



Sevenoaks

DISTRICT COUNCIL

Despatched: 31.10.12

Cabinet
08 November 2012 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

Agenda

Membership:

Chairman: Cllr. Fleming
Cllrs. Mrs. Bosley, Mrs. Bracken, Mrs. Clark, Mrs. Davison, Hogarth, Mrs. Hunter and
Ramsay

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence.		
1. Minutes Minutes of the meeting held on 11 October 2012.	(Pages 1 - 6)	
2. Declarations of interest		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council None		
5. Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution) (a) Edenbridge Conservation Area Appraisal and Management Plan (Environment Select Committee – 4 September 2012) (b) Annual Review of Car Parking Charges for 2012/14 and Christmas Parking 2012 (Environment Select Committee – 23 October 2012) (c) Kent Joint Municipal Waste Management Strategy (Services Select Committee – 1 November 2012)	(Pages 7 - 10)	

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|-----|---|----------------------|--|
| 6. | Annual Review of Parking Charges for 2013/14 and Christmas Parking 2012 | (Pages 11 - 34) | Gary Connor
Tel: 01732
227310 |
| |  | | |
| 7. | Local Council Tax Support Scheme | (Pages 35 - 70) | Adrian Rowbotham
Tel: 01732
227153 |
| |   | | |
| 8. | Kent Joint Municipal Waste Management Strategy | (Pages 71 - 88) | Richard Wilson
Tel: 01732
227262 |
| |  | | |
| 9. | Edenbridge Conservation Area Management Plan | (Pages 89 -
172) | Alan Dyer
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227440 |
| |  | | |
| 10. | Annual Monitoring Report 2012 | (Pages 173 -
250) | Alan Dyer
Tel: 01732
227440 |
| |  | | |
| 11. | Establishing a Police and Crime Panel for Kent and Medway | (Pages 251 -
272) | Philippa Gibbs
Tel: 01732
227247 |

 Indicates a Key Decision

 Indicates a matter to be referred to Council

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

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

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

The Democratic Services Team (01732 227241)

CABINET

Minutes of the meeting of the held on 11 October 2012 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

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

Apologies for absence: Cllrs. Mrs. Bosley, Mrs. Hunter and Ramsay

Cllrs. Davison, Firth, Raikes and Miss. Stack were also present.

31. Minutes

Resolved: That the minutes of the Cabinet meeting held on 13 September 2012 be approved and signed as a correct record.

32. Declarations of interest

There were no declarations of interest.

33. Questions from Members (maximum 15 minutes)

There were no questions.

34. Matters referred from Council

There were no matters referred from Council.

35. Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)

- (a) Edenbridge Conservation Area Appraisal and Management Plan
(Environment Select Committee – 4 September 2012)

This issue will be considered at the meeting on 8th November 2012.

- (b) Annual Treasury Management Report 2011/12 (Performance and Governance -
18 September 2012)

This was considered under Minute 37.

- (c) Argyle Road Offices, Accommodation for Outside Organisations (Performance and
Governance - 18 September 2012)

This was considered under Minute 36.

- (d) Universal Credit Scrutiny Board – Findings (Services Select Committee – 25 September 2012)

This was considered under Minute 38.

36. Argyle Road Offices, Accommodation for Outside Organisations

Members considered a report outlining proposals for the use of the office accommodation vacated following the relocation of Environmental Health to Dartford. The District Council had been approached by Moat Housing, currently renting 12 desk spaces, with a request to rent a further 3 desk spaces. In order to accommodate the additional desk spaces it was proposed that Moat Housing move to the area vacated by Environmental Health on the first floor of the Argyle Road Offices.

Officers were also in discussion with Kent County Council Social Services who were looking for accommodation for 6 staff. These staff could be accommodated within the second floor area that would be vacated as a result of the proposed Moat Housing move with the remaining 6 desk being used as corporate hot desks until an alternative occupier was identified.

To achieve this capital expenditure in the sum of £7,000 was needed to be invested by the District Council in respect of furniture and alterations to the power supply with each proposed tenant being responsible for providing their own IT and telephony systems at no cost to the District Council.

The Property Manager explained that the proposals would increase income to the Council and would reduce revenue costs on the building.

In response to a question from a visiting Member, the Property Manager explained that staff from outside organisations were given coded Entacards which enabled them to access the building but restricted access to the car park.

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

37. Annual Treasury Management Report 2011/12

Members considered a report providing a review of investment activity during 2011/12 as required by the Council's Financial Procedure Rules. The report outlined the strategy adopted during the year, showed the position of the investment portfolio at the beginning and the end of the year and provided details of how the fund performed in comparison with previous years and against various benchmarks.

The Deputy Chief Executive and Director of Corporate Resources reported as a result of the issues experienced with the Icelandic investments the Council has taken a more cautious approach when considering potential investments.

Members noted that a further review would be undertaken by the Performance and Governance Committee in November 2012.

Resolved that the Annual Treasury Management Report for 2011/12 be approved.

38. Universal Credit In-Depth Scrutiny Board - Findings

Members considered a report outlining the findings from the Universal Credit In-Depth Scrutiny Review. The review had been commissioned by the Services Select Committee at its meeting on 31 January 2012.

