be replaced on health and safety grounds. Contributions from other funders if applicable: The Hall is hired out regularly and the remainder of the cost will be funded from the hiring fees. Amount requested from SDC Big Community Fund £2,500.
---	--

6 Your Community

How have you been able to involve the local community in planning this project?

The hall is regularly let out to a number of local groups as well as private parties and although the Hall is extremely popular with local residents, the present chairs are not. The people who hire the hall pay a fee which helps with the maintenance of the Hall and this is how the remainder of the cost of the chairs will be met.

What is the need for the project?

7

The Memorial Hall is used by two local W.Is, Hexara and a great many other local groups who regularly book it for their meetings, Among the local shows, every year the Memorial Hall hosts an amazing pantomime with all local talent! However, a lot of residents who attend these meetings and shows are elderly and have back problems etc. and find the present chairs extremely uncomfortable, so much so that a lot of people now bring cushions with them. At the last WI show two weeks ago, a resident told me she had to leave early because her chair was so uncomfortable. The new chairs have more support and will make life a lot more comfortable.

8

Long term benefits

Please comment on the lasting effects of the project:

Comfortable chairs in the Hall will make life a lot easier for a lot of residents. The Hall is a very pleasant and well -kept place with an extremely good Committee who work hard to keep up the very high standards. The chairs will be well looked after and will last for a long time.

9

The impact of your project

How will you know whether your project has been a success

I think that more people will feel able to book seats for the shows if they know they are going to be seated comfortably and that more people will attend various groups, which in turn will result in more hiring fees which will help in the upkeep of the hall.

10

On-going costs

Is there any on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

There will be no need for on-going maintenance or management of the project.

11

Supporting statement from the sponsoring Local Member:

This is very worthwhile project and will benefit the whole of the community of Hextable in a variety of ways, as the hall is used by so many different and diverse groups, many of whom consider it to be the centre of the village.

Signed (Sponsoring Local Member)

Agreement of other Local Members that they are happy with the proposed project

12

Signed (Sponsoring Local Member)


Signed.....(~~Sponsoring Local Member~~)

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13

Declaration by project delivery organisation

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement

Signed.  Date...27th November 2011.....

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Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Seal & Weald**
- 2 Name of Member: Cllr. Julia Thornton
- 3 Name of delivery organisation: Seal Parish Council

Address of delivery organisation:
Weald Heights, Fawke Common, Sevenoaks TN15 OSP

Name of the main contact who will be accountable for the delivery of the project:
Lorna Talbot, Parish Clerk

Telephone number of main contact: 01732-763488
- 4 Description of Project:
THE OLYMPIC TORCH IS COMING TO SEAL, 20th July 2012

Having the torch come to Seal is without a doubt an extremely exciting, once in a lifetime event, but was not something that we actively chose. It was SDC who put the whole District forward for this event many years ago, and now Seal finds itself as one of just four parishes that has been selected to represent the District for this event. We are therefore hoping that SDC will now look favourably on our Parish to help with the costs involved, which are considerable and pretty inflexible. Our aim is to be able to provide a very memorable day, which will show case Seal (and the Sevenoaks District) in this National and media worthy event which will involve the whole of the community, and will not just be for the residents of Seal but for all those who decide to come to our village to watch the Olympic torch being processed.

Our plans for this event split into 3 categories:

1. Dressing the village
2. Activities on the day itself
3. Creating a lasting legacy

1. DRESSING THE VILLAGE

This part of the plan has already caused a few headaches! We have had to change our minds on flags etc several times as the High Street furniture (street lights) were unsuitable for lamppost flags and the High Street itself is not suitable for bunting and other options required expensive site surveys.

There is only one official supplier of street dressing items that we MUST use and we have ended up with little choice from their selection of street dressing items that tick all the boxes and that is two sets of 5 feather flags and three small banners. We are however confident that what we have now settled on is the most cost effective option and that they can definitely be used when they arrive. The deadline for ordering (set by SDC in line with the suppliers ordering criteria, as they are doing one bulk order for the whole District) is 10th December. If this deadline is missed, we would have to pay 15% extra on the cost, so we will have to place an order for £902.00 before we know about

the success of this application for funding.

We will also be encouraging people living in the High Street to put up hanging baskets and put in a few more flower displays ourselves up the hill, to add to the look of the High Street.

Unfortunately with only one official supplier for Olympic street dressing items, costs for everything are very high. We are looking to the Big Community Fund to fund this £902 and Seal Parish Council will fund the additional floral displays for the High Street and Seal Hill, at about £200.

2. ACTIVITIES ON THE DAY ITSELF

Friday 20th July 2012 is the last day of the school year for most state schools. We are inviting 4 primary schools for a fun afternoon on the recreation ground as the Olympics is all about children (Seal, Seal St Lawrence, Kemsing and Weald). We will not know if they all accept until the initial heads meeting next Thursday (8.12.11), but Seal and St Lawrence already have lots of ideas on fun games (welly throwing etc.) and would organise the event on behalf of the PC. We will provide an update following this meeting with the Heads prior to the BCF judging panel meeting. We have been thinking of ways to make it memorable for the children and with input from a head teacher have come up with a commemorative bookmark for all the children attending and free hot dog lunch. Total cost £1,000, to which we look to the Big Community fund for an £800 contribution.

This event would include all the children's families, parishioners and anyone else who had come to Seal on the day. We are proposing to arrange for local businesses to provide food stalls, local organisations could also have stalls all on the recreation ground and it would be a community enjoyable afternoon. These ideas are in the very early stages, as no planning could take place at all before the embargo date of 7th November.

Due to potentially 500 school children plus their families, plus everyone else in the afternoon on the recreation ground and around the procession time many other people coming into Seal we have put in provision for additional toilet facilities. Seal has no public toilets and only the Five Bells and Village Hall in the centre of the village. Additional signage (especially to steer drivers to parking facilities on all entrances to the village) and leaflets about the afternoon events will also need to be produced, which the parish council will fund.

3. CREATING A LASTING LEGACY

Seal has a long history of marking important landmark occasions with some kind of legacy item, e.g. Reference to the Village in the Domesday Book (extract in library) is commemorated by a plaque on the village hall, The water trough - now used as a very decorative flower planter - was erected to mark Queen Victoria's Diamond Jubilee, The War Memorial Pavillion and it's link to HMS Seal, etc

In addition to the previously mentioned book marks that we will be producing for the school children, a bronze resin plaque to commemorate the day will also be commissioned at a cost of £500. The Artist, Lady Juliet Simpson, an Underriver resident (part of Seal Parish) who did all the art work in The Shambles in Sevenoaks, has agreed to only charge for materials to make a plaque which would be placed above the Doomsday plaque on the village hall. Her time would have been an

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additional £500. The Parish Council will pay for the erection of the plaque, at £100.

5 Total project cost: £ 3,252.00

How will the money be spent?

DESCRIPTION	TOTAL COST	AMOUNT REQUESTED FROM BCF	PARISH COST
Two sets of feather flags and 3 small banners	£902.00	£902.00	-
Additional flower Displays (for High Street and Seal Hill)	£200.00	-	£200.00
Family fun afternoon for up to 1,000 people (including school children, siblings, parents and parishioners, to be run by the schools)	£1,000.00	£800.00	£200.00
Toilets including attendant (due to the number of people expected during the event)	£400.00	-	£400.00
Signage/leaflets	£150.00	-	£150.00
Commemorative Plaque & fixing (Plus Artist's time @ £500)	£600.00	£500.00	£100.00
TOTAL:	£3,252.00*	£2,202.00	£1,050.00*

(* plus £500 in time)

Contributions from other funders if applicable:

Seal Parish Council	£1,050.00
Artist's time donated	£500.00

Please note: Seal Parish Council is unable to approach local businesses for financial support, due to strict sponsorship rules by LOCOG.

Amount requested from the SDC Big Community fund:

£ 2,202.00

please see financial breakdown above as to what these funds will be used for exactly

6 Your community

How have you been able to involve the local community in planning this project?

It's currently all systems go in Seal planning for this event, as it was embargoed until 7th November, so it's still early days.

Know your Neighbours (the local village association) will be active on the day and obviously the schools (both Seal & Seal St Lawrence) will play an instrumental role in the organisation and running of the family fun event on the recreation ground after the torch had been through the village. The Seal Over 60s club and the Womens British Legion have also been contacted. We will also be discussing options with Dorton House School for the blind as to how best to include their staff, children and their families in this event.

The local businesses and shops will also play their part. Whilst they are unable to provide financial support for the torch event itself due to LOCOGs strict rules on sponsorship, we will be exploring other angles for their involvement on the day. For example Coldbreath the Butcher will be supplying the sausages for the children's hotdogs at a favourable cost and will be responsible for cooking them on the day.

7 What is the need for the project?

To support the SDC in the success of it's bid to have the Olympic torch run through the District. And, having now been selected as part of the route, to make the absolute most of this once in a life time opportunity to galvanise some real community spirit and make permanent memories in the minds of our District's school children and their families.

8 Long term benefits

Please comment on the lasting effects of the project:

This is a once in a lifetime event and therefore has historic importance for the village of Seal.

Not only will this be a truly memorable event for all those who attend, but it will also further endorse local interest in the Olympics & Para Olympics, which will be exactly one week away.

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By creating a unique legacy item in the form of bespoke plaque by a highly acclaimed local artist, this event will be suitably recorded for generations to come.

9 The impact of your project

How will you know whether the project has been a success?

