



Sevenoaks
DISTRICT COUNCIL

CABINET



08 March 2012 at 7.00 pm
Conference Room - Council Office

AGENDA

Membership:

Chairman: Fleming

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

1. **Minutes of the meetings of the Cabinet held on 9 February 2012** (Pages 1 - 8)
2. **Declarations of interest**
3. **Questions from Members (maximum 15 minutes)**
4. **Matters referred from Council**
None
5. **Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)**
6. **LDF Timetable** (Pages 9 - 44)
Alan Dyer
7. **West Kent Equality Partnership - Aims and Commitments for 2012-16** (Pages 45 - 52)
 Sarah Lavallie
8. **Community Grant Allocations 2012/2013** (Pages 53 - 74)
 Lesley Bowles
9. **Big Community Fund Applications** (Pages 75 - 80)
Lesley Bowles

 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)

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CABINET

Minutes of a meeting of the Cabinet held on
9 February 2012 commencing at 7.00 p.m.

Present: Cllr. Fleming (Chairman)

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

Also Present: Cllrs. Bosley, Fittock and Mrs Purves.

Apologies: Cllr Mrs. Davison

66. MINUTES OF PREVIOUS MEETING

Referring to Minute 64, the Portfolio Holder for Safer Communities clarified that she had not been questioning the legitimacy of the grounds for refusal but was arguing that grounds for refusal should be applied consistently and not selectively.

Resolved: That the minutes of the Cabinet meeting held on 12 January 2012 be approved and signed as a correct record.

67. DECLARATIONS OF INTEREST

Councillor Mrs Hunter declared a Personal Interest as the Council Appointee on the Board of the Citizens Advice Bureau (Sevenoaks and Swanley).

68. QUESTIONS FROM MEMBERS

There were no questions from Members.

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

(a) Treasury Management Strategy – (*Performance and Governance – 10 January 2012*)

This was considered under Minute 72 below.

70. HOUSING STRATEGY ACTION PLAN

The Portfolio Holder for Housing and Balanced Communities introduced the draft Housing Strategy Action Plan which had been produced to reflect findings from consultation and latest intelligence, both of which provided an indication of future housing need and demand. If approved, delivery of the Housing Strategy Action Plan would be overseen by the Local Strategic Partnership's (LSP) Strategic Housing Sub-group, which was represented by District Council Officers and a number of other partner organisations. Progress reports would be taken to the main LSP and Services Select Committee to update on strategic objectives. A full review and update of the Housing Action Strategy Plan would take place in 2014.

The Chairman highlighted that the changes that were being introduced to Housing Benefit and the introduction of Universal Tax Credit would have an impact on the Action Plan. The Housing Policy Manager reported that the

changes would be kept under review and any amendments to the Action Plan would be presented to the LSP Strategic Housing Sub-group when necessary.

Action Point: The Chairman also requested that a report on any risks associated with the proposed welfare reform be presented to Cabinet as soon as further information on the changes was available.

The Portfolio Holder for Safer Communities commented that the extensive use of acronyms made the document difficult to understand and encouraged more use of plain English in documents. The Head of Housing and Communications reported that the Action Plan was the working document of the LSP Strategic Housing Sub-group and was therefore more detailed as the primary audience was Officers. The Housing Policy Manager reported that it was best practice to provide this level of detail in the action plan and that a more accessible summary would be publically available on the Council's website.

A Member noted that the conclusion on page 15 of the report should read "The HSAP aims to make best use of limited financial and non-financial *resources* to deliver the housing strategy to best effect..."

Resolved that the Housing Strategy Action Plan be recommended to Full Council for approval.

71. IT STRATEGY AND ACTION PLAN

The Head of IT and Facilities Management introduced the IT Strategy and Action Plan 2012-2015 which set out the Council's strategic approach to the management, use and development of technology. Within the strategy, consideration was also given to the Council's strategic priorities, policies and other key strategies. The strategy also set out key assumptions being made to deliver the required outcomes. The IT Strategy and Action Plan would be delivered within the agreed 10 year budget and would support Departments across the Council in delivering their services.

The Chairman highlighted the context in which IT services were being delivered, specifically the reduction in the allocated ICT Budgets from 2012-2015.

The Cabinet noted that the IT Strategy and Action Plan 2012-2015 had been considered by the Services Select Committee on 31 January 2012 and no changes had been proposed.

Resolved that it be recommended to Council that the IT Strategy and Plan 2012-2015 be approved and adopted.

72. TREASURY MANAGEMENT STRATEGY 2012/13

Prior to the introduction of the report, the Chairman reported that this would be the last Cabinet meeting attended by the Head of Finance and Human Resources, Tricia Marshall. Members thanked Ms Marshall for the support she had provided the Council and wished her well in her new role as Director of Resources at Canterbury City Council. The Chairman welcomed Adrian

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Rowbotham as the newly appointed Group Manager – Financial Services and Helen Martin as the newly appointed Finance Manager.

The Portfolio Holder for Finance and Value for Money introduced the Treasury Management Strategy 2012/13 setting out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

The Portfolio Holder reported that at its latest meeting the Finance Advisory Group had discussed the issue of credit ratings and they considered that, given the limited number of institutions to which the Council could lend, the minimum long term credit rating should be reduced to A instead of A-, which is included in the report. Cabinet supported this amendment to the Treasury Management Strategy Statement.

The Chairman of the Performance and Governance Committee reported the Committee had considered the Treasury Management Strategy at its last meeting. Members had expressed concern regarding the risk associated with reducing the Council's credit rating requirement. The Chairman of the Performance and Governance Committee reported that his personal view was that there was a greater risk in not having greater diversity in terms of investments.

The Head of Finance and Human Resources reported that Officers were cautiously investigating a number of options but that it was becoming increasingly difficult to find places to invest. Members noted that the Council continued to only invest in UK-based banks.

Resolved that Full Council be recommended to approve the Treasury Management Strategy Statement.

73. CAPITAL PROGRAMME AND ASSET MAINTENANCE 2012

The Portfolio Holder for Finance and Value for Money introduced a report setting out the proposed 2012/15 Capital Programme, with supporting documentation in a standard format for individual scheme bids. Projected capital receipts were included, indicating the proposed financing of the Programme.

The Portfolio Holder for Finance and Value for Money highlighted that the proposed scheme for locating a Police office within the Argyle Road Offices had been included within the Capital Bids.

Resolved that:

(a) the Capital Programme 2012/15 and funding method set out in the report be approved; and

(b) the proposed Asset Maintenance budget of £372,000 be agreed for 2012/13.

74. REVENUE BUDGET AND COUNCIL TAX 2012/13

The Portfolio Holder for Finance and Value for Money introduced a report setting out the proposed budget and required level of Council Tax for 2012/13. The proposed net expenditure budget was £13.443m (£13.771 in 2011/12). Subject to any further changes this would envisage no Council Tax increase in 2012/13, with the District's council tax remaining at £181.89 for a Band D property for the year.

The Chairman thanked the Portfolio Holder for Value for Money, the Finance Advisory Group and Officers for the work they had undertaken in producing the 10 year budget which had provided financial stability for the Council. As a result of good financial management the Council had been able to freeze Council Tax at a time when other Local Authorities were seeking to increase their level of Council Tax.

Resolved that it be recommended to Full Council that:

- (a) The Summary of Council Expenditure and Council Tax set out in Appendix C to the report be approved;
- (b) The 10 year budget 2011/12 to 2021/22 set out in Appendix A, including the growth and savings proposals set out at Appendix B to the report, be approved and that where possible any variations during and between years be met from the Budget Stabilisation Fund.
- (c) Any changes in the tax base and collection fund and other minor variations be transferred to/from the Budget Stabilisation Reserve.

75. ANNUAL REVIEW OF PARKING CHARGES FOR 2012/13 – RESULTS OF PUBLIC CONSULTATION

The Portfolio Holder for the Cleaner and Greener Environment introduced a report outlining the outcome of the public consultation for the proposed increases to car park and on-street parking charges for 2012/13. On 3 November 2011, the Cabinet considered and approved proposals for increasing certain parking charges to contribute to the Council's overall budget target for 2012/13.

A petition containing 1,317 signatures calling upon the Council to abandon all plans to increase parking charges in Sevenoaks town centre in 2012 was submitted to Council at its meeting on 29 November 2011. It was resolved that the petition be referred to the Cabinet in order that it be considered at the same time as the outcome of the consultation process.

The consultation period for the car park proposals ended on 11 December 2011. In addition to the usual notices in local newspapers and the car parks, letters were sent to all season ticket holders and resident permit holders advising them of the proposals. In total nine responses were received to the consultation including a response from the Sevenoaks Town Council, Westerham Parish Council and Kent Police.

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The consultation period for the on-street proposals ended on 11 December 2011. In addition to the usual notices in local newspapers and displayed on-street, letters were sent to all resident and non-resident permit holders advising them of the proposals. The petition submitted to Full Council on 29 November 2011 related to plans to increase parking charges in Sevenoaks town centre. Members noted that there were no proposals to increase on-street charges in the town centre. In total thirteen responses were received to the consultation including a response from Swanley Town Council and Kent Police.

The Portfolio Holder for the Cleaner and Greener Environment reported that minimal increases were being proposed with no change to evening charges and no Sunday charges. Increasing operating costs such as the business rates needed to be offset. Recent surveys had shown that the number of empty parking spaces in Sevenoaks town centre had been decreasing which suggested that more people were visiting the town centre.

Councillor Purves, addressing the Cabinet on behalf on the 1,317 petitioners stressed that wages had not been increasing and that many workers using the town centre car parks were on low wages and would struggle to pay the increased charges. Independent retailers had also voiced concern that higher parking charges would force people to visit out-of-town shopping centres rather than town centres.

The Chairman highlighted that many other nearby local authorities were considering parking charge increases greater than those for Sevenoaks. In relation to town centre workers the Council operated parking schemes just a short walk out of the town centre where parking was cheaper.

Resolved that the proposed car park and on-street parking charges approved by Cabinet on 3 November 2011 be implemented on or soon after 1 April 2012.

76. CITIZENS' ADVICE BUREAU SERVICE LEVEL AGREEMENT

The Portfolio Holder for Community Wellbeing introduced a report outlining progress on the work of the Citizens' Advice Bureau during the current year. The report also sought approval for the Service Level Agreement for the next three financial years.

The Head of Community Development tabled two additional appendices outlining the Budgets for Sevenoaks and Swanley Citizens Advice Bureau and Edenbridge and Westerham Citizens Advice Bureau which had only recently become available.

The Portfolio Holder reported that the Citizens' Advice Bureau appreciated knowing the financial support they would receive over the next three years.

The Head of Community Development reported that the Citizen's Advice Bureaux were happy to sign the Service Level Agreement and had agreed the apportionment of the grant between themselves as required. The Chairman of Edenbridge & Westerham Citizens Advice Bureau had drawn attention to the significant proportion of funding they received from local trusts and thanked the Council for its support. The Bureau would be moving to the new Edenbridge community centre and running the front of house service for the County Council. This would reduce their overheads. Sevenoaks & Swanley had planned recently made significant savings, particularly through the new. In addition to a number of staff savings that had been made, the new manager for Sevenoaks and Swanley was a shared management post with Tonbridge and Malling. Changes were also planned to improve training arrangements whilst reducing costs and to the freeing up of adviser time for face to face work in bureaux through joint provision of telephone advice with Tonbridge and Malling.