The Group Manager – Financial Services, introduced the report and highlighted the potential significant impact of this change on residents and staff. He advised that both he and the Deputy Chief Executive and Director of Corporate Resources were extremely grateful for the work that the Members’ Working Group had carried out, the clarity it had provided and the action plan that it was putting forward. It placed the Council in a strong position going forward in what could only be described as an uncertain period.

The Chairman of the Universal Credit In Depth Scrutiny Board spoke to the report outlining the background to Universal Credits, the effects on and possible role of local councils. Members were reminded that local councils currently had no defined role and no funding for implementation had been identified. As a result of this the way the Council communicated any possible changes would be key.

The Deputy Chief Executive and Director of Corporate Resources agreed that there was a need to have a dedicated co-ordinating group of Officers to take forward any changes. This group would be able to provide the Services Select Committee with regular updates.

A Member suggested that the extensive work that had been undertaken by the Working Party should be shared with other Local Authorities, possibly through the Local Government Association.

Resolved that the Strategy be adopted.

39. Performance Report

Members considered a summary of Council performance for the period to the end of August 2012.

The Portfolio Holder for Planning and Improvement introduced the report and explained that indicator LPI Waste 004 – Number of missed green waste collection - was giving cause for concern. The Deputy Chief Executive and Director for Community and Planning Services explained that staffing issues had arisen and these were now being addressed. A new Supervisor had been appointed and it was hoped that the recent improvements to the service would continue. The Portfolio Holder for Planning and Improvement highlighted that it was impossible to regulate who was buying green waste sacks and it was therefore down to the experience of staff to know who was likely to put sacks out. The Deputy Chief Executive and Director for Community and Planning Services confirmed that green waste bins were actively marketed to people who bought green waste sacks.

Referring to LPI DC 009 – Percentage of appeals against planning application refusal dismissed – a Member queried if the reasons for dismissal had been thoroughly

reviewed. The Deputy Chief Executive and Director for Community and Planning Services reported that Officers reviewed the reasons given when planning appeals went against the Council and as part of this instances where Officer recommendations were overturned at the Development Control Committee were also reviewed. Officers had also been reviewing how the Planning Inspectorate interpreted policy.

A visiting Member suggested that it may be helpful to reference the Select Committee responsible for the indicators as well as the Portfolio Holder. The Policy and Performance Manager agreed that this could be done for future reports.

Members noted that the Performance Indicators for the Economic Development and Partnership Portfolio would have to be reviewed.

Resolved that the report be noted.

40. Shared Services Environmental Health Enforcement Policy

The Environmental Health Teams of Dartford and Sevenoaks had revised their Enforcement Policy to reflect changes resulting from Government Guidance and the new Environmental Health Partnership arrangements that commenced in April 2012. The proposed revised policy ensured that Environmental Health enforcement actions are fair, consistent and transparent.

The Chairman reported that he and the Portfolio Holder for Economic Development and Partnerships had attended K College "Skills Fest" the previous day and had seen that a number of young people were interested in careers in Environmental Health.

The Portfolio Holder for Safer Communities highlighted that the Environmental Health Team provided a vital service that was outside of the public eye. Members thanked staff for the excellent service they provided.

Resolved that Full Council be recommended to approve the revised Environmental Health Enforcement Policy.

41. 10 Year Budget Savings Options

Members considered a report from the Leader of the Council outlining savings options for the achievement of the £300,000 per annum savings scheduled for year 3 of the 10 year budget (with effect from April 2012). It was agreed by Council in December 2010 that these savings would be found either through shared management or from further savings within Sevenoaks District Council's management. The Council had already identified additional savings of £60,000 per annum towards this target and to assist in clarifying options, the Chief Executive had notified the Leader of his personal intention to retire at the beginning of September 2013. The Leader reported that this decision had a major bearing on the options available and would shield the Council from what could otherwise be significant redundancy costs.

In considering the future Chief Executive role there were four basic options:

- (i) Straight replacement through external advertisement;
- (ii) Consider a shared Chief Executive arrangement with another District;

- (iii) Adopt the “Wiltshire” model (delete the Chief Executive post and manage the Authority through Leader/Cabinet/Directors; or
- (iv) Make an internal appointment.

The Leader proposed that the Council make an internal appointment from the current Directors, combining the role of Chief Executive with that of the successful Director. This would make a major contribution towards the savings target.

Following discussions, Members agreed that it made sense to pursue an internal appointment as this would provide the best balance of savings and continuity.

Resolved that option (iv) –make an internal appointment – be recommended to Full Council on 16th October 2012.

IMPLEMENTATION OF DECISIONS

This notice was published on 15 October 2012. The decisions contained in Minutes 36, 37, 38, 39. 40 and 41 take effect immediately.

THE MEETING WAS CONCLUDED AT 8.23 PM

CHAIRMAN

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Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)

- (a) Edenbridge Conservation Area Appraisal and Management Plan
(Environment Select Committee – 4 September 2012)

The report sought Members support for a new Conservation Area Appraisal and Management Plan for Edenbridge. The new plan had been prepared to meet local Best Value performance requirements and as part of background work which would contribute to the Local Development Framework (LDF).