- Attendance in the village for the Olympic torch procession (supported by photographic evidence)
- Number of school children & their families & parishioners attending our afternoon of fun activities
- Minimised disruption to local residence to which forward planning is key to avoid last minute hitches and complaints (e.g. parking for visiting vehicles including disabled drivers, litter minimising, signage, WC facilities)

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

None, after event has taken place and the plaque has been erected.

11 Supporting statement from the sponsoring Local Member:

Seal is truly delighted to hosting such a high profile and memorable event and is currently pulling out all the stops to ensure that the day will be a roaring success.

It must however be remembered that it was not an event that the village volunteered itself for. It was the District Council that expressed an interest in being involved, and LOCOG who developed the final route that the torch will take. As one of just four parishes involved in the finally selected route, and as the gateway parish into our district for this leg of the procession, Seal wishes to do it's absolute best to represent the whole area and put on a good show.

As highlighted in this application, finding street dressing materials suitable for siting in the village has been difficult and costly. In order to do the District proud, it was felt that some street dressing was essential, however the PC has wisely opted for the minimum cost that it could for this element of the activity, choosing instead to focus as much funding as possible into additional activity to support the event and to make it as memorable as possible. In other words, minimum financial investment for maximum community impact and involvement, and turning a quick run through the High Street with a few flags and banners into a big community event. I believe the plan that they have pulled together is certainly innovative, inclusive and represents excellent value for money, as well as providing a lasting legacy, for which I commend them.

I would also like to remind the judging panel of the huge amount of work that this event has now added to the shoulders of the already hard working PC (who, incidently, had already decided - due to current economic climate - to have a 0% increase in it's annual precept). The PC have already had to take a significant financial risk (due to the imminent deadline set by SDC for their bulk order of street dressing items) by committing to the £902 for the flags and banners before knowing the outcome of this application. In reality, if the BCF is not able to provide the contribution towards the street dressing element of this plan that the PC is hoping for, then they will have to revisit the budget and activity plan for the whole day. I hope you feel, like I do, that their own planned investment of over £1,000 and the varied selection of activities that they have pulled together, which will involve the whole community and visitors from

elsewhere in the District who choose to visit Seal that day to watch the torch, demonstrates their willingness and excitement to make this once in a lifetime occasion an event that will be talked about for years to come.

I urge you to be as generous as you can, and hope that you will come along to Seal on 20th July next year to join in on the celebration.

Thank you.

Cllr. Julia Thornton

Signed  (sponsoring Local Member)

12 **Agreement of other Local Members that they are happy with the proposed project:**

Signed  (Local Member)

 Cllr. Rodney Hoag

Signed N/A (Local Member)

13 **Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed  Date 4/12/11

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Sevenoaks District Council

Big Community Fund

Application form

- 1 Name of ward: Crockenhill
- 2 Name of Member: Claire John (Previously agreed by Colin Dibsdall)
- 3 Name of delivery organisation: Crockenhill Parish Council

Address of delivery organisation: Village Hall
Stones Cross Road
Crockenhill
Swanley
Kent
BR8 8LT

Name of the main contact who will be accountable for the delivery of the project:

BARBARA MORRIS - CLERM

Telephone number of main contact: (01322) 614674

- 4 Description of Project: Restoration of Crockenhill War Memorial.

5 Total project cost: £ 3500 - 00

How will the money be spent? We will spend the money restoring Crockenhill War Memorial. The memorial consists of rustic punched Cornish Granite with the inscription in raised lead lettering, a number of the letters are damaged and require replacing. As well as cleaning the memorial, the joints would have to be re-pointed, the damaged raised lead letters replaced and the letters re-enamelled.

Contributions from other funders if applicable: ~~£~~ £500 - 00
from Parish Precept

Amount requested from the SDC Big Community fund: £3000 - 00 (See Over)

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£ 3000 - 00

6 Your community

How have you been able to involve the local community in planning this project?

The Remembrance Day Service that is held yearly at the Crockenhill War Memorial ~~is~~ is not only attended by members of the local community and residents of the village but by other organisations from across the area. This service is growing year on year and this year was attended by in excess of 200 people. Organisations such as the local Darby and Joan Club, Crockenhill Primary School, Crockenhill Baptist Church, All Souls Church - Crockenhill and Crockenhill Parish Council are all well represented at the memorial service.

- 7 What is the need for the project? The War Memorial is a dedication to those members of our village that have sacrificed their lives so that we are able to enjoy the freedoms that we are used to. As such, it is vital that it should be maintained to a standard that reflects the respect and appreciation of those of us that have benefited.

8 Long term benefits

Please comment on the lasting effects of the project: Again, as in question 7 a war memorial is a large focal point within a village community and serves as a timely reminder of the local men and women that made the ultimate sacrifice for our country. These people should never be forgotten so the memorial should be preserved for future generations. It forms part of the memorial field which is a public open space used on a daily basis.

9 The impact of your project.

How will you know whether the project has been a success? As before, the memorial service is a well attended event with the numbers attending growing each year. If the memorial is restored to it's original state then the community of Crockenhill will have a monument that demonstrates the pride they have for those named.

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10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded? An annual inspection programme organised and managed by the Parish Council should ensure the memorial's effective upkeep so as to identify any repairs at an early stage and help avoid the need for any major repairs. Any funding would be included in our yearly budget figures.

- 11 Supporting statement from the sponsoring Local Member: Colin Dibsdall fully supported this project.

12 Signed _____ (Sponsoring Local member)
Agreement of other Local Members that they are happy with the proposed project:

Signed [redacted] (Local Member)

[redacted]
Signed [redacted] (Local Member)

13 Declaration by project delivery organisation:
I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed [redacted] Date 8/12/11

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ITEM 9: APPENDIX B

Date of Appraisal Panel

Ward: Fawkham & West Kingsdown

Project:

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	74
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	41
The extent to which equalities issues are supported by this application: The equipment will be available to all residents	
Any questions that must be answered before a decision is made (only if deferring the decision): none	
Any special conditions that should be imposed: none	
How the outcome of the project will be monitored (performance indicators): Equipment successfully installed; confirmation that it is well-used; photos	

Final decision:

Approved

Refused

Deferred pending further info

Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

If approved, please state total amount approved:

£ 3,000

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Date of Appraisal Panel

Ward: Kippington

Project:

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	36
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	31.5
The extent to which equalities issues are supported by this application: The equipment will be available to all residents	
Any questions that must be answered before a decision is made (only if deferring the decision): 	
Any special conditions that should be imposed: 	
How the outcome of the project will be monitored (performance indicators): 	

Final decision:

Approved

Refused

Deferred pending further info

Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

The application did not score as well as other applications. The panel felt that the provision of salt bins is primarily the responsibility of another agency.

If approved, please state total amount approved:

nil

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Date of Appraisal Panel

Ward: Eynsford

Project: Eynsfest

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	48
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	21
The extent to which equalities issues are supported by this application: The events will be available to all residents	
Any questions that must be answered before a decision is made (only if deferring the decision): 	
Any special conditions that should be imposed: 	
How the outcome of the project will be monitored (performance indicators): Numbers attending; ongoing benefits after six months identified	

Final decision: **Approved** **Refused**
 Deferred pending further info **Deferred pending further allocation of funds**

If not approved, please give the reasons for refusal:

If approved, please state total amount approved:

£1,000

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Date of Appraisal Panel

Ward: Eynsford

Project: Allotments

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	46
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	22
The extent to which equalities issues are supported by this application: The allotment will be available to all equalities groups	
Any questions that must be answered before a decision is made (only if deferring the decision): 	
Any special conditions that should be imposed: 	
How the outcome of the project will be monitored (performance indicators): New allotments open; reduction in waiting list; photos of project and finished work	

Final decision:

Approved

Refused

Deferred pending further info

Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

If approved, please state total amount approved:

£1,000

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Date of Appraisal Panel

Ward: Hextable

Project: Village hall chairs

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	50
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	35
The extent to which equalities issues are supported by this application: The facility is open to all equalities groups	
Any questions that must be answered before a decision is made (only if deferring the decision): 	
Any special conditions that should be imposed: 	
How the outcome of the project will be monitored (performance indicators): Positive comments from users about improvements	

Final decision:

Approved

Refused

Deferred pending further info

Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

If approved, please state total amount approved:

£1,750

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Date of Appraisal Panel

Ward: Seal and Weald

Project Olympic Torch Relay

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	53
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	34
The extent to which equalities issues are supported by this application: The event is open to all equalities groups	
Any questions that must be answered before a decision is made (only if deferring the decision): 	
Any special conditions that should be imposed: 	
How the outcome of the project will be monitored (performance indicators): Photos of event and positive feedback from children taking part	

Final decision:

Approved

Refused

Deferred pending further info

Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

If approved, please state total amount approved:

£1,800

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Date of Appraisal Panel

Ward: Crockenhill

Project: Repairs to War Memorial

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	66
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	45
The extent to which equalities issues are supported by this application: The memorial is available to all	
Any questions that must be answered before a decision is made (only if deferring the decision): 	
Any special conditions that should be imposed: 	
How the outcome of the project will be monitored (performance indicators): Photos of improved war memorial	

Final decision:

Approved

Refused

Deferred pending further info

Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

If approved, please state total amount approved:

£3,000

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WEST KENT COLD STORE SECTION 106 COMMUNITY FACILITIES FUNDING**CABINET 12TH JANUARY 2012**

Report of the: Community and Planning Services Director

Status: For Decision

Key Decision: Yes

Executive Summary: This report outlines the work undertaken by this Council and Partners to improve community facilities in Dunton Green and Riverhead to mitigate the impact of the new Berkeley Homes development on the West Kent Cold Store site, in accordance with the Section 106 Agreement.