The Portfolio Holder for the Cleaner and Greener Environment reported that the Citizens' Advice Bureau had made significant improvements in the seventeen years that she had been the Council's appointed representative on the Board.

Resolved that the draft Service Level Agreement for 2012/15 be agreed.

77. ADOPTION OF VISION FOR KENT

The Head of Community Development introduced the draft Vision for Kent. The three ambitions set out in the vision were (i) growing the economy, (ii) tackling disadvantage and (iii) putting the citizen in control. In addition, the document also set out three cross cutting themes (i) protecting and enhancing the environment, (ii) improving community safety, crime and anti-social behaviour, and (iii) improving health. The document recognised that District and Borough Council areas were the building blocks for service delivery in Kent and it also recognised the need to identify local priorities and deliver the ambitions in a way that met them.

It was proposed that performance assurance of the Vision for Kent should be light-touch and non-bureaucratic, using existing performance information. An Annual Report would also be developed.

The Portfolio Holder for the Cleaner and Greener Environment suggested that a glossary at the end of the document would aid public understanding. The Head of Community Development responded that, despite requests, Kent County Council had not produced a glossary.

The Chairman, who had been involved in developing the 'tackling disadvantage' ambition reported that this was the best piece of joint work with Kent County Council that he had been involved in.

Resolved that the draft Vision for Kent be endorsed.

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THE MEETING ENDED AT 7:50 PM

Chairman

Implementation of Decisions

This notice was published on 13 February 2012. The decisions contained in minutes 70, 71, 72, 73 and 74 take effect immediately. The decisions contained in minutes 75, 76, 77 take effect on 21 February 2012.

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LOCAL DEVELOPMENT FRAMEWORK TIMETABLE

CABINET 8 MARCH 2012

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

Status: For consideration

Also considered by: LDF Advisory Group and Environment Select Committee

Key Decision: No

Executive Summary:

The report explains the need to amend the timetable for publishing the Allocations and Development Management DPD so that it takes full account of the NPPF and enables further consideration to be given to key development sites. It also covers other changes to the LDF timetable, including the production of a Charging Schedule for the Community Infrastructure Levy and planning for gypsies and travellers. A revised Local Development Scheme, which is the statutory document setting out the timetable for preparing LDF documents is contained in Appendix A to this report.

This report supports all the key aims of the Community Plan

Portfolio Holder Cllr. Mrs Davison

Head of Service Head of Development Services – Mr Jim Kehoe

Recommendation :

That the revised Local Development Scheme be agreed.

Reason for recommendation: To help ensure the Allocations and Development Management DPD is sound, to bring forward a CIL Charging Schedule and provision for gypsies and travellers in a timely way and to keep the Local Development Scheme up to date.

Background

- 1 Following the adoption of the Core Strategy plan preparation has focussed on the Allocations and Development Management DPD which will contain proposals for the development of key sites and detailed policies to control development. Separate consultation has taken place on draft proposals for site allocations and development management policies.

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- 2 The programme for the DPD had been to take the draft document to Environment Select on 17 January then Cabinet and Full Council on 9 and 21 February, leading to formal “publication” in March.
- 3 Once the publication stage is reached it is difficult to make significant changes to the plan without withdrawing and re-publishing which potentially involves substantial delay. It is therefore extremely important that the plan is a finished document so far as the Council is concerned. In short we need to be satisfied that the publication version is a “sound” plan.
- 4 There are significant external factors that affected our ability to produce a sound document for approval in February. These fall under two headings:
 - Issues with the NPPF.
- 6 Consultation on the National Planning Policy framework (NPPF) closed in October and the final version is promised by April 2012. The plan must be consistent with the NPPF and, while the draft gives a clear indication of the Government’s intended policy directions, there have been extensive and high profile calls for change and it is likely that there will be significant changes in the final version compared with the draft. In advance of the final version we can produce a draft publication version that is consistent with the draft NPPF but until we see the final version we cannot be sure that we have a plan that will be consistent with the finalised NPPF. In essence there is a risk attached to progressing to the publication stage in advance of seeing the final NPPF and it is serious because changes to the NPPF that are not reflected in the published plan could render the plan unsound.
- 7 Additionally there are aspects of the draft NPPF to which the Council has objected because of concerns about potential adverse implications for the District (e.g. the ability to maintain the stock of employment land). It would not be appropriate to recommend DPD policies to Members that might have a damaging effect on the District while a possibility remains that they may not be needed if the draft NPPF is amended in response to comments received.
 - Issues with Key Sites
- 8 There are unresolved issues with some key development sites identified in the Core Strategy for which the Allocations and Development Management DPD needs to give direction. The two most important sites are:
 - 9 a) Swanley Town Centre. Regeneration of the town centre is a key proposal of the Core Strategy. Discussions have taken place with the owner which should lead to proposals coming forward soon. These will need to be considered and be subject to wider engagement. At present the position is still uncertain.
 - 10 b) Land West of Blighs Meadow, Sevenoaks. This is identified as a key development site in the Core Strategy. The site allocations consultation is based on the Planning Brief proposal for mixed use development including 59 dwellings but a final decision has yet to be made on whether to take forward the Planning Brief proposals.

Proposed Approach

- 11 In view of the uncertainties over the NPPF and key sites outlined above it is proposed to delay the publication stage of the DPD until summer 2012. This will enable account to be taken of the final version of the NPPF and give time for firmer proposals to be developed for key sites.
- 12 In the meantime there is scope for bringing forward a draft document in advance of the final version for consideration by Members but on the understanding that some aspects may be unfinished or subject to change. The advantage of this approach is that it will enable Members to consider informally aspects of the final plan, particularly changes in response to representations.

Community Infrastructure Levy

- 13 The Government has confirmed that it will introduce the Community Infrastructure Levy (CIL), which is a levy on new development to fund infrastructure provision. Local authorities are not required to introduce CIL but they will not be able to use legal agreements on planning applications after 2014 to secure pooled contributions to infrastructure improvements and will only be able to do this through CIL.
- 14 To introduce CIL in the District we have to produce a charging schedule, which must be submitted for independent examination in the same way as a DPD. Further information on CIL is contained in the briefing note at Appendix B.
- 15 We are starting work now on preparing a Charging Schedule with the aim of completing the technical work and consulting on and reviewing draft proposals this year, so that the Charging Schedule can be submitted for examination next year.

Planning for Gypsies and Travellers

- 16 The Government consulted last year on a revised planning policy statement on "Planning for Traveller Sites" which it intends to include in the NPPF. The draft document encourages councils to assess local needs and make future provision based on need and historic demand. An updated local needs assessment for the District is currently under way.
- 17 It is proposed to bring forward a separate Gypsies and Travellers DPD to identify sites for future provision. A separate DPD will avoid further delay to the Allocations and Development Management DPD and enable the document to have a clear focus. Work will start later this year.

Local Development Scheme (LDS)

- 18 The LDS is the statutory document that sets out the programme for preparing development plans. Amendments are required to reflect the changes listed above to the formal programme and a revised document is attached at Appendix A.

Options

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- 19 The report recommends amending the LDS timetable in response to external factors including changing Government policy. Alternatively the timetable could remain unchanged, but failing to change the timetable for the Allocations and Development Management DPD risks the plan being found unsound due to conflict with Government policy. Failing to include the CIL Charging Schedule would mean the Council misses the opportunity to benefit from the opportunity provided by CIL. Failing to include a Gypsy and Traveller DPD would lead to a policy vacuum resulting in more unauthorised development being allowed across the District. Maintaining the current programme is not therefore recommended.

Key Implications

Financial

- 25 Budgetary provision has been made for the cost involved in preparing LDF documents through the LDF budget.

Community Impact and Outcomes, Equality and Sustainability Impacts

- 26 These will be addressed in the preparation of the documents concerned.

Legal, Human Rights etc.

- 27 Producing and updating the LDS is a statutory requirement.

Risk Assessment

The LDS contains its own risk assessment at Section 6. The risks involved in not amending the LDS are outlined under “Options” above.

Background Papers:

Allocations DPD (Options) February 2010

Development Management Draft Policies for Consultation May 2011

Planning for Traveller Sites (CLG Consultation) April 2011

Contact Officer(s):

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Kristen Paterson

Deputy Chief Executive and Director of Community and Planning Services

Sevenoaks District Council
Local Development Scheme



January 2012



Local Development Scheme January 2012

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1 INTRODUCTION

Background

- 1.1 This Local Development Scheme (LDS) has been prepared in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and is the project plan for the production of the Local Development Framework for Sevenoaks District Council.
- 1.2 The Local Development Framework (LDF) replaces the current Development Plan including the Sevenoaks District Local Plan 2000.
- 1.3 The Council is completing the Local Development Framework in phases. This Local Development Scheme sets out the Council’s programme for the preparation of Development Plan Documents (DPDs) for the period up to 2014. Following amendments to the legislation introduced in 2008 to increase flexibility, the LDS no longer needs to include the programme for preparing Supplementary Planning Documents (SPD). However, information on the Council’s current proposals for preparing SPDs is included for information. Readers should check with the Council’s website for any updates to the SPD programme.
- 1.4 Progress in producing LDF documents will be assessed on an annual basis and reported in the Council’s Annual Monitoring Report (AMR) published in December. The AMR will consider whether any changes are needed to the LDS in the light of changing circumstances or whether additional actions are needed to maintain the current timetable.
- 1.5 Following Government approval copies of the document will be made available for inspection at the Council Offices. Alternatively it may be viewed online on the Council’s website at www.sevenoaks.gov.uk

About The District

- 1.6 Sevenoaks District Council has an area of 142 square miles and is located in West Kent bordering Greater London, Surrey and Sussex. The District covers three main towns, namely Sevenoaks, Swanley and Edenbridge, together with many other small towns and villages and extensive areas of countryside.

Strategic Planning Context

- 1.7 The District is subject to a number of statutory national planning designations. 93% of the District lies within the Metropolitan Green Belt and over 60% is within either the High Weald or Kent Downs Areas of Outstanding Natural Beauty. There are 24 Scheduled Ancient Monuments, approximately 2116 Listed Buildings and 40 Conservation Areas within the District. In addition Sevenoaks has 17 designated Historic Parks and Gardens, the highest number in Kent. The District is currently covered by the South East Plan, though the Localism Bill proposes the abolition of regional plans.