Resolved: That the Edenbridge draft Conservation Area Appraisal and Management Plan, attached as Appendix B (Appraisal & Management Plan) to the report, be RECOMMENDED to Cabinet for adoption as informal planning guidance.

- (b) Annual Review of Car Parking Charges for 2012/14 and Christmas Parking 2012
(Environment Select Committee – 23 October 2012)

Members considered the annual review of parking charges which proposed options for increases in respect to car park and on street parking charges to meet the budget for 2013/14. The Committee also gave consideration to proposals for free Christmas parking for 2012.

The Parking and Amenity Manager explained that all the car park options put before the Committee achieved the 3.5% increase in charges reflected in the 10 year budget.

Councillor Mrs Purves proposed and Councillor Mrs Dibsdall seconded the following motion:

Sevenoaks car park changes should not be raised but be kept at the current level in order to encourage people in this difficult economic climate to come into the town and use the shops and other services.

The Chairman noted that this proposal would represent a loss of approximately £60,000 and these savings would have to be found elsewhere in the budget.

The Committee held a debate on the proposed motion. The motion was put to the vote and LOST.

It was suggested that increases should be applied to the Blighs car park with others slightly further out from the town centre remaining as they are. People could choose between paying higher charges for the convenience of parking very close to the shops or paying less but with a longer walk to the shops. Members were supportive of this proposal and went on to discuss the merits of increasing the 1 hour charge in the Buckhurst 1, Buckhurst 2, South Park, Suffolk way and Pembroke Road car parks by 10p to £1.00.

Councillor Grint proposed and Councillor Eyre seconded that all on-street parking charges for 30 minute short stay parking be raised from 10p to 20p
The motion was put to the vote and there voted –

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13 votes in favour of the motion

2 votes against the motion

The Chairman declared the motion to be CARRIED.

The Chairman proposed the following increases:

SEVENOAKS TOWN CENTRE - Blighs			Proposed Increase
Short stay	30 minute	50p	20p
" "	1 hour	£1.10	20p
" "	2 hours	£2.30	20p
" "	3 hours	£3.80	40p
Buckhurst 1, Buckhurst 2, South Park, Suffolk Way & Pemboke Road			
Short stay	1 hour	90p	10p
" "	2 hours	£1.60	-
" "	3 hours	£2.20	-
" "	4 hours	£3.20	-
Buckhurst 2 & Pembroke Road			
Long stay	all day	£4.20	-
Season tickets	year	£819	-
SEVENOAKS STATION			
Long stay	all day	£6.20	30p
Season tickets:			
Bradbourne	year	£1,050	£10
Sennocke	year	£1,090	£10
SEVENOAKS ST JOHNS HILL			
Short stay	30 minute	20p	-
" "	1 hour	40p	-
" "	2 hours	60p	-
" "	3-4 hours	£1.00	-
Long stay	all day	£2.90	-
SWANLEY			
Short stay	30 minute	20p	-
" "	1 hour	40p	-
" "	2 hours	60p	-
" "	3-4 hours	£1.00	-
Long stay	all day	£3.70	-
WESTERHAM			
Short stay	30 minute	20p	-
" "	1 hour	40p	-
" "	2 hours	60p	-
" "	3-4 hours	£1.00	-

Long stay	all day	£2.90	-
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The motion was put to the vote and CARRIED.

In considering the issue of free Christmas parking, a Councillor reported that anecdotal reports from traders suggested that this initiative did not increase footfall in the shops. The Chairman suggested that this initiative was the District Council’s way of saying “Happy Christmas”.

The Chairman proposed that free parking throughout the District be offered on Saturday 15th December and Saturday 22nd December.

Following a vote the motion was CARRIED.

Resolved: That the following recommendations be forwarded to Cabinet for consideration:

- (a) free parking throughout the District be offered on Saturday 15th December and Saturday 22nd December;
- (b) all on-street parking charges for 30 minute short stay parking be raised from 10p to 20p; and
- (c) car park charges for 2012/14 be increased by the following amounts:

SEVENOAKS TOWN CENTRE - Blighs		Proposed Increase
Short stay	30 minute	20p
" "	1 hour	20p
" "	2 hours	20p
" "	3 hours	40p
Buckhurst 1, Buckhurst 2, South Park, Suffolk Way & Pemboke Road		
Short stay	1 hour	10p
" "	2 hours	-
" "	3 hours	-
" "	4 hours	-
Buckhurst 2 & Pembroke Road		
Long stay	all day	-
Season tickets	year	-
SEVENOAKS STATION		
Long stay	all day	30p
Season tickets:		
Bradbourne	year	£10
Sennocke	year	£10
SEVENOAKS ST JOHNS HILL		
Short stay	30 minute	-

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" "	1 hour	-
" "	2 hours	-
" "	3-4 hours	-
Long stay	all day	-
SWANLEY		
Short stay	30 minute	-
" "	1 hour	-
" "	2 hours	-
" "	3-4 hours	-
Long stay	all day	-
WESTERHAM		
Short stay	30 minute	-
" "	1 hour	-
" "	2 hours	-
" "	3-4 hours	-
Long stay	all day	-

(c) Kent Joint Municipal Waste Management Strategy (Services Select Committee – 1 November 2012)

To Follow

CABINET – 8 NOVEMBER 2012

ANNUAL REVIEW OF PARKING CHARGES FOR 2013/14 AND CHRISTMAS PARKING 2012

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

Also to be considered by: Environment Select Committee 23 October 2012

Status: For Decision

Executive Summary:

This report is the annual review of parking charges. It proposes options for increases in respect to car park and on-street parking charges to meet the budget for 2013/14, and includes consideration of free Christmas parking for 2012.