The report includes the outcome of community consultations and details of potential projects which could be funded by the £1,234,894 Community Facilities Fund.

The report brings forward a number of recommendations for decision.

This report supports the Key Aims of the Community Plan as follows:

Priority 2: Meeting the needs of an ageing population; Priority 3: A better start for our children; Priority 4: Improve the lives of young people; Priority 5: A clean and healthy environment; Priority 7: Improve health and well-being; Priority 8: Development and the Environment; Priority 9: Strong, active and involved communities.

Portfolio Holder Cllr. Mrs Carol Clark

Head of Service Head of Community Development – Lesley Bowles

Recommendation to Cabinet:

That the recommendations listed in paragraph 17 be agreed.

Reason for recommendation: The proposals brought forward best meet the aims of the Section 106 Agreement relating to community facilities.

Introduction

1. As part of a Section 106 Agreement between Sevenoaks District Council and Berkeley Homes, the developers of the West Kent Cold Store site, funding has been allocated by the developer to improve community facilities in Dunton Green and Riverhead.
2. The purpose of the Section 106 funding is to provide community facilities that will help reduce the impact of the new development and which will bring both existing and new communities together.

The Agreement states that the funds can only be used to improve or provide services within the two parishes of Dunton Green and Riverhead. The total community facilities fund available is just over £1.2 million.

3. Under the Agreement, the Council is obliged to:
 - Carry out and complete a local community consultation exercise
 - Provide the details of the proposed local community improvements (including specification, costs, purpose and timetable for provision) to Berkeley Homes in draft form for comment.
4. Additional, separate contributions have been allocated by the developer to improve the following services:
 - Bus services (£487,709)
 - Adult Services (£600,500)
 - Primary School Education (£236,096)
 - Footpath Improvements (£30,000)
 - Railway Station Improvements (£63,000)
 - Air Quality Management (£32,500)

This report is concerned with the allocation of the Community Facilities Fund (£1,234,894).

Steering Group

5. In order to progress this project, a steering group was formed to advise on the allocation of funds in accordance with the terms of the S106 Agreement and in line with residents' views. The steering group includes the local Sevenoaks District Councillor ward Members, the Riverhead and Dunton Green Parish Councils' Chairmen and Clerks, the County Councillor for the area and District Council officers.

Community Consultations

6. To ensure that local residents are involved in deciding how the funds are spent, community consultations were organised in 2010 and a report of the consultation results is attached at appendix A. The first consultation was to find out from residents the kind of facilities they thought most appropriate and the second was a house to house survey.

7. A summary of the findings from the November 2010 survey is given below:
- 356 households (16%) completed survey forms.
 - The top five most popular services which residents said they would like to see were:
 - A youth club or other provision for teenagers.
 - Library facilities e.g. books, exhibitions and I.T. provision.
 - Indoor leisure or fitness activities.
 - Social opportunities for older residents, e.g. coffee morning, lunch club or drop-in.
 - Classes, e.g. art, dance, languages and I.T.
 - 131 (61%) felt that they would prefer to see existing facilities improved or extended and 83 respondents (39%) said that they would like to see a new build.
 - The most popular sites for a new community building and/or improvements to existing buildings were:
 - Sports pavilion, Dunton Green Recreation Ground
 - Scout headquarters site
 - Dunton Green village hall
8. Following the consultation, it was confirmed that the existing Scouts' site is outside the Riverhead and Dunton Green Parish Council boundaries and therefore cannot be considered for funding under this Section 106 Agreement.
9. Residents were asked about improvements to the local environment. All of the suggested options on the survey form were popular. The three most popular were:
- Trees, plants, open spaces and visual improvements.
 - Outdoor play space for children under 12.
 - Outdoor play and meeting space for teenagers.

Expressions of Interest

10. The Steering Group was keen to encourage a wide range of groups and agencies to put forward projects. At the Steering Group's meeting in April 2011, it was noted that several organisations had already put forward initial ideas and they were asked to complete an "Expression of Interest" form.
11. In May, a newsletter was distributed to all households outlining the results of the consultations and calling for additional expressions of interest from any other parties. All proposals would need to meet the criteria set out in the Agreement and the views of residents as gathered through the community consultations. Information about how to put forward a project was available on the Council's

website. Information was also given to partner agencies through the Local Strategic Partnership.

12. All organisations putting forward projects were asked to complete the Expression of Interest form which identified how the project would support the criteria for funding.

Criteria for Funding

13. The Steering Group used the following criteria for funding made up of the terms of the Section 106 Agreement and the community priorities identified in the community consultation (see paragraph 3 above).

The terms of the section 106 Agreement:

To provide for community facilities with the intention of mitigating the impact of the new development on the existing community and providing facilities and services which will bring both communities together.

Purpose:

- Improvement of existing community facilities.
- Extension of existing community facilities.
- Provision of new community facilities.

May include, but not exclusively:

- Library services.
- Adult education facilities.
- Youth facilities.
- Sport and recreational facilities.
- Youth / community worker services.
- Existing community facilities.

Timetable

14. In order to meet the Section 106 obligations the following timetable has been followed:

July 2011	Steering Group’s questions passed on to bidders.
August 2011	Responses to questions received from bidders
September 2011	Steering Group meets to agree which projects should be recommended to be developed further.
November 2011	Report prepared to SDC Members summarising the consultation, expressions of interest, recommendations of the Steering Group including

	reasons for recommendation.
January 2012	SDC Cabinet considers results of consultation and endorses projects to be progressed in priority order.
February to August 2012	Steering Group develops the schemes to specification costing and planning stages.
September 2012	Berkeley Homes informed and comments requested by end of September.
November 2012	Report to Cabinet including final comments from Berkeley Homes and projected timetable for the works.
November 2012	Funds received from Berkeley Homes

Project Appraisals

15. In July 2011, the Steering Group met to carry out an initial appraisal of the proposed projects. As a result of that meeting, applicants were asked to submit additional supporting information. Projects were formally appraised by the Steering Group. Any conflicts of interest were declared at the start of the meeting and those expressing an interest left the room while the relevant project was being discussed and appraised.
16. There were three major capital projects, each likely to need a significant portion of the community facilities fund available, five smaller capital projects and three revenue projects.

A summary of the Expressions of Interest considered by the Steering Group, together with the Steering Group's notes on each project is attached at Appendix B.

Recommendations

17. The Steering Group has put forward the following recommendations:

	Project	Maximum sum including contingency
1	Dunton Green Parish Council to be invited to develop a capital project on the site of the existing pavilion and recreation ground as outlined in their Expression of Interest	£1 million

Item No. 10

	form and which will meet planning regulations. The fully developed project is to be brought to Cabinet for final approval. Officers should investigate with the Parish Council the possibility of a library facility in the building in line with the public consultation results.	
2	Donnington Hall's application to re-surface the car park to be refused on the basis that it does not meet the criteria.	No allocation
3	Dunton Green Social Club's application for refurbishment work should be refused as the project does not demonstrate that it would be inclusive and would help bring the old and new communities together.	No allocation
4	Dunton Green Village Hall Management Committee should be invited to develop an improvement proposal for the hall kitchen and toilets, including plans, estimates and a hall usage plan.	£25,000
5	Riverhead Parish Council should be invited to develop their project to enhance "The Heights" including improvements to St Mary's steps and lighting (subject to the Church's commitment to future maintenance) and provide costings.	£65,000
6	Officers should plan for a programme of work to ensure that the improvement projects foster the use of the community buildings and bring the two communities together using community and youth work over a three year period.	£144,894

Key Implications

Financial

18. This report is concerned with the allocation of external funding. The Council will not incur liability for expenditure on any project until the funding is received from the developer.

Community Impact and Outcomes

19. The Section 106 Community Facilities Funding will have a positive impact on the communities of Dunton Green and Riverhead, making improvements to the local environment, bringing the existing community together with new residents and providing a community building that can be used flexibly to meet the needs of the local community.

Legal, Human Rights etc.

20. The proposals meet the objectives of the Section 106 Agreement.

Resource (non-financial)

21. Individual projects will be brought forward by Dunton Green and Riverhead Parish Councils. The overall project is being co-ordinated within the Community Development Team. Officers in the Community Development team will commission appropriate youth and community development work in consultation with the Steering Group.

Value For Money and Asset Management

22. Assets will be created through the proposed projects but will not be owned by the Council. Funding allocated will be conditional upon the future ownership, management and maintenance of the assets by the organisations concerns.

Equality Impacts

23. An initial equality impact screening has been completed. Each of the projects recommended for further work is likely to have a positive impact in terms of equalities. A full equalities impact assessment will take place during the project planning stage of each project.

Sustainability Checklist

24. A sustainability checklist has been completed for each recommended project and a positive impact is anticipated for each project. This will be updated as the projects are progressed.

Conclusions

25. A full community consultation and expression of interest process has been adopted, combined with input from local Members and parish councils. Project appraisal has been conducted by a trained Sevenoaks District Council Officer to assist the Steering Group in assessing all of the Expressions of Interest.