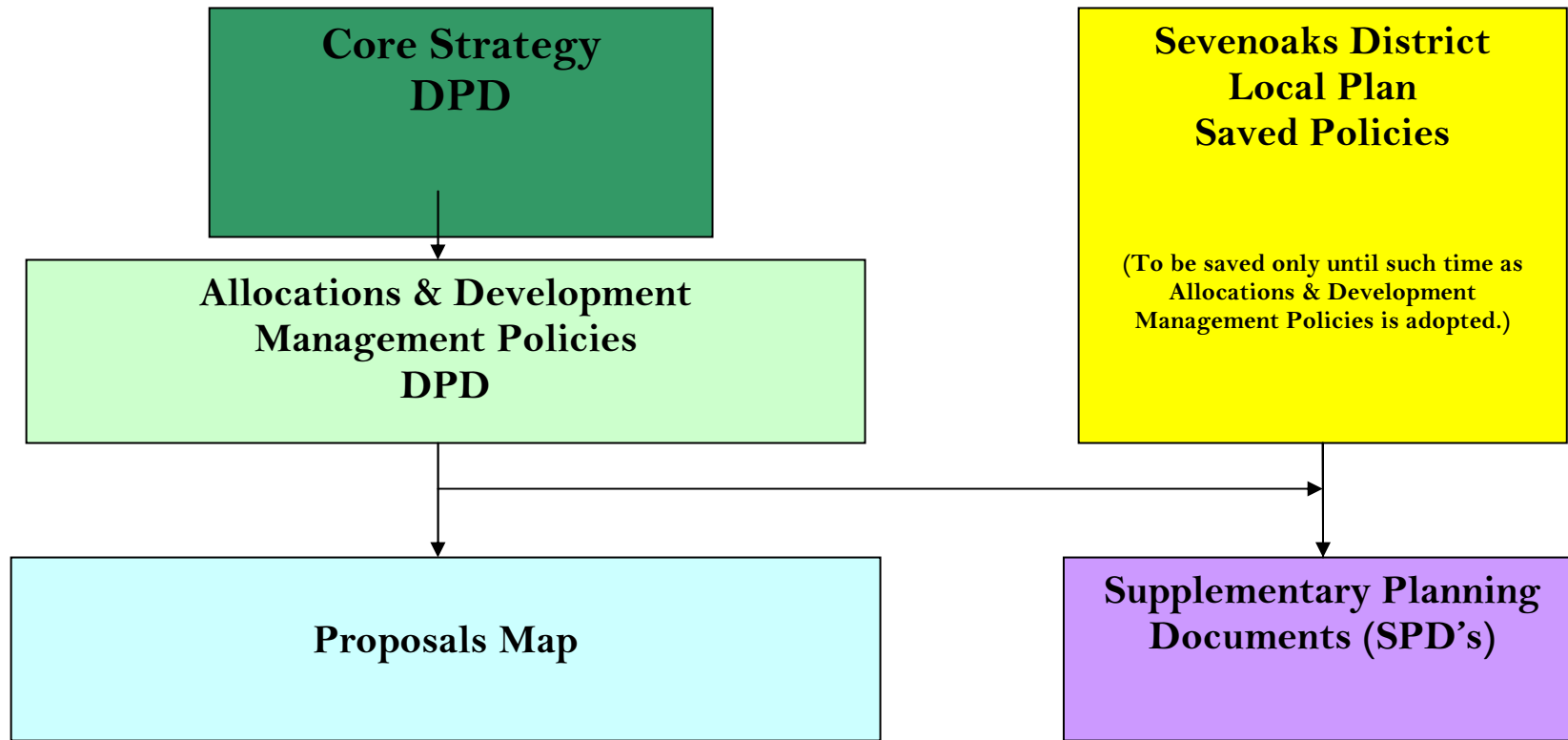
Current Statutory Development Plan

- 1.8 Following the adoption of the Core Strategy for the District in February 2011 the current Development Plan for the District comprises:
- *The South East Plan 2009*
 - *The Sevenoaks District Core Strategy 2011*
 - *the remaining saved policies from the adopted Sevenoaks District Local Plan 2000*
 - *the saved policies from the Kent Minerals Subject Plan: Brickheath Written Statement adopted 1986*
 - *the saved policies from the Kent Minerals Local Plan: Construction Aggregates adopted 1993*
 - *the saved policies from the Kent Minerals Local Plan: Chalk and Clay adopted 1997*
 - *the saved policies from the Kent Minerals Local Plan: Oil and Gas adopted 1997*
 - *the saved policies from the Kent Waste Local Plan adopted 1998*

Local Development Framework

-
- 1.9 The Council formally adopted a Statement of Community Involvement (SCI) in 2006. Future consultations to be carried out on all Development Plan Documents will be subject to the requirements set out in the SCI.
- 1.10 The figure over the page outlines the relationship between planning policy documents which will be or have already been produced.
- 1.11 The Council adopted the Core Strategy DPD in April 2011. The Council has four adopted SPDs. Kent Design was adopted as SPD in 2007, whilst the Residential Extensions SPD was adopted in May 2009. The Affordable Housing SPD and Countryside Assessment SPD were adopted in October 2011. These documents, together with the SCI and LDS, form the LDF for the District. The timetable for the production of additional LDF documents can be found in Chapter 3 Overall Programme and detailed descriptions of the documents can be found in Chapter 4 LDD Profiles.

THE SEVENOAKS LOCAL DEVELOPMENT FRAMEWORK KEY DIAGRAM



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2 TRANSITIONAL ARRANGEMENTS

Saved Plans

- 2.1 The Kent and Medway Structure Plan 2006 expired on 6 July 2009. However a series of policies from the adopted Sevenoaks District Local Plan 2000 have been saved from 27 September 2007. The Core Strategy replaced some of these policies and those still remaining in force are listed in Appendix 1. They will be replaced by the Allocations and Development Management DPD.

3 TIMETABLE FOR PRODUCTION OF DPDS

3.1 The following is an indicative timetable for the production of the Local Development Framework. Whilst the Council is no longer required to include SPD's within the timetable, they are included for information purposes. Priority will be given to the preparation of DPDs. The District will support the preparation of Neighbourhood Plans but they are not included as their preparation is led by local parish and town councils. Planning Briefs for other key development sites identified in the Core Strategy may also be required. If needed these will be added to the schedule for completion during the LDS period.

	2012												2013												2014											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Development Plan Documents																																				
Allocations & Development Management Policies DPD	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	
CIL Charging Schedule	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	
Gypsy and Traveller DPD																																				
Supplementary Planning Documents																																				
Residential Character Areas SPD - Sevenoaks	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep																								
Residential Character Areas SPD - Swanley																									Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep
Residential Character Areas SPD - Edenbridge																									Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep
Green Belt SPD	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep	
Horsiculture SPD																																				

Development Plan Documents

- Preparation (Regulation 25)
- Informal Consultation (Regulation 25)
- Pre-Hearing Meeting
- Pre-Submission Publication (Regulation 27)
- Cabinet/Committee Approval
- Hearing
- Submission (Regulation 30) - Key Milestone
- Inspector's Report
- Adoption - Key Milestone

Supplementary Planning Documents

- Preparation
- Consultation
- Adoption

4 LDD PROFILES

- 4.1 The following table profiles the Development Plan Documents to be prepared by the Council up to the end of 2014.
- 4.2 This edition of the LDS includes an amendment to bring the LDS up to date. The Core Strategy DPD, Countryside Assessment SPD and Affordable Housing SPD were all adopted in 2012 and have therefore been removed from the LDS. The Developer Contributions SPD will now be incorporated in the CIL Charging Schedule and has therefore also been removed. A Gypsy and Traveller DPD has been added to the scheme. Evidence gathering for this DPD commenced in 2012 and the timetable for its production mirrors that for the CIL Charging Schedule.

Local Development Document	Area	Chain of Conformity	Led By	Other Contributors	Resources Required	Reasoned Justification
<p>Core Strategy DPD (adopted Feb 2011)</p> <p>The Core Strategy sets out the vision for the District. It contains spatial policies that deal with the distribution of development in the District and general policies that help to deliver the vision.</p>	Whole District	National Policy ▼ Core Strategy	SDC Policy Team	<p>Head of Community Development</p> <p>Head of Housing</p> <p>Head of Development Services</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LDF Advisory Group time</p> <p>Sevenoaks Community Partnership time</p> <p>Financial resources for evidence base, consultation, publication,</p>	The Core Strategy is the first stage in preparing the spatial expression of the Community, and other, Strategies. It is a statutory requirement. It provides a strategic framework for the preparation of other LDDs.

					postage and publicity	
<p>The Allocations and Development Management DPD</p> <p>The DPD will identify new land use site allocations including housing and other land use designations such as the Green Belt and AONB boundaries. It will also include detailed policies for the management of development that will be used in the determination of planning applications and to ensure that development will achieve the vision of the Core Strategy.</p>	Whole District	<p>National Policy ▼ Core Strategy ▼ Allocations and Development Management</p>	SDC Policy Team	<p>Head of Community Development</p> <p>Head of Housing</p> <p>Head of Development Services</p> <p>Head of Financial Services</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LDF Advisory Group time</p> <p>Sevenoaks Community Partnership time</p> <p>Financial resources for consultation, publication, postage and publicity</p>	<p>This deals with the allocation and designation of areas of land. In terms of new allocations it will identify housing sites to meet the Core Strategy provision. It will also show national designations such as Green Belt AONBs and local designations which aim to protect existing uses under development pressure such as green spaces, shopping frontages and business areas. It will also include detailed development management policies where needed that will replace the remaining Saved Local Plan policies and provide an up to date local policy framework for the detailed consideration of development proposals.</p>

<p>The Community Infrastructure Levy (CIL) Charging Schedule</p> <p>The charging schedule will set out the charges applicable to new developments to fund necessary infrastructure improvements for the District</p>	<p>Whole District</p>	<p>National Policy ▼ Core Strategy ▼ CIL Charging Schedule</p>	<p>SDC Policy Team</p>	<p>Head of Community Development Head of Housing Head of Development Services Parish/Town Councils</p>	<p>Officer and Member time LDF Advisory Group time Sevenoaks Community Partnership time Financial resources for consultation, publication, postage and publicity</p>	<p>The preparation of a charging schedule is a requirement for authorities introducing CIL. Funding from CIL is necessary to support necessary infrastructure improvements required to support new development in the District. The charging schedule will be supported by evidence of infrastructure needs and costs drawing on the Core Strategy Infrastructure Delivery Plan. As it is proposed to restrict the use of S106 agreements from 2014 the charging schedule needs to be in place by that date.</p>
<p>The Gypsies and Travellers DPD</p>	<p>Whole District</p>	<p>National Policy ▼ Core Strategy ▼ Gypsies and Travellers DPD</p>	<p>SDC Policy Team</p>	<p>Head of Community Development Head of Housing Head of Development Services Parish/Town Councils</p>	<p>Officer and Member time LDF Advisory Group time Sevenoaks Community Partnership time Financial resources for consultation, publication, postage and publicity</p>	<p>The Gypsies and Travellers DPD will make provision for sites for gypsies and travellers in response to local needs and historic demand taking account of national policy and relevant Core Strategy Policy, including Policy SP6. The DPD will be supported by a local needs assessment to be completed in 2012.1</p>

5 SUPPORTING STATEMENT

Background Studies

- 5.1 The Council has commissioned a number of background studies that will be used as an evidence base for the preparation of the LDF. These are set out in the table below:

Study	Comments
Appropriate Assessment report	Completed June 2009
Affordable Housing Viability Study	Completed November 2009
Strategic Housing Land Availability Assessment (SHLAA)	Completed July 2008 Updated September 2009
Hotel Study	Completed August 2007
Employment Land Review	Completed January 2008
Retail Study	Completed May 2005. Updated October 2007 Updated June 2009
Open Space Study	Completed January 2009
Settlement Hierarchy	Completed October 2009
Strategic Flood Risk Assessment	Completed May 2008
Transport Study	Completed January 2007
Sevenoaks District Strategy for Transport	Completed July 2010
West Kent Strategic Housing Market Assessment	Completed December 2008
Gypsies and Travellers Local Needs Assessment	Due for completion in February 2012

Sustainability Appraisal

- 5.2 Sustainability Appraisal (SA) of all DPDs will be required to assess how they will impact on the social, economic and environmental fabric of the District. SA involves five stages and the preparation of three key reports as follows:

- *Stage A: Setting the context and objectives, establishing the baseline and deciding on the Scope (Scoping Report)*
- *Stage B: Developing and refining options (Initial SA Report)*
- *Stage C: Appraising the effects of the plan (Final SA Report)*

-
- *Stage D: Consulting on the plan and SA Report*
 - *Stage E: Monitoring implementation of the plan*

5.3 Sustainability Appraisal was carried out at all stages in the preparation of the Core Strategy and of stages completed so far in the Allocations and Development Management DPD.