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

Portfolio Holder Councillor Mrs Avril Hunter

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

Recommendation: It be RESOLVED that:

- (a) Members confirm the proposed increases to car park charges for 2013/14, subject to consultation as noted in the report;
- (b) Members confirm the proposed increases to on-street parking charges for 2013/14, subject to consultation as noted in the report;
- (c) free parking be provided in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas Day 2012; with the preferred dates to be confirmed and confirmation that the cost in terms of lost income be funded from Supplementary Estimates.

Introduction

1. Through the Council's budget process, the budget plan increase for parking income from both car park and on-street parking for 2013/14 is set at 3.5%.
2. In addition to achieving the target increases for both of the parking accounts, and for guide purposes in connection with the budget setting process, the options provided indicate additional income that could be achieved.
3. Included in this report is a suggestion that the Council considers repeating its free parking concession on two Saturdays before Christmas.

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Background

4. Because car park ticket machines do not accept bronze coins, and because of the general lack of availability of 5p coins, parking tariffs are usually set to the nearest 10p. This practice is commonly adopted by local authorities. It should be noted that although a tariff increase of 10p may be relatively low in monetary terms, it can be high in percentage terms depending upon the scale of the charge, particularly in relation to lower tariffs.
5. Historic information in respect to increases in the Council's car park charges is shown in the History of Parking Charges for Car Parks and On-Street Parking, attached as Appendix A. This has been taken into account in formulating the proposals and options put forward.
6. For guide purposes, current car parking charges for neighbouring authorities are attached as Appendix B.
7. For information, in relation to parking in the vicinity of rail stations, the current day charge for the station car parks operated on behalf of Southeastern Trains is £6.50 at Sevenoaks and £5.50 at Swanley. Annual season ticket charges at Sevenoaks are £1,176 for Car Park 4 (off Morewood Close) and £1,345 for Car Park 1 (adjacent the station).
8. The Annual Review of Parking Charges was considered by the Environment Select Committee on 23 October 2012 and, for information, the Committee's recommendations to Cabinet are summarised in Appendix E.

Car Park Proposals for 2013/14

9. The budget increase of 3.5% is £68,075.
10. Proposals and options are provided and attached as Appendix C. This comprises a table showing individual increases proposed and the resultant income for all three options, and a second table showing the same increases in percentage terms. All income figures quoted are net of VAT.
11. The proposals within each option are not exclusive to that particular option, but can be interchanged or swapped with those in other options to provide a preferred set of proposals should Members so wish. However, care should be taken to maintain the charging differential between the Blighs car park and the other short stay car parks in the town centre.
12. In Option 1, a straight 10p increase has been applied to most tariffs except to some longer period tariffs where a 20p increase may be more appropriate. In the Swanley, Westerham and St Johns Hill, Sevenoaks car parks only the most used, longer period tariffs have been included.
13. In Option 2, slightly higher increases have generally been applied in order to preserve the current charges for 30 minutes parking in Blighs and for 1 hour in the other town centre car parks. This is suggested to encourage turnover of spaces in the town centre.

14. In Option 3, the application of a higher set of increases to the short stay tariffs in the Sevenoaks town centre car parks, excluding the shortest periods, obviates the need to consider increases in the other car parks. This approach would avoid increasing day charges, which tends to mostly effect town centre workers, and would avoid increasing season ticket costs for town centre and station car parks where the take-up of season tickets has tended to drop-off over recent months.
15. Although not shown in the options, there may be scope to consider increasing the day charge in the Bradbourne and Sennocke car parks by 30p to £6.50. This would bring it in line with the current charge in the other station car parks which is the policy normally followed. The rail operator usually reviews its parking charges in the Spring.
16. The two-day ticket in the Bradbourne car park will be automatically adjusted so that its twice the day ticket rate.
17. All of the options shown achieve the budget target of 3.5%, but in different ways. As stated earlier, individual proposals can be selected from any of the Options to provide a preferred selection should Members wish.
18. The cost of altering ticket machines and signing has been taken into account in the budget figures provided.
19. The adjustment of car park charges will require an amendment to the Council's Off-Street Parking Places Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of the proposals. To enable any revised charges to take effect at the beginning of April 2013, the proposals would need to be advertised in January so that any objections received could be reported to Cabinet for consideration in February to facilitate implementation on, or as soon after, 1st April 2013.

Car Parks – Evening Charge

20. As for last year, no increases to the evening parking charge are proposed. As Sevenoaks District Council is one of a few Councils in this area of Kent that have an evening parking charge, and taking into account the likely impact any increase may have upon businesses in the Sevenoaks town centre, no increase is proposed as part of this review.

Car Parks – Sunday Charges

21. Because of the likely impact upon surrounding residential streets, the consideration of Sunday parking charges is not included in this review. Should members feel this is something which should be considered, it is recommended that a separate review be undertaken.