Risk Assessment Statement

RISK	MITIGATION
Practical difficulties may be encountered, as with any capital project, in progressing the schemes, eg planning requirements for the recreation ground project, underground services for the Riverhead environmental scheme.	The Steering Group will work with appropriate agencies to identify difficulties at an early stage, in order to find appropriate solutions.
Final costs of capital projects may exceed the current estimates	In asking the parish councils to progress schemes, it is made clear that no additional funding is available and that appropriate contingency sums should be identified and built into the scheme
Groups submitting proposals that have not been recommended may be unhappy that their schemes are not being progressed.	Officers will inform the groups as soon as the decision is known and work with them to try to ensure that their desired activities are promoted within the new community facility or help them to identify alternative funding.

Appendices

Appendix A – Results of consultation

Appendix B - List of Expressions of Interest submitted.

Background Papers:

Section 106 Agreement (dated 6th May 2010) between District Council of Sevenoaks and The Kent County Council and West Kent Cold Storage Company Limited and Berkley Homes PLC.

West Kent Cold Store Section 106 Agreement Community Consultation Report February 2011.

Contact Officer(s):

Lesley Bowles Ext 7335

lesley.bowles@sevenoaks.gov.uk

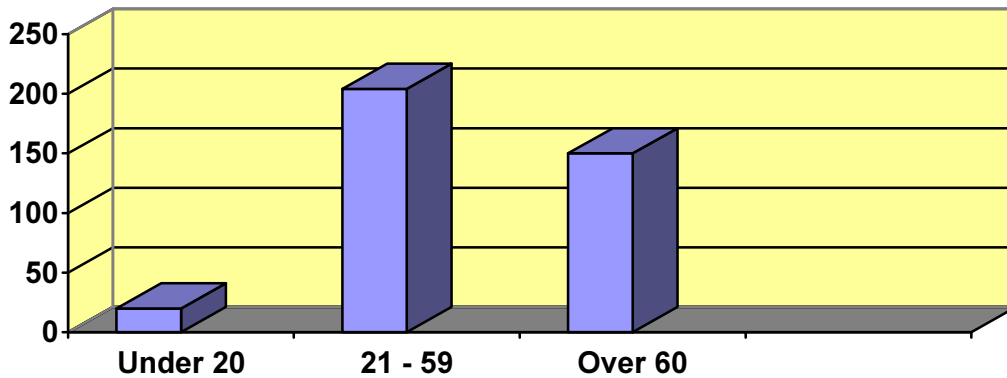
KRISTEN PATERSON

COMMUNITY AND PLANNING SERVICES DIRECTOR

**West Kent Cold Store
 S106 Agreement
 Community Consultation Report February 2011**

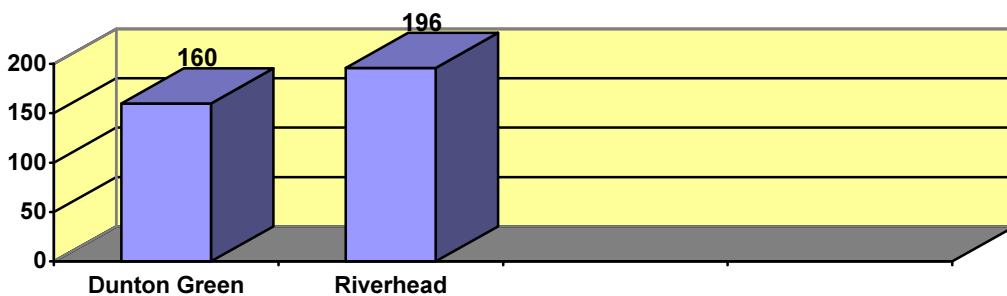
The survey was based on findings from an initial consultation earlier in 2010. The survey form was available on the District Council’s website and a copies of the survey form were distributed door to door in both Dunton Green and Riverhead. In total 16% of households responded to the survey.

1. Number of Respondents by Age

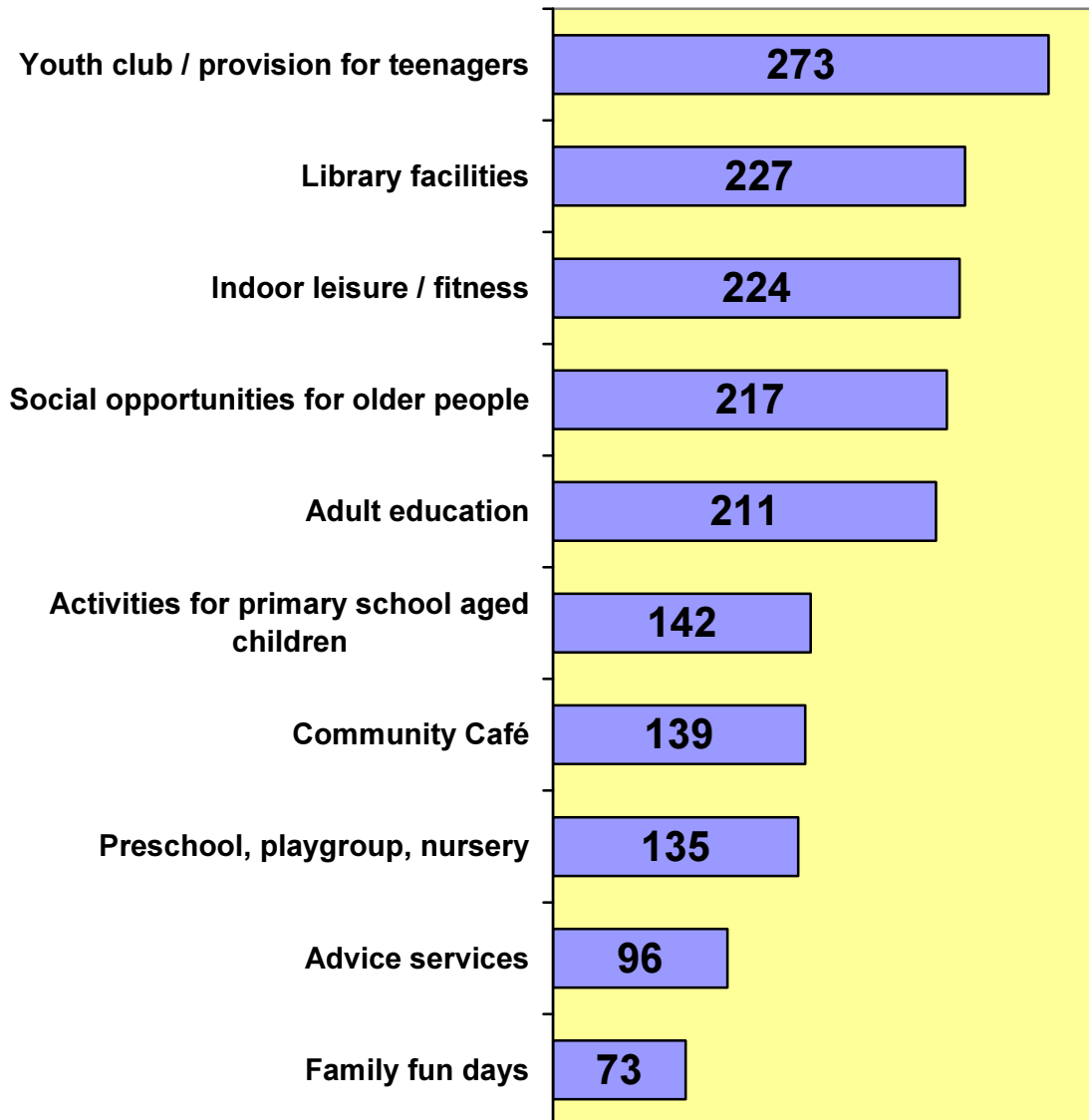


37% of the respondents have children living with them and 10% have someone in their household with a disability.