Reporting Structures

5.4 The Council has set up an LDF Advisory Group that comprises elected Members reflecting the political balance of the Council, representatives from both Town and Parish Councils and representatives from the Sevenoaks District Community Partnership. The Portfolio Holder chairs the Group and Officers attend meetings as required. The group's role is to advise and act as a sounding board during the preparation of the LDF. The group will also consider Officer reports before they are presented to the Cabinet.

5.5 Cabinet is responsible for making executive decisions affecting preparation of the LDF, scrutinised by the Environment Select Committee. Draft LDDs will go to Full Council for approval prior to Formal Submission.

Resources

5.6 The Planning Policy Team is located within the Development Services Directorate at the Council. Members of the team have other duties in addition to the preparation of the Local Development Framework.

5.7 Following is a list of the Officers within the team when it is fully staffed, along with an estimate of the amount of time that each officer will give to the preparation of the Local Development Framework:

- *Team Manager 75%*
- *Principal Planning Officer 75%*
- *Senior Planning Officer 60%*
- *Senior Planning Officer (part time 4 days per week) 60%*

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- *Senior Planning Officer 60%*
 - *Planning Policy Officer 60%*
 - *LDF Monitoring Officer (part time 3 days per week) 80%*
 - *Planning Policy Technical Clerk 10%*

5.8 For the preparation of specific Local Development Documents, the Council will call on the expertise of other appropriate members of staff. These include members of the Development Control Team, Housing Policy team, and Community Development Team.

5.9 The Council will draw on expertise from Kent County Council and also has access to a range of expertise and skills within the Kent Downs and High Weald AONB Units.

5.10 A Service Plan with Performance Management targets based on LDS milestones and internal reporting is prepared annually and will be reviewed in line with the Annual Monitoring Report and any revisions to this LDS. This will be used to inform individual work plans for team members.

Financial Resources

5.11 A 5 year budget plan has been prepared in consultation with the Head of Financial Services which will form part of the Council's overall budget setting.

Protocol for Amending the LDS and LDF

5.12 The Annual Monitoring Report may highlight the need to review the Local Development Scheme and the Local Development Framework.

5.13 The Council has prepared a protocol which sets out the Council's procedures for amending the LDS and the LDF to cover:

- *the introduction/withdrawal of LDD;*

-
- *the introduction/withdrawal of an Area Action Plan; and*
 - *amendment to any of the documents within the LDF including the proposals map.*

6 GENERAL RISK ASSESSMENT FORMS

Date: January 2012
 Service: Local Development Framework
 Assessed By: Alan Dyer
 Location: Planning Policy
 Review Date: January 2013

No	Hazard	Severity 1-5 1=low 5=high	Likelihood 1-5 1=low 5=high	Level of Risk	Control Action / Contingency Action	Result	Triggers for Action
1	External factors such as publication of the National Planning Policy Framework being delayed and guidance not being issued in a timely manner leading to uncertainty in the strategic planning background and potential delay if guidance is unclear	3	3	9	This is beyond the Council's direct control Maintain close liaison with PINS, and the Department of Communities and Local Government (DCLG). Agree revised LDS timetable with GOSE and PINS if necessary.	N	Lack of response
2	Government planning reforms may lead to changes in future requirements for LDFs	2	4	8	The Core Strategy already identifies a significant role for Parish Plans and Village Design Statements and for other initiatives developed at a local level, including Neighbourhood Plans. It is therefore well-placed to take on board the Localism agenda which reduces the severity score. Monitor emerging proposals and be prepared to carry out a further early review of the LDS if necessary. Give priority to DPDs if there are additional	A	Progress in implementing the Localism Act and related guidance

					demands on available resources		
3	Staff turnover, sickness or retirement	4	3	12	Incentives maintained to retain staff including market payments and career grade structures. Give priority to DPDs over SPDs should there be an extended loss of staff resources.	A	Appraisal System and 1-1 sessions.
4	Production and Council approval of the various components of the LDF are late (for whatever reason) with subsequent knock-on effect on the overall timetable	3	2	6	Reporting procedures in place to review progress against timetables and intervene at an early stage to keep LDF work on track.	A	Failure to meet targets and milestones in the LDS
5	Extended Citrix failure. Failure of main computer server - inability to access software programs	5	1	5	Return to conventional network system Set up limited paper files for essential records	T	Known problem – if it fails, everything stops
6	The budget for LDF work is inadequate financial resources to complete the LDF according to timetable.	4	3	12	A long term rolling budget programme has been set and agreed by Members. The LDS has been reviewed to re-programme activity and achieve a substantial saving by reducing the number of separate DPDs Undertake joint working with partners to cut costs Maximise use of the website to reduce printing costs	T	Budget over spend
7	The Inspector for the Examination considers the DPD as unsound resulting in considerable extra work for planning officers and failure to meet planned timescales	5	1	5	The Council will seek to minimise this risk by ensuring that the DPDs are sound founded on a robust evidence base and high standard to stakeholder and community engagement Use of Counsel to advise on procedural and soundness issues	T	Inspector's Report

					<p>Establish and maintain close liaison with key stakeholders and maintain close liaison with PINS, and the CLG</p> <p>Monitor outcome of comparable DPDs and identify relevant lessons</p> <p>Maintain staff training.</p>		
8	There is a legal challenge to the adoption of the DPD	4	1	4	The Council will seek to minimise this risk by ensuring that the DPDs are sound founded on a robust evidence base and high standard of stakeholder and community engagement	T	Notice of challenge

Key;

N = Not adequately controlled (11-25)

A = Adequately controlled (6-10)

T = Trivial risk (1-5)

7 GLOSSARY OF TERMS

Abbreviation	Document Name	Document Description
AMR	Annual Monitoring Report	Authorities are required to produce AMRs to assess the implementation of the LDS and the extent to which policies in the LDF are delivering the Council's spatial vision.
CIL	Community Infrastructure Levy	A levy on new development to fund infrastructure improvements. The levy is supported by a charging schedule which sets out the levy for different types of development supported by evidence of future needs and costs of provision.
DCLG	Department for Communities and Local Government	DCLG sets policy on local government, housing, urban regeneration, planning and fire and rescue. In England, it has responsibility for all race equality and community cohesion related issues, building regulations, fire safety and some housing issues.
DPD	Development Plan Document	The Documents that a local planning authority must prepare, and which have to be subject to rigorous procedures of community involvement, consultation and independent examination. The Core Strategy is the key plan within the LDF and should be prepared by every local planning authority. Other DPDs may be prepared where necessary to provide additional detail which would not be suitable for a Core Strategy and which needs to have development plan status.
LDF	Local Development Framework	The LDF is the collection of local development documents produced by the local planning authority which collectively deliver the spatial planning strategy for the District.
LDD	Local Development Document	LDDs comprise DPDs, and SPDs.
LDS	Local Development Scheme	The LDS sets out the programme for preparing Development Plan Documents.
PINS	Planning Inspectorate	Independent body which undertakes examination of the LDF.
PPS	Planning Policy Statement	Government statements of national planning policy.
SA	Sustainability Appraisal	Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF.
SCI	Statement of Community Involvement	Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF, and the steps that will be taken to facilitate this involvement.
SPD	Supplementary Planning Document	Documents which will provide further guidance regarding how development plan policies should be implemented.

APPENDIX 1: REMAINING SAVED LOCAL PLAN POLICIES FOLLOWING ADOPTION OF THE CORE STRATEGY

Policy	Title
Chapter 4 Environment	
EN1	Development Control – General Principles
EN4A-C	Access for Persons with Disabilities
EN6	Area of Outstanding Natural Beauty
EN9	Green Spaces
EN17B	Sites of Nature Conservation Importance and Local Nature Reserves
EN23	Conservation Areas – Development
EN25A-B	Archaeological Remains and Assessments
EN26	Historic Parks and Gardens
EN27	Shopfronts
EN31	Outdoor Lighting
EN34	Rural Lanes
Chapter 5 Natural Resources	
NR10	Pollution from Development
Chapter 6 Green Belt	
GB1	Green Belt Boundaries
GB3A-B	Re-use of Buildings in the Green Belt
GB5	Major Developed Sites
Chapter 7 Transport	
T2	A25 Seal Road/Bat and Ball Junction
T8	Development Control Volume of Traffic Access
T9	Development Control Volume of Traffic Access
T10	Development Control Volume of Traffic Access
Chapter 8 Vehicle Parking	
VP1	Car Parking Standards
VP10	Car Park Edenbridge
VP11	Car Parks – Rural Areas
Chapter 9 Housing	
H1(B)	Allocation Hitchen Hatch Lane Sevenoaks
H1(D)	Allocation Bus Garage Swanley

H1(K)	Allocation Cray Road Crockenhill
H1(M)	Allocation North of Goldsel Road Swanley
H3	Phasing of Allocated Sites
H6A-B	Conversions and Extensions
H7A-B	Loss of Accommodation
H8	Care Homes
H13	Replacement Dwellings
H14A-B	Extension of Dwellings
H16	Mobile Homes and Residential Caravan Sites
H17	Mobile Homes and Residential Caravan Sites
H18	Mobile Homes and Residential Caravan Sites
H19	Mobile Homes and Residential Caravan Sites
H20	Gypsy Sites
H21	Sites for Travelling Showpeople
Chapter 10 Employment	
EP1(C)	Allocation Goldsel Road Swanley
EP1(D)	Allocation Button Street Swanley
EP1(E)	Allocation Broom Hill Swanley
EP1(F)	Allocation Edenbridge Town Station
EP1(G)	Allocation Edenbridge Station
EP1(H)	Allocation Tannery Site Edenbridge
EP1(I)	Allocation Warren Court Farm Halstead
EP1(J)	Allocation Cramptons Road Sevenoaks
EP1(K)	Allocation North Downs Business Park Dunton Green
EP1(L)	Allocation Chaucer Business Park Kemsing
EP8	Development in Business Areas
EP11A	Development in Rural Settlements
EP13	Replacement of Commercial Buildings
Chapter 11 Shopping	
S3A-B	Local Shops and Village Centres
S4	Farm Shops and Retail Units in the Countryside
S6	Hot Food and Takeaways
Chapter 12 Urban Areas and Rural Towns Sevenoaks	
ST1A	Town Centre Sevenoaks
ST2	Primary Frontages Sevenoaks
ST6	Blighs Meadow Sevenoaks
ST9	Farmers Public House Hitchin Hatch Lane Sevenoaks
ST10	Land at Morewoods Close Sevenoaks
ST11	Waterworks Site Cramptons Road Sevenoaks