On-Street Proposals for 2013/14

22. The target increase of 3.5% is £18,455.

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23. Last year's on-street review concentrated upon changes to permit costs along with a few adjustments to the long stay charges as shown in the History of Parking Charges, Appendix A.
24. This year's review does not effect permit charges, but suggests increases to the longer periods of pay and display to achieve the budget target. In addition, a revision to the charges in Westerham are proposed to continue the standardisation of tariffs which featured in last year's review.
25. It is noted that the charges in Swanley were amended to the standard tariff last year. However, it is considered appropriate to include this area in the options so that it is kept in line with the other areas within the District.
26. In respect to the parking scheme outside Knockholt station, as this was only implemented last year and is subject to a scheme review, it has not been included in this review.
27. Options are provided, attached as Appendix D, for the consideration of increases to meet the budget target. The proposals are presented in the same table format as for the car park proposals with three options being provided for consideration. The figures shown do not include VAT as this is not applicable to on-street parking.
28. In Option 1, a nominal increase of 10p has been applied to the various all day charges. The opportunity is taken to continue the standardisation of tariffs embarked upon last year by amending the tariff structure for the parking areas in Westerham so that it falls in line with others in the District. However, without considering other increases, this selection falls short of the budget target of 3.5%.
29. Option 2 builds upon the approach taken in Option 1 of increasing the longer stay periods by including a 10p increase on the 4 hour charge and by increasing the day charges by 20p. This, with the inclusion of the standardisation of the Westerham tariffs, gives 3.7%.
30. A different approach has been taken in Option 3 where apart from the standardisation to the Westerham charges, the only increase proposed is a 10p increase to the shortest 30 minute period. Although the increase would be high in percentage terms, as the charge is doubled, the cost of 30 minutes parking would still be relatively low at 20p. Ignoring the income from the standardisation of the Westerham tariffs, the 10p increase achieves just under 3.6%, but with the Westerham adjustment achieves 5.7% in total.

Christmas Parking 2012

31. Last year, the Council provided free parking on the two Saturdays before Christmas to encourage people to shop locally and to help support local businesses in the face of competition from other shopping areas in the region. Members are asked to consider repeating the free parking concession this Christmas.
32. This only applies to Sevenoaks and Westerham as parking charges in Swanley (and now in Halstead outside Knockholt station) only apply Monday to Friday.

33. This year, Christmas Day falls on a Tuesday. We have obtained the views of the Sevenoaks Chamber of Commerce, the Sevenoaks Town Council and the Westerham Town Council regarding preferred dates for the free parking concession. The views received are as follows:
- The Sevenoaks Town Council have commented: “Should the District Council agree to the provision of free parking for 2 Saturdays prior to Christmas, the Town Council would suggest Saturday 15 & 22 December. Many thanks for consulting with us.”
 - The Clerk to Westerham Town Council has commented: “I do not think there are any strong preferences, it seemed to work well last year so perhaps the same!”
 - The Administrator of the Sevenoaks and District Chamber of Commerce has commented: “Thank you so much for offering the free parking again for the Christmas season. Looking at the calendar, I think perhaps Saturday 8th & 15th December would perhaps be best, as I don't know if there will be a lot of people coming in on the Saturday 22nd but would be interested to see what the Town Council feel.” However, it has more recently been confirmed that they would be happy to go along with the Town Council's preference of 15 & 22 December.
34. It should be noted that the provision of free parking will enable people to park up to the maximum period of stay should they so wish, which is likely to reduce the turnover of spaces. All parking areas will be enforced as normal to ensure compliance with general conditions of use.
35. As last year, all ticket machines would be closed-off with suitable signing provided to advise users that they do not need to pay.
36. The parking areas operated by Sencio Community Leisure at the Sevenoaks leisure centre form part of the Suffolk Way car park. Sencio has confirmed that it is happy to support the Christmas free parking concession again this year.
37. It is estimated that the loss of income for all car parks and on-street areas throughout the district for each Saturday would be in the region of £7,500. Therefore, the total cost of providing free parking for the two Saturdays is estimated at £15,000. It is suggested that should free parking be made available for Christmas 2012, it be funded from the Supplementary Estimates.

Christmas Lights Events 2012

38. Members are advised that the provision of free parking in connection with the Christmas Lights events being held in Sevenoaks on 30th November (free parking from 6pm) and in Westerham on 29th November (free parking from 5pm), has been approved by the Council's Portfolio Holder and that the Council is pleased to support these events. It should be noted that the Sevenoaks event is also being supported by Sencio Community Leisure.

Key Implications

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Financial

39. Proposals to increase parking income are required to meet the Council's budget targets set in respect to car park and on-street parking.
40. The financial implications are evident in the report and appendices.

Community Impact and Outcomes

41. The introduction of parking charge increases is likely to have an impact to some degree upon those people from the local community and visitors from outside the district who use the parking facilities, although it is impossible to quantify any likely resultant effect. Rather than pay any higher charges, people may instead decide to park for shorter periods, may lessen the frequency of their visits or may choose to go elsewhere.

Legal, Human Rights etc.

42. As mentioned in the summary sections of this report, any changes to car park charges will necessitate an amendment to the Car Park Order and any changes to the on-street parking charges will necessitate an amendment to the Traffic Regulation Order. There are set legal processes to be followed in respect to both of these Orders.
43. There are no human rights issues or implications.