2. Respondents by Parish



3. Most popular facilities / services

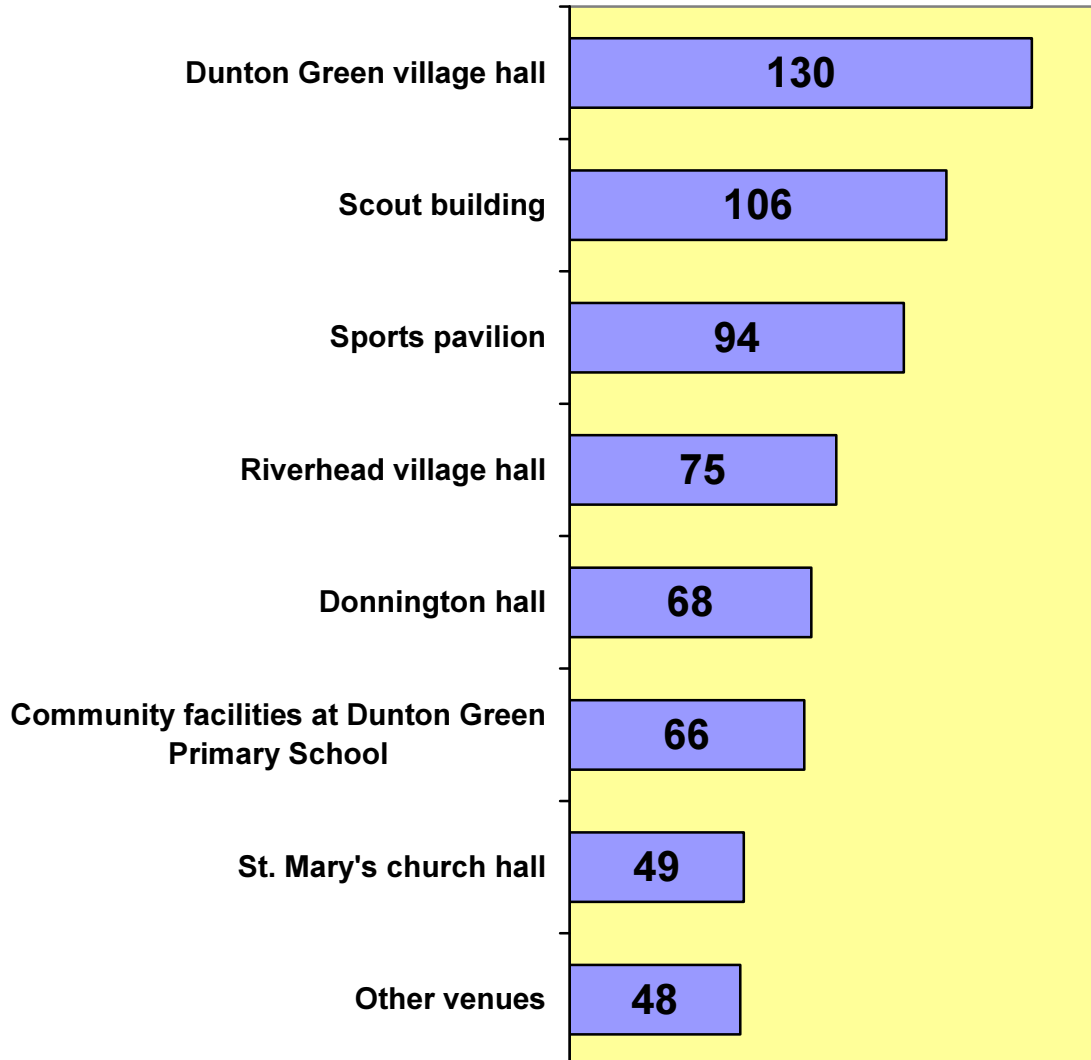


Respondents were asked to choose their five most important facilities or services which could be provided through the S106 Community Facilities Fund.

The chart shows that the most popular were:

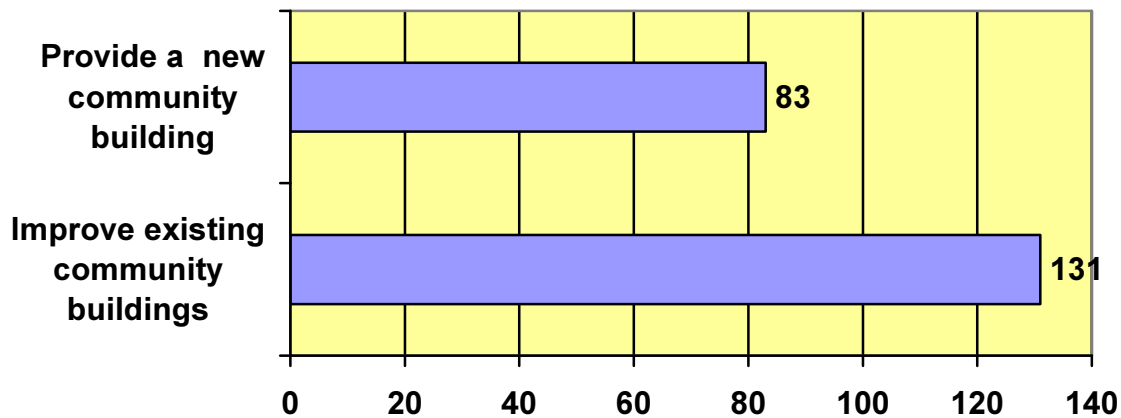
- Youth Club or other provision for teenagers
- Library facilities e.g. books, exhibitions and I.T. provision
- Indoor leisure or fitness activities
- Social opportunities for older residents, e.g. coffee morning, lunch club or drop-in.
- Adult education classes, e.g. art, dance , languages and I.T.

4. Which venues should be improved?



The chart shows which existing community halls residents would like to see improved in order to deliver some of the services and activities described above.

5. Improve existing community buildings or provide a new building



Respondents were asked if they would prefer to see a new building rather than improvements to existing facilities.

131 (61%) felt that they would prefer to see existing facilities improved and 83 respondents (39%) said that they would like to see a new build. Those who wanted to see a new build were asked to suggest appropriate sites. Suggestions included:

- Scout headquarters (same site).
- On recreation ground – pavilion site.
- Replace Dunton Green village hall (same site).
- Near Tesco.
- On the West Kent Cold Store site.
- Old Eland Vets site.
- Dunton Green Parish Council land next to recreation ground.
- Near, or within walking distance of Shoreham Lane (older residents).
- A community centre in Rye Lane, with parking, Police presence and a medical centre.
- The village desperately needs a community centre / hall large enough to provide a wide range of services and facilities.
- Near, within walking distance from Shoreham Lane. We are sheltered housing and most of our residents can't walk very far but would like to get out more.
- Possible new multi-purpose building on lane known as Longford Meadow at North end of Mill Road, Dunton Green.
- Open space on land behind West Side of London Road.
- Current halls have a 90%+ utilisation and it is difficult for local people to book them.
- Use of vacant industrial units opposite Tesco roundabout.

Suggested improvements to existing buildings included:

Dunton Green Village Hall

The most popular responses related to general updating and modernisation (27 comments) and improving parking facilities on the site (22 comments.)

Other suggestions included:

- An architect needs to look at this property in detail.
- Improve kitchen facilities and heating.
- Make it accessible for the disabled.
- Better notice board / advertising of activities.
- Floor needs renewing, outside doors need replacing, kitchen improving, needs better storage.
- Enlarge and improve for youth club, pre-school and primary kids.
- Enlarge lobby, improve toilets.

Scout Building

The most popular response suggested general updating and refurbishment (17 comments.) 11 people suggested that the scout headquarters should be rebuilt.

Other comments included:

- This could be used for teenagers if facilities are improved.
- Badly run down and needs bigger car park.
- If rebuilt could be used for community during the day and scouts in the evening.

Sports Pavilion

16 people suggested general updating and refurbishment.

Other comments included:

- Larger, more changing facilities. Pre-school during the daytime. Room hire.
- An example of a good sports pavilion is in Tonbridge Park, where tennis courts, netball courts and football areas are available to encourage people to take up sport in the area and could be used by schools.
- Improved play areas and sporting facilities to provide a high quality venue for young people. Lighting and extending. More sports equipment, wifi etc. tarmac courts and community availability.
- Flood lights around the park, tennis courts resurfaced and more accessible. More equipment inside, soft chairs, TV etc.
- Youth club facilities.
- Make this bigger and into a community centre which we could all use.
- Reconstruction to double size and improve facilities and provide meeting / function rooms and larger office for clerk to Parish Council.
- It would be good to have a café, toilets, hall and changing facilities.

Riverhead Village Hall

Comments and suggestions included:

- Make office bigger by expanding into the kitchen
- Cannot be enlarged - no room on site
- Expand and improve to provide community café
- Improve acoustics with sound absorption
- Better toilets and office for parish council in Riverhead
- Extend hall at rear
- Safe road crossing
- Conservatory to the front of the building
- Pedestrian crossing
- Very small, needs enlarging
- Possibly a loop for hearing aids
- Perhaps extended to cater for youth club and café
- Back pathways to main road from Church Field in need of repair
- This is the venue we use mostly out of the listed. Upgrading current facilities would be beneficial

Donnington Hall

Again, most comments suggested general updating and modernisation. Other comments included:

- Much more central to village – update or refurbish
- Kitchen needs improving
- Refurbish car park
- Enlarge and improve for library and fitness
- Scope for flexible use e.g. split hall when needed
- Stage lighting needed. Facility needs to give priority to local people.
- A good central venue, but in need of refurbishment.
- Improve access and parking.

Community Facilities at Dunton Green Primary School.

Some of the comments related to extra classroom provision required due to families moving into the new development. Funds are being made available for this separately.

Comments about community facilities at the school included:

- The school is central to the village geographically and socially.
- Evening and weekend opening for adult education.
- New sports hall.
- Additional buildings for pre-school / nursery.
- I.T. suite, library – open to public at weekends.
- For teenagers, the provision of football tables, table tennis and large screen TV to watch sport.

St. Mary's Church Hall

- Modernise to accommodate small adult education classes with drop in facilities.
- No work needed, but zebra crossing would be nice.
- Very small, needs enlarging.
- Parking and access difficult for older people.
- Additional function room to accommodate children of different ages and for different play / learning activities.
- Improved lighting around hall, church and car park area.