Chapter 12 Urban Areas and Rural Towns Swanley	
SW1	Town Centre Swanley
SW6	Bevan Place Swanley
SW7	Goldsel Road Swanley
SW8	Broom Hill Swanley
Chapter 12 Urban Areas and Rural Towns Edenbridge	
EB1	Town Centre Edenbridge
EB2	Primary Frontages Edenbridge
EB3	Land adjoining the Town Centre Edenbridge
EB4	Tannery Site Edenbridge
Chapter 12 Urban Areas and Rural Towns Westerham	
WS1	Town Centre Westerham
WS2	Primary Frontages Westerham
Chapter 13 Villages and Rural Settlements	
HL1	Warren Court Farm Halstead
WK2	Brands Hatch
WK6	Noise Nuisance
Chapter 14 Tourism, Sport and Recreation	
TR5	Camping and Caravanning
SR9	Horses and Stabling
Chapter 15 Public Services	
PS6	Former Churchill School Westerham

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An Introduction to the Community Infrastructure Levy (CIL)

This note sets out nationally prescribed rules and regulation on CIL. The vast majority of the matters raised are not open to local interpretation.

What is CIL?

CIL is a mechanism that allows Charging Authorities to collect a standard charge from developers to fund infrastructure required as a result of development in the District.

Who can charge CIL?

Local Planning Authorities are the CIL Charging Authorities. This means that Sevenoaks District Council are the Charging Authority for the District.

What do Charging Authorities need to do in order to be able to charge CIL?

Charging Authorities need to adopt a Charging Schedule before they can begin charging CIL. Charging Schedules need to be subject to public consultation and independent examination. In this respect, Charging Schedules are similar to Development Plan Documents of the Local Development Framework, such as the Core Strategy.

Charging Schedules set out the charge per sq m of development. This can be different for different forms of development or in different areas but only where viability considerations dictate.

What needs to be considered in preparing a CIL Charging Schedule?

A sound CIL Charging Schedule must be based on evidence that infrastructure is required to support the development planned in the District. This must show a gap between funding available from other mainstream sources and what is needed to deliver the necessary infrastructure. A sound schedule must also be based on evidence that the delivery of the overall scale of development planned would not be non-viable as a result of the CIL Charge. The viability of individual sites does not need to be considered.

As long as the charge is less than or equal to the level required to fund the infrastructure required and less than or equal to the limit above which the overall scale of development is likely to be non-viable, it is up to the Charging Authority to determine what level the charge should be.

Can different CIL charges be applied to different forms of development or development in different areas of the District?

CIL charges can vary according to the type of development or the location. However, this can only be as a result of viability evidence showing that the rate applied in other parts of the District or for other types of development would not be viable. Policy decisions to promote development of a certain type or in a

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certain area by setting a lower charge are considered to constitute 'State Aid' and are not permitted.

How is the CIL charge that a developer should pay calculated?

CIL is calculated by applying the relevant per sq m charge from the Charging Schedule to the floorspace of the permitted development minus the floorspace of any existing buildings on site. As a result, any change of use is not subject to CIL and the replacement of existing buildings on brownfield sites will reduce the CIL charge to be paid.

What forms of development are excluded from CIL?

As well as those uses that the Charging Authority excludes from the Charging Schedule on the grounds of viability, there are some forms of development that do not need to pay CIL. These are:

- any development of less than 100 sq m unless this is the development of one or more dwellings;
- affordable housing;
- any buildings into which people do not usually go or those into which people go only intermittently for the purpose of inspecting or maintaining plant or machinery; and
- development by a charity to be used for charitable purposes.

The Charging Authority can also choose to extend the exemptions to include:

- development by a charity that forms an investment from which the profits will be used for charitable purposes;
- development which can show exceptional circumstances exist (note: the tests for proving exceptional circumstances and issues that the Council must consider, such as 'State Aid' legislation, mean that there will be very few cases where exceptional circumstances can be accepted to exist).

Is CIL negotiable?

CIL is non-negotiable. It can only be waived in exceptional circumstances, if the Charging Authority chooses to allow this. The tests for proving exceptional circumstances and the issues that the Council must consider, such as 'State Aid' legislation, mean that there will be very few cases where exceptional circumstances can be accepted to exist.

Won't CIL make developments non-viable or put house prices up?

In setting the CIL charge, Charging Authorities must show that the overall scale of development planned would not be undeliverable as a result of viability issues. However, individual developments may be made non-viable by CIL. As CIL can only be waived in genuinely exceptional circumstances, some developers are likely to have to take a loss on development or wait for market conditions to improve. In the long-run, CIL will provide certainty about the level of charge that a developer must pay and he/she will be able to factor this in to the price that they pay for land. Recent consultation on s106 contributions issues suggests that developers would welcome this greater certainty.

Won't CIL put house prices up?

Prices of new houses are usually set with regard to comparable existing properties rather than build costs. CIL will either reduce the profits of developers or, more likely in the longer term, the price that they pay for the land.

It is also highly likely to be the case that the CIL charge will be a small percentage of the total build costs and significantly lower than the affordable housing contribution.

What can CIL be spent on?

CIL must be spent on infrastructure to support the development of the area. This can include infrastructure that falls outside of the Council's administrative boundaries.

CIL can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure. It does not have to be used to fund capital investment.

Unlike planning obligations, there is no requirement that there is a functional link between the development paying and the infrastructure that it is funding.

There is no requirement that CIL funds are spent on the infrastructure identified in the evidence to support the preparation of the Charging Schedule.

Amongst other things, infrastructure includes:

- roads and transport facilities,
- flood defences,
- schools and educational facilities,
- medical facilities,
- sporting and recreational facilities, and
- open spaces.

Currently, affordable housing is specifically excluded. However, the Government is considering giving local authorities the ability to include this.

A proportion of CIL can also be spent on the administrative costs of operating the system.

What can CIL not be spent on?

CIL can not be spent on anything that is not required to support the development of the area. It can not be used to fund Council services that are not necessary to support new development, i.e. it can not be used to provide infrastructure to support existing development.

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What role do other organisations play in the CIL process?

The Government is proposing to amend the regulations to ensure that a 'meaningful proportion' of CIL is paid to the town or parish council. It has not decided what this proportion should be.

CIL funds passed to town and parish councils would still need to be spent on infrastructure to support development.

Town and parish councils would have a statutory responsibility to report annually on how CIL funds collected are being spent, amongst other things.

SDC needs town and parish councils, particularly in areas where development is planned, and other infrastructure providers (including the NHS, KCC, Kent Police) to identify what infrastructure is required to support development in order to ensure that there is enough evidence of a funding gap to justify a CIL charge.

Monies paid to town and parish councils can be transferred to other organisations, at the discretion of the town or parish council, where they are delivering a key local infrastructure project (i.e. KCC to develop a school)

Will the Council be required to give CIL receipts to other organisations?

It is the Government's intention that a 'meaningful proportion' of CIL receipts should be passed to town and parish councils in which development occurs. Whilst it is likely that SDC will want to transfer some CIL receipts to other organisations where they are the relevant infrastructure providers, there is no requirement in legislation, regulation or policy that means that they must.

Will town and parish councils where no development is proposed benefit from CIL?

Town and parish councils will only automatically receive CIL money when qualifying development occurs in their area. SDC could choose to allocate CIL money to other town and parish councils where infrastructure in their area is necessary to support development in another town/parish or in the District generally.

How does CIL fit in with the use of planning obligations / s106 agreements?

Planning obligations will still be used to secure site specific s106 contributions, as long as this is not for infrastructure that could be funded through CIL. Once CIL is adopted or from April 2014, whichever comes first, developer contributions will no longer be able to be pooled from more than 5 s106 agreements, if the infrastructure they are funding could be secured through CIL. At present, affordable housing would continue to be funded through s106 agreements. Therefore, the pooling restriction would not apply.

What are the benefits of CIL?

CIL will provide more certainty to developers about what they will have to pay for infrastructure, which will help them to decide upon an appropriate price to pay for development land.

CIL will also provide more certainty for local authorities and infrastructure providers on what funds they can expect to receive.

The system will be more transparent and evidence based than the current planning obligations system, with the public and developers being able to see how funds have been spent.

The CIL system will be speedier as there will be no time needed for negotiation.

The CIL system will be fairer as it will apply to all developments. In the past, smaller developments have rarely contributed towards new infrastructure.

What are the potential negative impacts of CIL?

Some developments may be made non-viable as a result of the need to pay CIL.

The process of preparing a Charging Schedule is time consuming and requires a detailed evidence base.

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Statutory Basis for the Community Infrastructure Levy

The primary legislation for CIL was introduced by sections 205 to 225 of the [Planning Act 2008](#). This was amended by sections 114 and 115 of the [Localism Act 2011](#). The main changes related to the power of examiners considering CIL Charging Schedules and to the payment of a proportion on CIL to town and parish councils.

Regulations on the operation of CIL are set out in the [Community Infrastructure Levy Regulations 2010](#). These regulations have been amended by [CIL \(Amendment\) Regulations 2011](#) and it is anticipated that they will be amended again in April 2012 by a new set of regulations.

Statutory Guidance on CIL is set out in [Community Infrastructure Levy Guidance: Charge Setting and Charging Schedule Procedures](#).

Sound Charging Schedules and the CIL Levies Set

London Borough of Redbridge

£70 per sq m for all types of development anywhere in the District.

Shropshire Council

£40 per sq m for residential development in certain parts of the District and £80 per sq m for residential development in other parts of the District.

Nil charge for all non-residential development.

Newark and Sherwood

£0, £45, £55, £65 or £75 per sq m for residential development depending on where it is in the District.

£100 per sq m for retail (A class) uses anywhere in the District.

£0, £5 or £15 per sq m for industrial development depending on where it is in the District.

Nil charge for all other forms of development.

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West Kent Equality Partnership – Aims and Commitments for 2012-16

Cabinet – 8th March 2012

Report of the: Chief Executive

Status: For Decision

Also considered by: Social Affairs Select Committee – 27th March 2012

Key Decision: Yes

Executive Summary: A document setting out aims and commitments for the West Kent Equality Partnership has been prepared and is being presented for approval. It will replace the Council's current Comprehensive Equality Policy and Scheme.