Equality Impacts

44. There is a low risk that any of the options presented will have an adverse impact on people with 'protected characteristics' under the Equality Act. There are no apparent issues of direct relevance to parking charges as our car parks are open to use by anyone who chooses to do so. Free parking is generally available in roads just out from the town centres, although in some cases this might be limited to 2 hours. Free parking is offered for those with disabilities who hold a Blue Badge and this remains unaffected. Any issues will be monitored through complaints received.

Conclusions

45. The budget proposals to meet the budget targets along with other options for consideration are detailed in the appendices. It is important that the proposals are considered making reference to the History of Parking Charges and the Parking Charges for Neighbouring Authorities, both of which are appended to this report.

Risk Assessment Statement

46. The estimated figures are based upon current levels of patronage. The introduction of higher parking charges could lead to reduced patronage and, hence, the under-achievement of the income levels estimated in this report.

Sources of Information: Information from car park ticket machines
Information from neighbouring authorities

Contact Officer(s): Gary Connor Ext.7310

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

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HISTORY OF PARKING CHARGES - CAR PARKS

APPENDIX A

(Showing charges as and when increased and approximate percentage increase)

		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
SEVENOAKS TOWN CENTRE												
Evening charges				£1.00								
Short stay	1 hr	40p 33%		50p 25%	60p 20%		70p 17%		80p 14%		90p 13%	
all excluding	2 hrs	70p 40%		£1.00 43%		£1.10 10%		£1.20 9%		£1.40 17%	£1.50 7%	£1.60 7%
Blighs	3 hrs	£1.40 40%		£1.50 7%		£1.60 7%		£1.80 13%		£2.00 11%	£2.10 5%	£2.20 5%
	4 hrs	£2.00 33%				£2.10 5%		£2.50 19%		£2.70 8%	£3.00 11%	£3.20 7%
Short Stay	30 mins	30p			40p 33%		50p 25%		60p 20%		50p -17%	
(started in 2002)	Blighs only	1 hr	50p	60p 20%	70p 17%		80p 14%	90p 13%		£1.00 11%		£1.10 10%
		2 hr	£1.00	£1.20 20%		£1.40 17%		£1.50 7%		£1.70 13%	£2.20 29%	£2.30 4%
		3 hr	£1.50	£1.80 20%		£2.00 11%	£2.20 10%	£2.50 14%		£2.70 8%	£3.60 33%	£3.80 5%
Long stay		£2.30 15%	£2.50 9%	£3.00 20%	£3.10 3%	£3.20 3%	£3.40 6%	£3.80 12%			£4.00 5%	£4.20 5%
Seasons (yr)	Buckhurst 2	£300 36%	£450 50%	£500 11%	£515 3%	£530 3%	£560 6%	£769 37%		£779 1%	£799 3%	£819 3%
	South Park	£300 20%	£450 50%	£500 11%	£515 3%	£530 3%	£560 6%	£769 37%		£779 1%	£799 3%	£819 3%
	Residents	£35 16%	£40 14%									
SEVENOAKS STATION												
Bradbourne	After 3.00 pm					£1.50						
	Day	£3.00 50%	£4.00 33%		£4.10 3%	£4.20 2%	£4.30 2%	£4.60 7%	£5.00 9%	£5.40 8%	£5.80 7%	£6.20 7%
	Season (yr)	£440 46%	£550 25%	£650 18%	£670 3%	£760 13%	£780 3%	£910 17%	£970 7%	£990 2%	£1,020 3%	£1,050 3%
Sennocke	2 hr	£1.00 100%										
	After 3.00 pm					£1.50						
	Day	£3.00 50%	£4.00 33%		£4.10 3%	£4.20 2%	£4.30 2%	£4.60 7%	£5.00 9%	£5.40 8%	£5.80 7%	£6.20 7%
	Season (yr)	£440 46%	£550 25%	£720 31%	£740 3%	£800 8%	£820 3%	£950 16%	£1,010 6%	£1,030 2%	£1,060 3%	£1,090 3%
SEVENOAKS ST JOHNS HILL												
St. Johns &	30 mins					10p					20p 100%	
(started in 2001)	St. James	1 hr				20p		30p 50%			40p 33%	
		2 hrs				30p		50p 67%			60p 20%	
		2 to 4 hrs			60p 20%				80p 33%		£1.00 25%	
	Day			£2.00 100%				£2.20 10%		£2.50 14%	£2.70 8%	£2.90 7%

HISTORY OF PARKING CHARGES - CAR PARKS

APPENDIX A

(Showing charges as and when increased and approximate percentage increase)