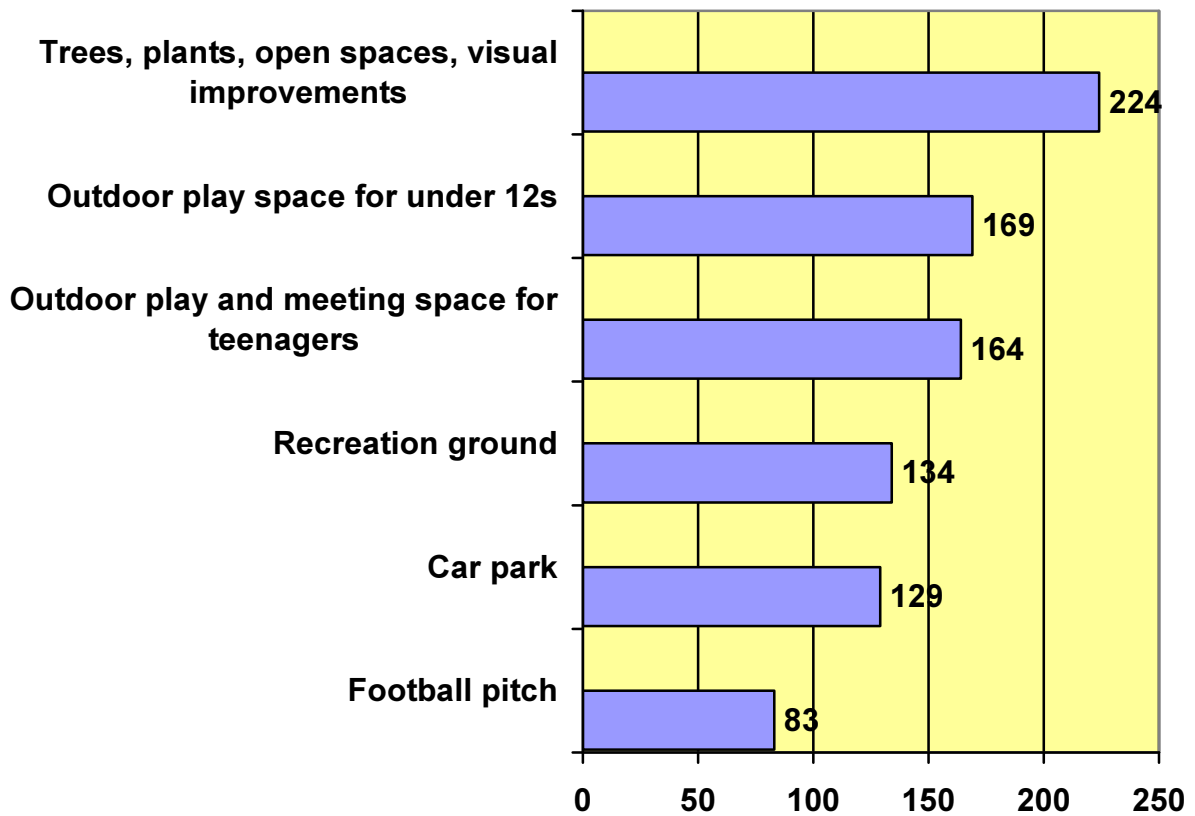
Other venues / suggestions included:

- Dunton Green Social Club – needs new kitchen, disabled access and refurbishment.
- Redevelop former Eland veterinary clinic.
- Wooden halls behind the Free Church in Station Road.
- Dunton Green social club - facilities for lunch club, coffee mornings, drop ins.
- Community café could be sited as part of the library in Riverhead.
- The Faithworks building (old vets at corner of Station Road) is not mentioned on this list. There are some really good events being put on in this building and they seem to be very community based - just what the village needs.
- Improve Dunton Green social club. It does a lot for older people and charities.
- The wildlife reserve has two large rooms and lots of parking space. Perhaps these could be adapted for use for classes of some sort.
- Café / Drop in at new children's centre and proper baby facilities.

Improvements to the local environment and additional outdoor facilities.

All of the suggested options on the survey form were popular and respondents could agree with as many of the options as they wished.

6. Respondents agreeing with improvements to local environment



Respondents were asked to identify areas where they would like to see specific environmental improvements or outdoor provision.

Trees, plants, open spaces, environmental and visual improvements to village centres, community gardens, seating etc.

- On the roadside from Dunton Green along London Road to Riverhead.
- Under the Heights.
- Riverhead needs more trees.
- Trees and more greenery in London Road going through Riverhead.
- So everyone gets the benefit in these very busy villages especially Riverhead by the roundabouts where it is at standstill most of the time.
- Station Road, Rye Lane, London Road.
- Seating on the greens - Lusted Road/Station Road.
- The roundabout at Tesco's needs attractive permanent planting.
- Through the village from Riverhead to improve the appearance - picnic area in recreation area.
- Footpath in Churchfield Riverhead near Church villas.
- Cycling routes would be great to enable children to cycle.
- More seating between the village and Church Field it is a steep climb for elderly people.
- Improve area by river - both sides of the road.
- On the green. Along by the river any by the underpass and park and along by the station.
- Could improve look of green by village sign with planting/benches etc.
- External appearance of our lovely local school needs improving e.g. underpass area, fence etc.
- White wooden village indicator signs that are placed at either end of Dunton Green to give a more 'village' feel.
- On the existing 'green' opposite the parade of shops and the entrance to the recreation ground.
- Next to Dunton Green village hall.
- Grass, trees areas either side of Lusted Road, Dunton Green. Removal of hedging and some tree trimming.
- The old 'core' of the village around area of village hall.
- Around new estate being built - I can contribute. Local environment - vegetable free planting.
- Litter bins on station approach may help with commuter litter problem.
- Looks so tired everywhere.
- Planters, baskets etc outside village hall/ Donnington hall
- Generally Dunton Green needs a makeover. Tesco roundabout planted hedgerows and trees managed properly all over Dunton Green and hanging baskets. Visual improvements are needed all over the village not just the centres.
- Anywhere where local groups and residents would keep an eye on them.
- Air pollution a main concern for residents in Riverhead and Dunton Green.
- Village green, station approach.
- Near Rye Lane and walks, views accessible to Chipstead lake from Mill Lane and Aisher area.
- In the centre of Riverhead. The flowers have been much appreciated

- Close to the river Darent. Capitalise on the Darent and Chipstead Lake (Longford Lake)
- It would be nice to have a network of cycle paths around the village so that families could safely cycle off the roads. Perhaps existing footpaths or the old railway line could be used
- Complete the originally intended landscaping at the rear of Hillfield Road
- All open areas in Dunton Green. The surrounding areas look grim compared to Sevenoaks
- Dunton Green - river bridge, access to Chipstead along reservoir. Access, footpath along river
- I would like to see more trees and flowers around the 2 roundabouts in Riverhead to improve the air quality of this very busy area.
- Riverhead Parade
- We go past Riverhead Centre by wheelchair everyday so the trees seem a good plan.
- More greenery please
- Along London Road - Seating in the village green.
- More trees, plants in this busy area in Riverhead.
- Street trees wherever safe.
- Definitely seating, especially from the church steps up to the church field.
- Dunton Green village green, more plants and flowers and seating.
- Riverhead along London Road where all the new cars will be passing-Bullfinch pub to the shops.
- All of Dunton Green. It looks very run down and uncared for.
- Path along river and river kept clear (weeds need cutting back - risk of flooding).

Outdoor play space for children up to 12.

51 respondents suggested that play provision on the existing site at Dunton Green recreation ground should be improved. Several respondents suggested that there should be improved play facilities on Dunton Green recreation ground **and** on the site of the new development. Comments included:

- Upgrade current recreation ground. Currently very dangerous for youngsters.
- On current site of playground. Equipment needs to be updated and there needs to be more of it. See Otford recreation ground for an excellent example.
- Where existing playground is, but improved and enlarged.
- Dunton Green recreation ground – there is some play equipment, but it is outdated and inadequate for an influx of new residents.
- More play equipment, facilities for young children to teenagers.
- Park/ Recreation ground in Dunton Green, take grass away from play ground.
- Play facilities are old and unwelcoming - cannot use in wet weather due to mud
- Total re-vamp of play area. This gets extensive use especially after school in spring/summer

Other potential sites for children's play areas:

- Currently very poor provision of this in Riverhead. Riverhead parkland – would be well used. Chipstead Green.
- At the back of the houses behind Mill Road / Lusted Road / Village Green.
- End of Mill Road. Land could easily fit a play area.
- In woods by "hole in wall" and Montreal estate. Also, by Dunton Green School.
- Riverhead – there are many young families with no local playground in Riverhead, nearest decent playground is Seal Hollow Road.
- Pontoise Close, Dunton Green – more equipment required.
- Play area at the FLOATS - This play area is very well used but it needs to have the grass replaced with a covering of plastic to stop the weeds also it gets very muddy it is a shame because it is a meeting place for the toddlers and with only a small amount of money it would be able to be used more than it is at present.
- Montreal Park.
- Chevening Road, More play facilities for children, swings etc.
- Where there is most housing.
- Riverhead Bowling Club, Worships Hill.
- Small playgrounds in residential areas.

Outdoor play space / meeting space for teenagers

- Existing recreation ground.
- In the field next to recreation ground.
- Café style - serving hot drinks/snacks, plasma screen, music (juke box), seating, bingo, film nights, quiz nights - on the Elands (old site) or on the coldstore site.
- Recreation ground - large enough and far enough from houses to minimise disruption.
- Current facilities in recreation ground need to be expanded and improved.
- Covered area on recreation ground where they could "hang out" in all weathers
- The recreation ground could be redesigned to allow for these facilities plus car parking. At the moment it feels very much like an 'empty field' at times. Needs 'zoning' with possibly a café at its centre to encourage people to stay there.
- Village hall on free days and free evenings. Free Church in Station Road has been empty for years.
- Sports hall at recreation ground.
- Very much needed. Area behind West Side of London Road.
- Village Halls and scout hut plus sports pavilion.
- Field next to Glynn Close - next to playground and somewhere down towards Pounsley Road.
- properly organised activities for teenagers.
- I think Dunton Green recreation ground should be improved with a shelter with teenagers to meet in and bigger changing room.
- Urgently needed in Dunton Green itself.
- Any area in Dunton Green or Riverhead.
- Youth centre, again bike park, skate park.
- Better to have outdoor/indoor facility.
- Not just meeting but activity based space.
- Skatepark where there is adequate space.