This report supports the Key Aim of the Community Plan.

Portfolio Holder Cllr. Bracken

Head of Service Chief Executive – Robin Hales

Recommendation to Cabinet:

(a) It be resolved that Cabinet adopt the West Kent Equality Partnership Aims and Commitments for 2012-16.

(b) It be resolved that Cabinet delegate authority to the Portfolio Holder for Safe and Caring Communities to respond to any comments by the Social Affairs Select Committee, in order to comply with the statutory timescale.

Recommendation to Social Affairs Select Committee:

(c) It be resolved that Social Affairs Select Committee receive the West Kent Equality Partnership Aims and Commitments for 2012-16

Reason for recommendation: To ensure the Council complies with its obligations under the Equality Act 2010.

Introduction

- 1 The approval of the equality aims and commitments are within the Council's Policy Framework and a matter for the Cabinet.

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Equality Act 2010

- 2 Equality legislation changed in 2010, requiring the Council to take specific actions to ensure its legal obligations are met. The Act sets out a 'Public Sector Equality Duty' which requires public authorities to have 'due regard' to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees. As part of the duty, the Council is required to prepare and publish one or more objectives by 6th April 2012 and at least every four years thereafter. A statutory code of practice for the Public Sector Equality Duty is not due to be published by the Equality and Human Rights Commission until Spring 2012 but in the meantime we are required to comply with the statutory deadline and have taken non-statutory guidance into account.

West Kent Equality Partnership

- 3 The West Kent Equality Partnership was formed in 2010 between Sevenoaks District Council, Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council. The partnership has developed a joint response to the requirement to publish equality objectives intended to support improved partnership working and to allow authorities to report shared outcomes against common objectives.

Aims and Commitments

- 4 The West Kent Equality Partnership Aims and Commitments 2012-16 are attached at Appendix A. These have been informed and developed by officers from all three authorities. This will replace the Council's existing Comprehensive Equality Policy and Scheme. The aims and commitments are set out in a more concise document which takes a proportionate approach in responding to the duty reflecting the demographic profile of our communities and current resource constraints. It also aims to support and strengthen the corporate priorities within each authority.

Key Implications

Financial

The implementation of actions to achieve the aims and commitments will need to be incorporated into appropriate service planning and service budgets.

Community Impact and Outcomes

The West Kent Equality Partnership Aims and Commitments are intended to have a positive impact on our communities and people who use our services. Outcomes will be reported on annually.

Legal, Human Rights etc.

The Council is required to comply with the Equality Act 2010. Failure to do so may result in action being taken by the Equality and Human Right Commission, including issuing a formal 'compliance notice' and possible court action.

Resource (non-financial)

Within existing resources.

Value For Money and Asset Management

The West Kent Equality Partnership is supported by a shared officer. Production of shared aims and commitments are also intended to streamline future progress reports.

Equality Impacts

Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?

No. The aims and commitments are designed to address key areas of discrimination or disadvantage.

Does the activity make a positive contribution to promoting equality?

Yes. The aims and commitments are designed to deliver outcomes that will make a positive difference to our communities. These will be monitored and reported on annually.

Sustainability Checklist

The aims and commitments set out outcomes that support the Council's commitment to equitable access and services.

Conclusions

The West Kent Equality Partnership Aims and Commitments for 2012-16 set out the future direction for the partnership and demonstrates our compliance with the Equality Act 2010.

Risk Assessment Statement

If the aims and commitments are not adopted, the Council will not be able to demonstrate its compliance with the Equality Act 2010 and action may be taken against the Council by the Equality and Human Rights Commission.

Appendices Appendix A – West Kent Equality Partnership Aims and Commitments for 2012-16.

Background Papers: None

Contact Officer(s): Sarah Lavallie
West Kent Equalities Officer
Ext 7224 (part-time)

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West Kent Equality Partnership Our Aims and Commitments for 2012-16

Sevenoaks District Council

Tonbridge & Malling Borough Council

Tunbridge Wells Borough Council



Agenda Item 7

This document sets out the aims and commitments for the three West Kent authorities – Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council - for 2012-16.

The aims and commitments in this document have been identified by taking a complete view of the factors that may lead to disadvantage. We want to make sure that people have the opportunity to reach their potential and that our services meet their needs.

This document supports and strengthens the corporate priorities within each Council by identifying common aims that we will all work towards. The commitments in this document apply to Councillors and staff and set standards for others who deliver services for our Councils.

As a Community Leader we will:

Work together to find and reduce the effects of reduced financial resources by:

- Taking informed decisions and being accountable for them;
- Asking for the views of local people, groups and representatives and responding to them;
- Delivering results that make a positive difference to people; and
- Leading by example when working with partners and contractors.

Aim	How will we measure our results?
We will make sure our events and activities are open to all and raise awareness.	<ul style="list-style-type: none">- We will assess peoples' experiences of our events and activities, including those linked to the 2012 Olympic/ Paralympic Games.- We will review access to and attendance at events and services, including Kent County Council's Integrated Youth Service.
We will record, monitor and respond to 'hate' incidents.	<ul style="list-style-type: none">- We will make data on reported cases available- We will deal with cases properly.

As a Service provider we will:

Work together to make sure our customers experience good customer service by:

- Helping everyone to make use of the services to which they are entitled;
- Giving information and advice in suitable ways; and
- Gathering feedback and information from all those entitled to use our services only where suitable and needed to inform the way we provide services.

Aim	How will we measure our results?
We will improve the way we give information.	<ul style="list-style-type: none"> - We will check we are using clear and concise language. - We will make sure customers don't need to return to us to understand our webpages, letters, emails or forms.
We will identify and deal with physical barriers to our services.	<ul style="list-style-type: none"> - We will publish details of measures we have taken to deal with barriers.
We will find ways to adapt our services and direct people more easily between services within resource limitations.	<ul style="list-style-type: none"> - We will publish details of where we can make improvements.

As an employer we will:

Make sure that our employment policies are fit for purpose and work together to turn these into practices which:

- Select, appoint and promote individuals only on the basis of merit;
- Encourage all staff to develop and reach their potential;
- Provide a safe and accessible workplace;
- Provide fair and open pay and reward systems; and
- Make sure staff treat each other with dignity and respect.

Aim	How will we measure our results?
We will establish the extent and nature of any issues about equal pay.	<ul style="list-style-type: none"> - We will publish details of any issues and how we have addressed these.
We will make sure we have a consistent way of giving flexible working and retirement.	<ul style="list-style-type: none"> - We will publish details of patterns of home working and flexible retirement and how we have addressed any issues

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Delivering our commitments

- We will produce joint annual reports setting out what we have done against these aims and commitments.
- We will continue with our programme of equality impact assessments and work together on these where suitable.
- We will develop an action plan setting out how we will deliver our aims and commitments.

Rights and Responsibilities

- The Chief Executive of each Council will have overall responsibility for implementing the aims and commitments in this document.
- Senior Managers will make sure their service areas comply with this document.
- Each member of staff has responsibility to read, understand and implement this policy statement and to take responsibility for their own behaviour. Each Councillor has responsibility to read, understand and make sure their behaviour has regard for this policy statement.
- Implementation of these aims and commitments will be monitored by the Corporate Equalities Monitoring Groups at each Council.

**If you require this document in large print or in any other format,
please contact:** *(phone numbers for each authority to be added).*

CABINET – 8 MARCH 2012.

COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2012/13

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

Status: For Decision

Executive Summary: This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2012/13.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Community Wellbeing Portfolio Holder and the Balanced Communities Portfolio Holder, who have been trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report supports all of the Key Aims of Sustainable Community Plan.

Portfolio Holder Cllr. Mrs Bosley

Head of Service Head of Community Development - Lesley Bowles

Recommendation: It be RESOLVED that:

- a) Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 14.

Background

- 1 The Council's Community Grant Scheme supports voluntary organisations that, through their work, contribute to the priorities set out in the Sustainable Community Action Plan 2010-13.

Introduction

- 2 The grant guidelines were reviewed during 2010/11 and revised guidelines were agreed by Cabinet on 30 September 2010.

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- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2011. The closing date was 18th November 2011. The total budget available for distribution in 2012/13 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to a three year Service Level Agreement (SLA).
- 4 A total of 38 grant applications have been received, representing total grant requests of £105,672.
- (a) A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A
 - (b) A copy of the scheme guidelines is attached at Appendix B
 - (c) A full schedule of applications is attached at Appendix C. The Community Wellbeing Portfolio Holder has copies of all of the applications and a full set is available in the Member's Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
 - (d) Two organisations submitted more than one application. Under the grant guidelines, organisations may only submit one application. Both organisations withdrew one application :
 - Kent Association for the Blind
 - Play Place Innov8
 - (e) One application was received that was subsequently withdrawn by the applicant as follows:
 - Cruse Bereavement Care

Appraisal Process

- 5 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained by the University of the West of England in grant appraisal and a detailed consultation with the Community Wellbeing Portfolio Holder and Balanced Communities Portfolio Holder. Recommendations have been made in accordance with the Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:
- 5.1 the extent to which the applicant will achieve the Council's objectives set out in paragraph 1 of the Guidelines;
 - 5.2 the extent to which the grant will benefit residents of the District and whether it is commensurate with the amount applied for;
 - 5.3 the extent to which an even service can be provided across the District either by the applicant or in conjunction with other applicants; and
 - 5.4 the level of reserves held by the applicant.

6 The 2012/13 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA (excluding housing advice)	£ 98,540
Amount available for grants	£ 54, 791
Total Budget	£ 153,331

8 Information required from applicants is proportionate to the level of grant applied for and is divided into two categories:

- (i) Category A: Up to and including £500
- (ii) Category B: Over £500 and up to an including £5,000

Grant Applications

9 A wide variety of applications have been received this year from voluntary and community organisations working in the District. Community organisations tend to be focused on particular localities or groups within the community; many are dependent entirely or almost entirely on voluntary activity. Some groups employ paid staff and work across the District as well as in other areas of Kent. The types of activities carried out by voluntary and community groups in the District can be broadly summarised as follows:

- Community infrastructure and umbrella services – these provide by groups who provide services to other voluntary and community groups, such as advice about funding and training;
- Volunteering services;
- Advice and counselling services;
- Activities for specific groups, such as older people, families, young people and people with disabilities;
- Arts and sports – the Community Grant scheme grant aids Sevenoaks District Arts Council and the Sevenoaks District Sports Council, who in turn provide onward funding to arts and sports groups across the District.

Recommended Level of Grant

10 A summary of the total value of recommendations in this report and the total budget is set out below.

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11

Total 2012/13 grant budget available to voluntary sector and youth groups, arts and sports councils and play schemes (subject to approval of budget)	£153,331
Grants to CABx for 2012/13 under the terms of the agreed SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,790
Total recommendations	£153,330

12 A full list of grants recommended to voluntary and youth groups is attached at Appendix C.

13 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Voluntary Action Within Kent or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

Recommended Conditions

14 It is recommended that grants be made to voluntary organisations subject to the following conditions:

- (i) that performance indicators are adhered to and monitored;
- (ii) that appropriate recognition of the this Council's funding contribution is made in all their publicity; and
- (iii) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

Key Implications

Financial

15 The level of funding recommended is in accordance with the 2012/13 budget of £153,331.

Non financial Resources

16 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Community Impact and Outcomes

- 17 The Community Grant Scheme assists a wide variety of voluntary organisations across the District to provide services for residents in greatest need. Often the support of the District Council enables organisations to lever in additional funding, adding value for money. Examples of the types of services provided are given in paragraph 9.