		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
WESTERHAM												
										30min	20p	
Quebec Avenue	Up to 2 hrs				30p	50%		1 hr	30p	n/a	40p	33%
and Darenth	Day				70p	40%		2 hrs	50p	67%	60p	20%
	Season (yr)							2-4 hrs	80p	14%	£1.00	25%
	Residents (yr)	£35				£40	14%	Day	£1.50	214%	£2.70	35%
										£2.00	33%	£2.90
												7%
SWANLEY												
Park Road	30 mins				Free	10p					20p	100%
(started 2005)	1 hr				Free	20p		30p	50%		40p	33%
	2 hrs				Free	30p		50p	67%		60p	20%
	2 to 4 hrs				50p			80p	60%		£1.00	25%
	Residents (yr)				£40							
Bevan Place	30 mins				Free	10p					20p	100%
(started 2005)	1 hr				Free	20p		30p	50%		40p	33%
	2 hrs				Free	30p		50p	67%		60p	20%
	2 to 4 hrs				50p			80p	60%		£1.00	25%
	Day				£2.50			£ 3.00	20%		£3.50	17%
	Season (yr)				£396							£3.70
	Residents (yr)				£40							6%
Station Road	30 mins				Free	10p					20p	100%
	1 hr				Free	20p		30p	50%		40p	33%
	2 hrs				Free	30p		50p	67%		60p	20%
	2 to 4 hrs				50p			80p	60%		£1.00	25%
	Day			£2.50	66%			£ 3.00	20%		£3.50	17%
												£3.70
												6%

HISTORY OF PARKING CHARGES - ON STREET

(Showing charges as and when increased and approximate percentage increase)

		2002	2004	2006	2008	2009	2010	2011	2012
PERMITS & WAIVERS									
Residents permits	First	£35		£40 <i>14%</i>	£30 <i>-25%</i>				£35 <i>17%</i>
	Second	£35		£40 <i>14%</i>	£60 <i>50%</i>				£70 <i>17%</i>
	Third	n/a		n/a	£100		£115 <i>15%</i>		£125 <i>9%</i>
	Fourth	n/a		n/a	£200		£230 <i>15%</i>		£250 <i>9%</i>
Residents' visitor vouchers	Each	£1.00					£1.20 <i>20%</i>		
Non-residents permits									
Sevenoaks town commuters					£380	£250 <i>-34%</i>	£260 <i>4%</i>		£270 <i>4%</i>
Sevenoaks rail commuters	Inner zone				£610		£630 <i>3%</i>		£650 <i>3%</i>
	Outer zone				£725		£745 <i>3%</i>		£765 <i>3%</i>
Residential business permits	First			£60			£100 <i>67%</i>		£110 <i>10%</i>
	Second			n/a			£200		£210 <i>5%</i>
Waivers	1 hour			n/a			£2.00		
	4 hours			n/a			£3.00		
	Day			£2.00			£6.00 <i>200%</i>		

CURRENT PARKING CHARGES FOR NEIGHBOURING AUTHORITIES – AS AT OCOBER 2012

(Charges shown relate to town centre car parks)

	Dartford ①	Gravesham	Maidstone ②	Orpington (L.B. of Bromley)	Oxted (Tandridge)	Sidcup (L.B. of Bexley)	Tonbridge & Malling ③	Tunbridge Wells ④	Sevenoaks
Charges apply:	8am – 6.30pm Mon - Sat	8am - 6pm Mon - Sat	8am - midnight Mon - Sun	7.30am - 6.30pm Mon - Sat	7am-5pm/7pm Mon - Frid	8am - 6pm Mon - Sun	8am - 6pm Mon - Sat	8am - 6pm Mon - Sat and 10am - 5pm On Sundays	8.30am - 6.30pm Mon - Sat
Short Stay									
									(Blighs in brackets)
0 - 30 minutes	--	--	--	--		--	50p	--	-- (50p)
0 - 1 hr	50p	80p	50p - £1.80	30p	Up to 2 hours free parking except in one car park where the charge is £4.60 for parking before 10am.	50p - 90p	£1.00	£1.00 - £1.20	90p (£1.10)
1 - 2 hrs	£1.00	£1.50	£1.30 - £1.80	30p		£1.00 - £1.20	£1.70	£1.70 - £2.20	£1.60 (£2.30)
2 - 3 hrs	£2.00	£1.50	£1.50 - £1.80	--		£1.30 - £1.60	£2.30	£2.40 - £3.20	£2.20 (£3.80)
3 - 4 hrs	£2.00	£2.00	£2.00 - £2.70	--		£1.30 - £1.60	£2.80 - £3.30	£3.20 - £4.20	£3.20 --
Evenings	£1.00	--	£1.50	--		--	--	--	£1.00
Long stay									
All day	£4.00	£3.00- £6.50	£4.60 - £5.50	n/a		£3.80 - £10.00	£4.90	£4.70 - £10.00	£4.20

- ① Dartford: evening charge does not apply to all car parks
 ② Maidstone: main charges apply up to midnight, 7 days a week; £1.50 charge applies evenings and overnight.
 ③ Tonbridge & Malling: 50p charge not available in all car parks.
 ④ Tunbridge Wells: charges apply 7 days a week (but from 10 to 5 on Sundays).