- Within new development.
- Both halls in Dunton Green could be used more for teenage activities.
- Improve the current facilities including tennis courts.
- At the moment they often hang around streets or the walkway/ underpass which can be intimidating to the older generation. Maybe a shelter area with light on the recreation ground.
- In new area - agree. Only if sited away from play area for small children - older children already use the existing playground so smaller children do not feel confident to use them.
- Recreation ground - should have a youth shelter where teens can meet.
- Skate park, graffiti wall at scout hut.

Recreation Ground

Although this was a general question about improvements to, or the provision of recreation grounds, most respondents referred to the existing Dunton Green recreation ground.

- Extend recreation ground.
- Expand into next field and repair path to station.
- Picnic area in recreation ground.
- CCTV cameras to prevent vandalism.
- Lighting for winter.
- Car park (marked out spaces) behind house in London Road, new building (hall) in bottom corner.
- Overhaul of tennis courts on existing site, but reduce to one.
- Re-design layout to move young children's play area to a more prominent position with new equipment to update.
- The Parish Council owns land adjacent to the recreational ground. It would be nice to open and expand the recreation ground to use this area.
- Already have one. Maybe add skateboarding facilities and enlarge the car park. Residents fill it up at the present.
- Could do with being maintained more regularly. Use it for more social events in the summer.

More general comments about recreation grounds included:

- Leisure centre / recreation ground on new development.
- On existing land to the south of the site.
- Chevening Road – more play facilities for children, swings etc.

Car Parking

- The lack of short term parking is affecting traders. SDC or Riverhead Parish Council could lease the car park in the centre of the Riverhead from the Harvester and install parking metres to cover costs and prevent free all-day parking by commuters which is preventing shoppers etc from using it.
- More parking is needed.

- Already have but roads and access need improvement
- I would like to see the Harvester car park in Riverhead a pay and display to keep long term parking away.
- Extend existing one.
- Parking problems in Riverhead Centre. Shops need help.
- Where they are but improved.
- Better surface on car park at recreation ground.
- Field behind recreation ground.
- Back or side of Dunton Green Village Hall (small garden area never used).
- Riverhead car park needs to be expanded and better laid out to stop congestion at entrance.
- Behind Riverhead Church.
- Car park should only be considered if it can be 'policed' to stop commuter parking.
- On land between Dunton Green Station and London Road.
- Parking around the station is terrible.
- Ideally to purchase the scrap yard and turn into a car park for traders in Riverhead.
- Expand on one in Dunton Green recreation ground. An area beside the tennis courts is usually full of brambles, convert this.
- Extend existing parking around Village Green and Shops, create a hub.

Football Pitch

- Wherever community youth centre is built.
- Extend recreation ground.
- Chipstead Common.
- Better standard pitch - more regular cutting etc.
- In recreation ground where it used to be and brought up to scratch (2010 standards to attract young people).
- Improve existing recreation ground.
- On existing site but needs renewing / drainage nets to protect trees.
- Already at recreation ground at Glyn Davis Close.
- No football pitches need cricket and rugby pitches on a suitable site.
- Existing pitch is fine (Dunton Green recreational ground) although facilities are poor.
- Chipstead Common, new changing room/ pavilion.

Other comments

These have been grouped under themes.

Community involvement

- Facilities should be predominately for local residents and should be for the whole of the community. Any new community facility should be multi-use, capable of being used for meetings, groups, cafe, advice (for young and old alike) and centrally located making it easily accessible to everyone on foot.
- I believe some funding should be used to recruit and fund a 3 year post of a community activities co-ordinator, possibly a 3 days per week post. Their role would be to develop the heart and core of Dunton Green community, something which it sadly lacks. This would involve community activities, better inter-group

communication and advertising to the wider community, involving not just existing groups but also shops and retailers. Whichever building is developed could also run daytime and evening clubs/activities possibly linked to adult education service. It could also become a satellite delivery site for places like Hadlow College.

- The additional population is concentrated in Dunton Green but impacts on Riverhead. The two communities are treated as one by planners but in fact do not interact much. Apart from the fish & chip shop and one or two specialised shops many people in Riverhead never or rarely go to Dunton Green. Any facilities provided should be accessible from both communities if possible.
- More accessible sports facilities for young and old should be provided. Local clubs for more sports not just football. Further affordable elderly care should be available. Joining clubs is almost impossible because of exclusive club fees and ridiculous waiting lists. More houses = more leisure facilities or people will spend their time away from the community and other areas will benefit from personal 'leisure budgets'
- The fund might best be used for a single multi-purpose facility. I identify Dunton Green as the more deprived area. I note that the Faithworks movement are already at work here and believe their programmes need to be noted and given support.
- When we moved to Riverhead many years ago there was an excellent monthly magazine put together by the Church which covered many village activities. Subsequently this became purely a church magazine. A new approach would keep residents interested in the two villages. Recently the Advertiser (Seal based) has been extended to include our villages but space prevents this source being developed.
- Only to say that community facilities should be provided for all and not just specific groups. Spend on projects for each section of the community
- We think it right and proper that we provide an opportunity to look after the community youngsters / teenagers via clubs and recreation. Anything that benefits the community is worthwhile especially for young children and the older generation.
- Any activity should be listed on cheap paper and posted to inform all residents.

Transport and infrastructure

- For years, we have struggled at Dunton Green railway station. The service needs improvement and there is not even a station building. A lot of people already use the station so now they build 500 more homes, suddenly we get an upgrade.
- Better and safer opportunities for children and adults to cycle in and around the village e.g. cycle lane, parking etc.
- I would like to see the District Council improving air quality through Riverhead. Particularly by routing lorries along the M25 and then down the M20 when going East when they are coming up the A21. I would like some of the money spent on a J5 slip road from the A21 going east, as I think this would also improve air quality in Riverhead.
- We need a booster station for the internet. What is the point of having I.T if you cannot run it properly and Dunton Green is rubbish because it is too far away from the main exchange.
- Dunton Green primary school will need extra teachers and classrooms, the new estate will need nursery/ preschool facilities, where is all the extra traffic to go?

500+ cars cannot escape through Riverhead alone! What alternative routes are planned?

- Please could the footpaths from Dunton Green station to London Road be allocated money for brighter street lighting? They are very dark and dangerous for lone walkers.
- Local bus service into Sevenoaks and late buses back is important. Currently service is poor and infrequent.
- A local bus service around Dunton Green/Riverhead and Sevenoaks for senior citizens would be good.
- Very concerned about the air quality in Riverhead especially Worships Hill and the Riverhead Square. It affects the health of local people and something must be done pronto to improve this very bad situation. This is our prime concern.
- Older people need better bus services. In Dunton Green there is no service Sundays and bank holidays - we are left marooned.
- Biggest issues are those of infrastructure. Existing needs, car parks, trains, medical centres etc. already grossly overcrowded – both in Riverhead and the town centre.
- As an elderly resident I am unable to express a considered opinion in most matters stated, and can only quote the dangerous traffic situation at Riverhead roundabout as my greatest concern. The pathway leading to St Mary's Drive is far too narrow and high speed traffic is most dangerous for both elderly often with walking sticks and young children going to school. This coupled with the already considerable pollution will, in my opinion, worsen greatly. The area has deteriorated very much from the loss of shopping and other facilities and is now a throughway rather than an area in which to relax.
- Any improvements in the Riverhead / Dunton Green area are to be welcomed. Some unsatisfactory planning decisions have blighted the area and places considerable pressure on the infrastructure, e.g. road systems/ layout. Speed restrictions and pollution control in Riverhead Centre and Worships Hill (A25)
- Better parking and "no parking" signs, residential parking. The roads need to be properly widened and better exit to main road so main exit from estate is not coming out in middle of Dunton Green.

Health

- Exclusive use of a facility may not be the best use of the money - flexibility is important in usage and of course sustainability. As well as all the worthy proposals that are contained in the questionnaire, it seems to me there is a need for extra doctors and dental services, especially with the rise in population that the development will bring. Could the PCT, or its eventual successor, also be involved? By building a medical centre that could also provide for community facilities it may be possible to sell the Parish Hall and even Donnington Hall. These facilities might be best placed on the playing fields and provide a sports pavilion. This has car parking space which might need to be protected from commuter use so near the station.
- Need medical facilities - doctors and dentists surgeries
- £300,000 seems far too little for a medical centre.
- Medical centre in Dunton Green including doctor and staff
- Our community badly needs a health centre/doctors surgery as at present these are at least (and some more than) 3 miles away.