Equality Impact Assessment

- 18 The Scheme exists to help voluntary groups who provide services for residents of the District, particularly those working to help those in greatest need. The Scheme's aims include to support 'Work or projects which improve opportunities for vulnerable and elderly people or those with particular needs including those that encourage community participation. All applicants confirm that they have an equalities policy or sign an equalities statement.

Legal, Human Rights etc.

- 19 There are no legal or human rights issues relating to this report. All organisations applying for funding are required, where appropriate, to have child protection and/or adult protection policies.

Sustainability Checklist

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

Conclusion

- 21 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District.

22 Risk Assessment Statement

RISK	IMPACT	CONTROL
Grants allocated may be lower than requested	It may result in the organisation providing services to a lower level than envisaged, depending on the level of other funding achieved	Application forms ask whether the project could continue if funding were reduced. The appraisal process looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.

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<p>As a condition of grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or adult protection policies are in place.</p>	<p>Failure to carry out checks could mean that services funded by Council funding could put children or vulnerable adults at risk</p>	<p>Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.</p>
<p>Grant allocations not approved in March.</p>	<p>The Council will not meet the terms of its published service standards.</p>	<p>A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.</p>

Sources of Information:

2012/13 Grant Application files
 Grant scheme guidelines
 Sevenoaks District Council Code of Practice for grant-making

Contact Officer(s):

Lesley Bowles Ext. 7335

DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF COMMUNITY AND PLANNING SERVICES

KRISTEN PATERSON

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.
- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.

- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

SEVENOAKS DISTRICT COUNCIL

COMMUNITY GRANT SCHEME GUIDELINES 2012/13

- 1 The Sevenoaks District Council Community Grants scheme exists to help voluntary groups who provide services for residents of the District, particularly those working to help those in greatest need. In particular, the Council wishes to help groups to deliver the following priorities in the District-wide Sustainable Community Action Plan. The Council will not grant aid work that is the responsibility of statutory agencies.
 - 1.1 Community Safety:**
Community based projects which help to reduce crime or anti-social behaviour;
 - 1.2 Health Improvement:**
Community-based projects which improve the wellbeing of local residents, focussed on the areas of greatest need;
 - 1.3 Social Inclusion:**
Work or projects which improve opportunities for vulnerable and elderly people or those with particular needs including those that encourage community participation;
 - 1.4 Information, Advice, Advocacy and Counselling**
Providing information, advice, advocacy or counselling to support residents of the District when they are in particular need;
 - 1.5 Strengthening the Voluntary Sector Infra-Structure**
Work which strengthens other voluntary sector organisations, e.g. training, sharing best-practice, encouraging volunteering;
 - 1.6 Young People's Community Involvement:**
Projects designed to meet the needs of young people enabling them to play an active role in their communities, partnership youth projects or providing activities, opportunities or support to young people in the areas of greatest need;
 - 1.7 Arts and Sports**
Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall well being of residents and encourage the inclusion of groups with particular needs;

2 Which organisations can apply?

2.1 Any independently established organisation which:

- provides services that will directly benefit the area and residents of the District and can clearly demonstrate this;
- has an area of operation greater than one parish or benefits residents of more than one parish;
- has a constitution or set of rules setting out its aims and objectives;
- has a bank or building society account in its own name;
- can provide independently examined or, for smaller organisations, signed accounts for the last two financial years, or, for a new organisation, a feasible forward business plan with draft accounts;
- can provide an equal opportunities statement or can sign the statement provided and is meeting appropriate statutory requirements;
- for those organisations dealing with children, young people or vulnerable adults, can confirm that all staff and any volunteer likely to be unsupervised at any time, have enhanced level criminal records bureau checks and appropriate training.

This includes:

- 2.2 Sevenoaks District Sports and Arts Councils, to assist with developing sports and arts in the District.
 - 2.3 Rural Parish Councils specifically engaged in partnership youth work across more than one parish.
 - 2.4 Community Interest Companies (CICs) that can show that the organisation is established for community purposes and that an asset lock is in place to ensure that funding is ring-fenced for the purpose it has been granted for.
- Please note that *individual* sports and arts organisations should apply to the Sevenoaks District Sports Council and the Sevenoaks District Arts Council respectively. Please also see paragraph 6.8.

3. What sort of spending can be grant-aided?

The following sets out the type of expenditure which can be grant-aided, the monitoring required and the closing date for each level of grant.

<p>Category A (Up to and including £500)</p> <p>Community Grants Scheme:</p> <ul style="list-style-type: none"> • Equipment • Training • Volunteers’ travelling expenses • Hire of premises • Information or publicity • Other project costs 	<p>MONITORING</p> <p>The applicant will be asked to complete a short form towards the end of the financial year (March 2013) describing how the grant has been used</p>
<p>Category B (More than £500 & less than £5,000)</p> <p>Community Grants Scheme:</p> <ul style="list-style-type: none"> • Equipment • Training • Volunteers’ travelling expenses • Hire of Premises • Information or publicity • Other project/service costs • Core costs which support the project/service for which funding has been applied 	<p>MONITORING</p> <p>The applicant should set out suitable performance indicators on the application form and will be asked to report progress against each indicator in September 2012 and March 2013</p>

Core Costs

The Council cannot make on-going commitments to fund the core costs of any organisation. However, it recognises the need for voluntary organisations to secure core cost funding. For category B applications, the Council will consider funding project/service costs as set out above and if necessary, the proportion of the organisation’s core costs necessary to support the delivery of the project/service for which the application is made. Consideration will be given to additional funding for core costs where the voluntary organisation can demonstrate that it is:

- helping the District Council to deliver priority services;
- leveraging into the District additional funds; and
- making savings through improved partnership working.

The Council will only fund these costs if it is satisfied that the total cost is commensurate with the benefit derived.

4. Allocation of Grants

In assessing grant applications, particular attention will be paid to:

- 4.1 the extent to which the applicant will achieve the objectives set out in paragraphs 1 & 2;
- 4.2 the benefit which the grant will give to residents of the District and whether it is commensurate with the amount applied for;
- 4.3 whether an even service can be provided across the District either by the applicant or in conjunction with other applicants;
- 4.4 the level of reserves held by the applicant. As a general rule, organisations with reserves of twelve months running costs or more will not be considered for grant-aid. For the purposes of the grant, reserves include any cash or funds held in current and deposit accounts, investments or other assets with the exception of buildings and other capital assets used in the day-to-day running of the organisation. Funds which have been designated by the donor for a particular purpose need not be taken into account when calculating the level of reserves.
- 4.5 The District Council will seek to ensure that it balances its spending between a cross-section of activities.

5. We will not grant-aid:

- 5.1 private concerns operated as a business;
- 5.2 organisations seeking to add capital to their investments or reserves;
- 5.3 local organisations whose total fund-raising is sent to their Central HQ for redistribution;
- 5.4 national organisations or local groups with appropriate access to funds from national 'umbrella' or 'parent bodies';
- 5.5 Church Councils; however, applications from voluntary organisations linked to a church or religious body will be considered;
- 5.6 individuals seeking sponsorship;
- 5.7 work that should be provided by statutory bodies, educational, health or social services establishments, apart from rural Parish Councils engaged in partnership youth work;
- 5.8 parent teacher organisations;

5.9 campaigning or specific interest groups who exist to further their own chosen interests;

Please note that individual sports and arts grants are dealt with in paragraph 6.10.

6 Additional information

6.1 The Council reserves the right not to run the grant scheme in any one or more years. The Council will give as much notice as possible if grant scheme is not to be run or there is a significant reduction in funding;

6.2 On-going commitments will not be made. Funding is provided on a one-year only basis;

6.3 Please note that we can only accept **ONE** application from any organisation.

6.4 Funding provided must be ring-fenced for use to help Sevenoaks District residents;

6.5 Applicants will be expected to provide information about other funding they receive or have applied for;

6.6 Any organisation receiving a grant must co-operate fully with the Council in any evaluation of the way in which the grant was used;

6.7 Any organisation receiving a grant must acknowledge this support in any publicity leaflet and/or annual report which it produces;

6.8 Grants will not be made retrospectively;

6.9 Any grant not used for the agreed purpose will be clawed back at the year end;

6.10 Grant applications for local arts or sports schemes are dealt with by the local Sports and Arts Councils. Application forms are available from the Sports and Arts Councils and completed forms should be sent direct to:

Sevenoaks District Sports Council
C/O Sencio Community Leisure
66 London Road
Sevenoaks

Kent TN13 1AT

Sevenoaks District Arts Council
C/O Bryan Richardson (Applications Secretary)
15 Cavendish Avenue
Sevenoaks
Kent TN13 3HP

If you would like a large type application form, please contact Simon Davies on 01732 227000 or Mincom 01732 227480.

Community Grant Scheme - Schedule of Applications 2012/13

Appendix C

Ref No	Name of Organisation	Purpose			Grant app. 2012/13	Suggested allocations	Reason for refusal	Notes
			2010/11	2011/12				
3	North West Kent Volunteer Centre (Northern Parishes)	To continue to run Volunteer Transport Scheme throughout Northern Parishes of the District and publicise and encourage volunteering on behalf of all voluntary and community organisations.	£9,200	£5,000	£5,000	£5,000		
8	Sevenoaks District Arts Council (District-wide)	To provide grants and underwriting to support arts, music, drama, dance across the Sevenoaks District	£8,500	£5,000	£5,000	£5,000		
23	Relate West & Mid Kent (District-wide)	To provide a bursary assistance to District residents unable to afford cost of counselling	£1,000	£800	£750	£750		
26	Rural Age Concern - Darent Valley (Swanley and Northern Parishes)	Service and overhaul of Parker Bath at Meeting Point Day Centre	£0	£0	£500	£500		
30	Sevenoaks District Sports Council (District-wide)	Help funding: Coaching, Coaching Courses, helping new sports clubs, social sports for older generations, helping all ages with disability sport.	£8,500	£5,000	£5,000	£5,000		
44	Sevenoaks Christian Counselling Service (District-wide)	To pay for subsidised counselling sessions for clients who cannot afford to pay full cost	£600	£600	£900	£600		
51	Family Matters (District-wide)	Towards cost of providing specialist counselling to survivors of childhood sexual abuse, sexual assault and rape	£600	£1,000	£3,000	£1,000		
54	Crockenhill Darby and Joan Club	Help towards yearly hall rent, coach trips to the coast, equipment for activities and Christmas lunch	£100	£0	£200	£0	8	

Community Grant Scheme - Schedule of Applications 2012/13

Appendix C

Ref No	Name of Organisation	Purpose			Grant app. 2012/13	Suggested allocations	Reason for refusal	Notes
			2010/11	2011/12				
58	CVSNWK (Swanley and the Northern Parishes)	To provide information, support, advice and training to voluntary/community sector in Swanley and the Northern Parishes	£1,000	£1,300	£3,600	£1,000		
66	Edenbridge Voluntary Transport Service	Contribution towards cost of operating transport service	£500	£500	£500	£500		
85	VAWK (District-wide) - includes the former Sevenoaks Volunteer Development Agency - who merged with VAWK to become one agency in 2008, VSU Youth in Action (District-wide), who merged with VAWK in 2009 and 121 Youth Befriending, who merged with VAWK in 2009	CVS, Volunteer Centres, VSU, 1-2-1 Youth Befriending	£19,450	£14,250	£20,000	£14,250		
92	British Red Cross (District-wide)	To extend existing peer education programme into Sevenoaks District	No application	No application	£3,000	£1,500		
120	Edenbridge Holiday Activities Scheme	Help fund costs of Easter and Summer Playscheme (2 weeks each)	£250	No application	£5,000	£250		
148	Sevenoaks Home Library Service (Sevenoaks and surrounding Parishes)	To assist with costs of maintaining the van	£300	£100	£100	£100		
173	Compaid Trust (District-wide)	To help fund specialist software and equipment to help expand outreach service for people living with a wide variety of disabilities	£100	£2,000	£3,000	£1,000		
195	Dartford, Gravesham & Swanley MIND	To fund the provision of counselling rooms in Swanley and volunteer travel costs	No application	£2,390	£1,600	£1,400		
196	Sevenoaks PHAB (District-wide)	Support weekly activities of the group	£250	£300	£300	£300		

Community Grant Scheme - Schedule of Applications 2012/13

Appendix C

Ref No	Name of Organisation	Purpose			Grant app. 2012/13	Suggested allocations	Reason for refusal	Notes
			2010/11	2011/12				
206	Sevenoaks Volunteer Transport Group	To provide low-cost transport scheme for elderly, infirm and disabled residents	£500	£500	£500	£500		
264	West Kent Mediation (District-wide)	To fund the continuing provision of a free, professional, impartial, confidential mediation service for all SDC residents	£6,400	£5,000	£5,000	£5,000		
316	Kemsing Open Door	To supports costs of providing coach outings and Christmas lunch	£100	£0	£400	£0	8	
323	North Kent Crime Prevention Panel (District-wide)	To continue the ongoing work of the panel. To keep the advice centre bus on the road	£1,000	£1,000	£1,000	£850		
325	Brasted & Sundridge Evergreens	Hall Hire	No application	£0	£400	£0	8	
328	HAWK Youth Partnership (Hartley, West Kingsdown and New Ash Green)	Partnership project between SDC, KCC and the Parish Councils to deliver youth clubs in New Ash Green, West Kingsdown and Hartley	£7,000	£4,500	£5,000	£2,500		Reserves exceed annual expenditure
344	Tonbridge & District Mencap (District-wide)	To fund a variety of activities for children and young adults with learning and physical disabilities	No application	No application	£4,800	£1,290		
368	Family Action Building Bridges (Edenbridge and surrounding parishes)	Volunteer travel and training expenses	£1,100	£1,800	£500	£500		
378	10th Sevenoaks Scouts (Wealds Own) (Sevenoaks & Weald)	To refurbish existing toilet block and incorporate a shower	No application	No application	£5,000	£0	3	
394	Bridges (Edenbridge)	Fund replacement tables and chairs at the Centre	£750	£750	£1,000	£500		

Community Grant Scheme - Schedule of Applications 2012/13

Appendix C

Ref No	Name of Organisation	Purpose			Grant app. 2012/13	Suggested allocations	Reason for refusal	Notes
			2010/11	2011/12				
409	Invicta Education Business Partnership (District-wide).	To provide a 2 week "Safety in Action" event at Dorton House School between 16th and 27th April 2012	£1,000	£800	£2,000	£800		
419	2158 (Sevenoaks) Squadron Air Training Corps	To fund purchase of a MTA Team Kit to assist in experiential learning and development of key skills for young people	£0	£0	£1,195	£0	2	
425	Play Place Innov8 Community Interest Company (Shoreham)	To fund the Shoreham youth club for 38 weeks	£3,000	£0	£5,000	£0	8	Application only supports one ward
429	Simon Paul Foundation (Swanley and the Northern Parishes)	To contribute towards running costs of quarterly drop-in sessions in Swanley for people who have physical disabilities	£0	No application	£500	£200		To fund socialising only, not information and advice
443	Vitalise (District-wide)	To contribute towards cost of respite care break	No application	No application	£186	£0	2	
444	KAB Sevenoaks Young Visually-impaired Group (Sevenoaks and the surrounding parishes)	Transport costs, hall hire, social events for the group	No application	No application	£300	£250		
445	Thursday Fellowship (Hextable, Swanley and Swanley Village)	Buy a small PA system and an outing to the seaside for those physically unable to cope	No application	No application	£500	£0	7	The group does not have a Constitution
446	Domestic Abuse Volunteer Support Services (District-wide)	Supports core costs and volunteer expenses for newly set up charity, to enable the provision of support services for people experiencing domestic abuse	No application	No application	£5,000	£2,500		
447	The Avenues Trust Group (District-wide)	To fund development of a newsletter to be produced by people with a learning disability. To be produced 4 times a year	No application	No application	£3,155	£1,000		

Ref No	Name of Organisation	Purpose			Grant app. 2012/13	Suggested allocations	Reason for refusal	Notes
			2010/11	2011/12				
448	Hospital Radio Tunbridge Wells	To rent accommodation to continue service in Tunbridge Wells. Also plans to reinstate service to Sevenoaks Hospital	No application	No application	£3,500	£0	2	
449	Forgetmenot Support Services CIC (District-wide)	Music Therapy Services: one new service in Sevenoaks and to continue and extend current pilot in Swanley	No application	No application	£3,286	£750		

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Refusal Reasons

- 1 The organisation's reserves are considered to be too high to enable a grant to be recommended
- 2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme
- 3 The available level of funding is not sufficient for the Council to be able to support this priority
- 4 This service is primarily the responsibility of another agency
- 5 This is an advice service that does not have CLS accreditation
- 6 This application is for work taking place in a different financial year
- 7 Application is ineligible under the Community Grant Guidelines
- 8 This application cannot be supported as priority has been given to applications supporting a wide area of the District

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CABINET - 8TH MARCH 2012

BIG COMMUNITY FUND – ALLOCATION OF FUNDING FOR CROCKENHILL & WELL HILL WARD IN JANUARY BIDDING ROUND

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

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) an application for £3,000 to the Big Community Fund from the Crockenhill and Well Hill Ward, submitted by the Village Hall Management Committee following the death of Cllr Colin Dubsdal, be approved.

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.

Introduction

- 4 This application was supported by Cllr Colin Dibsall in its preparation stages but was not ready to be submitted before his death. The application has been referred to Cabinet for decision as it was not possible for the application to be dealt with in the usual manner as it could not be signed by the Ward Member. The application has been fully appraised by a Members Appraisal Panel who recommended that the full £3,000 be granted. The application is included at Appendix A.
- 5 Members of the Appraisal Panel asked that the Village Hall Management Committee should use the project to commemorate Cllr Dibsall.

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Key Implications

Financial

6 There are no financial implications to this report.

Non financial Resources

7. The work connected with the Big Community Fund administration and monitoring is being undertaken through existing resources.

Community Impact and Outcomes

8 The Scheme's aims ensure that each grant will positively address local needs, ensuring a good impact on the community.

Legal, Human Rights etc.

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

Sustainability Checklist

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

12 Risk Assessment Statement

RISK	MITIGATION
That the project is unable to proceed for unforeseen reasons	The grant will be paid on receipt of an invoice for the work that has been countersigned by the delivery organisation to confirm that the work has been satisfactorily completed.

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

DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF COMMUNITY AND PLANNING SERVICES

KRISTEN PATERSON

Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Crockenhill Ward**
- 2 **Name of Member: Colin Dibsall**
- 3 **Name of delivery organisation: Crockenhill Village Hall Management Committee-registered charity number 302724**

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

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

Telephone number of main contact: 01322 662149

- 4 **Description of Project:**
To create a pathway connecting the village hall carpark to the village hall main entrance.
The current access is totally unacceptable for disabled and mother and baby use and the current pathway cannot be extended due to damp course and steps.
The current alternative is to use the access road which is too far away from the hall security lighting and generally during busy drop off times has cars parked along it even though signs are clearly displayed saying not to. The field of vision around parked cars can be difficult and at night, without the benefit of lighting can be hazardous. It is also used by SDC lorries to empty modules and too dangerous to walk along. A child was nearly knocked down recently and two claims were made from people who have fallen down the steps.

- 5 **Total project cost: £4,484.83 + VAT**

How will the money be spent? Removing existing fencing around the enclosed nursery play area, cutting a pathway through grass area, removing earth, edging pathway, providing a pathway surface, resiting the fencing for the enclosed nursery play area, positioning of bollards on the verge to stop parking for health and safety reasons and clearing materials from site.

Contributions from other funders if applicable:

Agenda Item 9

balance of money required will be paid by the Crockenhill Village Hall Management Committee funds.

Amount requested from the SDC Big Community fund:

£ 3,000.00

6 Your community

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

A survey was carried out earlier in the year by the Crockenhill Village Hall Management Committee asking village residents who were regular hirers, how the village hall could be improved for their use. Improved access was one of the things that came back as being needed.

7 What is the need for the project?

The village hall is the hub of the community and is a focal point for the village. It is used every morning by a nursery group for children between the ages of 2 and 5 years old. The village hall is also used by a variety of groups such as the rights of way walkers, Guides and Brownies, W.I, Darby & Jones Club, Line dancing, Craft classes all of which benefit the residents of the village. In April a questionnaire was circulated to regular hirers asking how the village hall could be improved for their use. The village hall carpark is listed as a public carpark and is also used by mothers of the children at the primary school in the same road, residents who use the village shops and church goers as the Parish Church doesn't have its own off road car parking. Creating the pathway should encourage mums to park here for the school making it safer for the children and it is intended to provide a disabled parking space in the near future and the new path will have dropped kerbs to encourage this.

8 Long term benefits

Please comment on the lasting effects of the project:

A safe access regardless of ability, disability or need will have been provided for the residents of Crockenhill. This car park facility is the only one available in the centre of the village. This carpark which is at the rear of the the village hall will connect pedestrians to either the entrance to the hall itself or the road leading to the school, shops or church.

9 The impact of your project

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

From residents feedback, useage and prevention of accidents.

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?

Very little on going maintenance costs as the surface will be tarmac which will be weed sprayed and these costs will be met by the Crockenhill Village Hall Management Committee.

11 Supporting statement from the sponsoring Local Member:

Signed (sponsoring Local Member)

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

Signed [redacted] (Local Member)

Signed *S.M. Abbott* (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 *14/12/11*

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