Environmental and visual improvements

- I think it would be beneficial to make improvements to the green opposite shops. Maybe seating, flowers etc to improve look and feel of village. Traffic calming would prevent the huge divide and town feel that the village currently has.
- More floral displays like those that have enhanced the market square corner at Riverhead.
- Environmental improvements such as tree and shrub planting would make a big difference to the area. If this was provided at the entrance as traffic arrives from the M25, down Worships Hill, it would give a different impression, demarking Riverhead as a village, encouraging traffic to slow down, whilst improving air quality in this heavily polluted area, as well as providing a more pleasant environment for residents.
- Improving look of the village would greatly add to the character of the area, e.g. landscaping of public areas, hanging baskets on lamp posts/ shops, plants in roundabouts etc (Riverhead has made more improvements in these areas - think Dunton Green should do the same?)
- Air pollution is causing residents illness which would be greatly reduced if measures were to be put in places to rectify this situation. It would eventually save money as less strain on the NHS. Please for young and old treat this as a major health issue.
- Roundabout Aisher Way/ London Road to be plated up with low maintenance shrubs and weeded regularly during summer months. Tesco could sponsor it. Tesco rapped on knuckles for removing all the planter trees around their original site and not replacing as before. Tesco to clear up litter from around the store and surrounding roads.
- Improve the look of the area - it looks unappealing. Improve the areas around the shops near the Taj and at the other end near the library. We need more plants and flowers, additionally pay out for ongoing upkeep. Additionally please do something about the two roundabouts near Tesco as they look grim.
- A more traditional and attractive 'Dunton Green' village sign is required entering village at Tesco's end.

Children and young people

- This money needs to be spent to improve facilities in particular for children/young persons.
- Full time teenage mentor co-ordinator for sports, activities, Duke of Edinburgh, youth club, cafe/advice.
- There is no place for the youngsters to play ball games in Riverhead, so they tend to use toddler play areas
- I live off Shoreham Lane. We have suffered with poorly focused teenagers causing problems at night round the top of the 'sandpit' area. I believe that money needs to be invested in services / activities focused on teenagers to get them off the streets and doing value added activities - music / arts / sports etc.
- Things for kids to do after school is important.
- Provision of free fishing for youngsters at river Derwent in Dunton Green.
- I feel it is the teenagers that need more facilities, all year round Bowling complex, snooker hall, a place to have a hot drink, chill out with their mates.

- Limited answers as have only recently moved to the area but would like to stress any facilities to help young people and to give families help with budgets etc
- More playgrounds for children, or indoor soft play. They are a central point for families and provide good places for mothers and children to go after school.
- We need a proper youth club for the kids to get them off the streets.

Supplementary questions on behalf of Kent Adult Social Services.

Kent Adult Social Services would like to provide a facility locally (using separate funds provided through the S106 agreement) to support sufferers of dementia and their carers.

Respondents were asked if they agreed that such a facility should be provided in the Dunton Green / Riverhead area. 82% agreed that it should.

Respondents were also asked if they had any suggestions about possible venues where this type of facility could be provided. There was no clear outcome to this question. Many people suggested existing community buildings / halls, the most popular of those mentioned were Donnington Hall and the Old Elands Vets building. Many people suggested a number of different halls might be appropriate.

Other suggestions included:

- The area beside the school. This would enable parking in the existing car park and would cover activity at the heart of the village.
- Build on West Kent Cold Store site.
- If a new medical centre is to be built, cannot space be allocated for a day centre for people suffering from dementia?
- Would this include elderly, disabled stroke patients suffering from brain injury?
- There are business premises within Dunton Green that have been empty for some time – parking in the village is a problem.
- This is very important, please provide more help for the elderly.
- Any commercial premises that become vacant between Dunton Green and Riverhead.
- Offices by Jaguar garage.
- Could Abbeyfield Home be extended and used for this purpose?

Other comments about this proposal:

- Dementia is going to be a growing problem as the elderly population increase and people live longer. I think it is an excellent idea to offer a facility in Riverhead / Dunton Green.
- Any development could be linked to other community projects.
- It would be good if you could incorporate adults and teenagers with disabilities.
- The fact that nearly 20% of the developer's S106 contribution is being reserved for adult social care seems disproportionate given the substandard local school facilities to serve the enlarged community. A minimum of 20% should be allocated to primary school education.
- I feel the older people of the village need to be given more facilities – a day centre with free transport.
- The fund should be used for people who suffer serious illness, not just dementia, e.g. cancer, strokes, MS, Parkinsons etc.
- We agree this is an important issue and must be catered for.
- I think dementia care is a great idea as Sevenoaks lacks this greatly.

- This issue is not specific to Dunton Green / Riverhead. There is already significant development in the area, this centre should be located elsewhere. Why should Dunton Green have to burden the cost of such a facility as there are much more pressing needs to improve the area, e.g. schools, recreation grounds, shops, footpaths, railway station. This facility will be for a very large area, while the money could be spent on the local community that it was intended for, not just a small portion of the larger Sevenoaks area.
- I would want to see new facilities in Dunton Green used for residents of the village and not a general facility for the larger Sevenoaks area.
- I think adult social services should be providing more respite care for carers of dementia sufferers so they can go on holiday and have a break.
- Excellent idea to provide services for this group – nothing really exists compared to other places.
- Many carers who have elderly relatives living with them (or near them) can generally cope, but just need someone to come and “granny sit” for a few hours. Have to meet the cost and find (with difficulty) someone to do so privately. Social Services do not granny sit at all. This help for the carer would be invaluable by enabling them to shop or get out for a few hours. These carers are desperate and saving the country an enormous amount of money, they deserve to have Social Services include this in their practice. I have 15 years experience of this situation unfortunately – some people cannot or will not leave their home, so opening a day care centre would not help.
- There may be other groups apart from dementia e.g. stroke patients.

West Kent Cold Store Section 106 Agreement - funding for community facilities

The following Expressions of Interest were received and submitted to the Steering Group for consideration. Brief details of the comments made by the Steering group are included.

Organisation	Project	Amount Requested	Comments
Dunton Green Primary School	To provide a new community building on the school site to include a hall, one or two smaller rooms, toilets and kitchen facilities.	Not specified	<ul style="list-style-type: none"> • The school is not offering to manage the community facility, so another agency would need to take this on. • Parking on the site is limited. • The school is in a central position and already provides space for some community activities. • The allocation of space in the hall to community groups during the day could conflict with school use and this would need to be carefully managed. • Separate access for the community would need to be arranged. • The proposal assumed that access to outdoor space would only be for organised groups and that they would need to pay for use. The outdoor area would not be freely available to the wider community.
Dunton Green Faithworks Team, part of Bessels Green Baptist Church.	To provide a youth and community worker for 5 years and a new community building. To continue to run existing clubs and activities in Dunton Green and extend to new services in partnership with others. They would like to adapt, or rebuild the old vets	£1.2 million	<ul style="list-style-type: none"> • The estimated cost of the old vets site is £750,000. This would leave very little to adapt the premises for community use. • Berkeleys' planning application for 4 houses on the site has been approved. • The venue has been used by Faithworks already to provide community activities and they are keen to continue this. • The site offers limited outdoor green space. • There is limited parking on the

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	site.		site.
Dunton Green Parish Council	DG Recreation Ground Redevelopment Project – to include a modern, flexible community use and sports pavilion, a new Multi Use Games Area, updated play facilities for children, youth shelter, jogging track, BMX facilities possible older persons gym equipment, improved parking provision.	£1 million	<ul style="list-style-type: none"> • The project provides very good outdoor space. • There will be no land purchase costs as the site and surrounding area are owned by the Parish Council. • The project is sustainable and has the capacity to grow and develop in relation to funds available. • The new venue would not compete with existing halls, but offer a couple of community rooms suitable for booking. • A designated youth work room could be part of the development. • The Parish Council would employ a caretaker / manager and also be responsible for maintenance. • The project has the scope to incorporate the activities offered by Faithworks and other groups in the community.
Donnington Hall	To resurface the car park at the back of the hall.	£15,000	<ul style="list-style-type: none"> • This project was considered by the Steering Group but rejected on the basis that the project involved general maintenance which is outside the criteria for funding. • Further correspondence was received asking the Steering Group to re-consider. • The group confirmed that the project remains ineligible
Dunton Green Social Club	Improvements to the social club building to include a disabled toilet, widening the entrance and an upgraded kitchen	£50,000	<ul style="list-style-type: none"> • The group noted that this is a private members' club and is not open to all members of the community. The project is not inclusive and would not help to bring the two communities together.
St. Mary's	Improvements to the steps up to the	£10,000	<ul style="list-style-type: none"> • The project is concerned with improvements to the steps up

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Church	church including lighting.		<p>to the church. This is a right of way used by many people in the village and it is also in a very prominent position and highly visible.</p> <ul style="list-style-type: none"> Improving the steps and lighting would visually enhance the area significantly
Dunton Green Village Hall	Improved kitchen and disabled toilet.	£25,000	<ul style="list-style-type: none"> The village hall was given to the village for the benefit of Dunton Green residents and it is well used. There is limited disabled access, but no disabled toilet facilities.

Organisation	Project	Amount Requested	Comments
Riverhead Parish Council	Trees and shrubs to enhance “The Heights” area between the two roundabouts in Riverhead.	£55,000	<ul style="list-style-type: none"> The group noted that there were major costs associated with underground works and resurfacing. The project would improve the appearance of the village as people travel through and increase local pride in the area. The project would help to mitigate the effect of the busy road between the two roundabouts, which will increase after the housing development is completed.

Expressions of Interest for revenue projects not yet appraised by the Steering Group. The Steering Group recommended that funding for youth and community development work over a three year period should be made available from the fund and that this should be commissioned closer to the time that new houses began to be occupied and the community facilities nearing completion.

Organisation	Project	Amount Requested
West Kent Extra	Community Involvement Worker	£38,260

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VAWK	“Dunton Green Stepping Out” exercise and social group for older people.	£10,878
Sevenoaks District Council	Full time Project Worker for 2 years to work directly with the existing and new communities to encourage participation, community cohesion, consultation and provision of local services in response to local needs.	£50,000