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CAR PARK TARIFF INCREASES				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
1.0	SEVENOAKS TOWN CENTRE - Blighs								
1.1	Short stay	30 minute	50p	10p			£7,500		
1.2	" "	1 hour	£1.10	10p	10p	20p	£10,600	£10,600	£21,200
1.3	" "	2 hours	£2.30	10p	20p	20p	£7,000	£14,000	£14,000
1.4	" "	3 hours	£3.80	20p	30p	30p	£4,000	£6,000	£6,000
	Buckhurst 1, Buckhurst 2, South Park, Suffolk Way & Pemboke Road								
1.5	Short stay	1 hour	90p	10p			£13,400		
1.6	" "	2 hours	£1.60	10p	10p	20p	£8,400	£8,400	£16,800
1.7	" "	3 hours	£2.20	10p	20p	20p	£3,200	£6,400	£6,400
1.8	" "	4 hours	£3.20	20p	30p	30p	£3,100	£4,700	£4,700
	Buckhurst 2 & Pembroke Road								
1.9	Long stay	all day	£4.20	10p	20p		£3,400	£6,800	
1.10	Season tickets	year	£819	£10	£20		£1,200	£2,400	
2.0	SEVENOAKS STATION								
2.1	Long stay	all day	£6.20	10p	20p		£2,000	£4,000	
	Season tickets:								
2.2	Bradbourne	year	£1,050	£10	£20		£1,150	£2,300	
2.3	Sennocke	year	£1,090	£10	£20		£650	£1,300	
3.0	SEVENOAKS ST JOHNS HILL								
3.1	Short stay	30 minute	20p						
3.2	" "	1 hour	40p						
3.3	" "	2 hours	60p						
3.4	" "	3-4 hours	£1.00	10p	20p		£500	£1,000	
3.5	Long stay	all day	£2.90	10p	30p		£350	£1,050	
4.0	SWANLEY								
4.1	Short stay	30 minute	20p						
4.2	" "	1 hour	40p						
4.3	" "	2 hours	60p						
4.4	" "	3-4 hours	£1.00	10p	20p		£350	£700	

4.5	Long stay	all day	£3.70	10p	30p		£600	£1,800		
5.0	WESTERHAM									
5.1	Short stay	30 minute	20p							
5.2	" "	1 hour	40p							
5.3	" "	2 hours	60p							
5.4	" "	3-4 hours	£1.00	10p	20p		£850	£1,700		
5.5	Long stay	all day	£2.90	10p	30p		£700	£2,100		
							Total:	£68,950	£75,250	£69,100
							Percentage:	3.5%	3.9%	3.6%

CAR PARKS TARIFF INCREASES - PERCENTAGES				Proposed Increases			Percentage Increase		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
1.0	SEVENOAKS TOWN CENTRE - Blighs								
1.1	Short stay	30 minute	50p	10p			20.0%		
1.2	" "	1 hour	£1.10	10p	10p	20p	9.1%	9.1%	18.2%
1.3	" "	2 hours	£2.30	10p	20p	20p	4.3%	8.7%	8.7%
1.4	" "	3 hours	£3.80	20p	30p	30p	5.3%	7.9%	7.9%
	Buckhurst 1, Buckhurst 2, South Park, Suffolk Way & Pembroke Road								
1.5	Short stay	1 hour	90p	10p			11.1%		
1.6	" "	2 hours	£1.60	10p	10p	20p	6.2%	6.2%	12.5%
1.7	" "	3 hours	£2.20	10p	20p	20p	4.5%	9.1%	9.1%
1.8	" "	4 hours	£3.20	20p	30p	30p	6.2%	9.4%	9.4%
	Buckhurst 2 & Pembroke Road								
1.9	Long stay	all day	£4.20	10p	20p		2.4%	4.8%	
1.10	Season tickets	year	£819	£10	£20		1.2%	2.4%	
2.0	SEVENOAKS STATION								
2.1	Long stay	all day	£6.20	10p	20p		1.6%	3.2%	
	Season tickets:								
2.2	Bradbourne	year	£1,050	£10	£20		0.9%	1.9%	
2.3	Sennocke	year	£1,090	£10	£20		0.9%	1.8%	
3.0	SEVENOAKS ST JOHNS HILL								
3.1	Short stay	30 minute	20p						
3.2	" "	1 hour	40p						
3.3	" "	2 hours	60p						
3.4	" "	2-4 hours	£1.00	10p	20p		10.0%	20.0%	
3.5	Long stay	all day	£2.90	10p	30p		3.4%	10.3%	
4.0	SWANLEY								
4.1	Short stay	30 minute	20p						
4.2	" "	1 hour	40p						
4.3	" "	2 hours	60p						
4.4	" "	2-4 hours	£1.00	10p	20p		10.0%	20.0%	

4.5	Long stay	all day	£3.70	10p	30p		2.7%	8.1%	
5.0	WESTERHAM								
5.1	Short stay	30 minute	20p						
5.2	" "	1 hour	40p						
5.3	" "	2 hours	60p						
5.4	" "	2-4 hours	£1.00	10p	20p		10.0%	20.0%	
5.5	Long stay	all day	£2.90	10p	30p		3.4%	10.3%	

ON-STREET PARKING TARIFF INCREASES				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
6.0	SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)								
6.1	Short stay	30 minutes	10p			10p			£15,000
6.2	" "	1 hour	60p						
6.3	" "	2 hours	£1.20						
7.0	SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)								
7.1	Short stay	30 minutes	10p			10p			£170
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.40	10p	20p		£1,200	£2,400	
8.0	SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)								
8.1	Short stay	30 minutes	10p			10p			£200
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	" "	4 hours	£2.20		10p			£250	
8.5	long stay	all day	£5.30	10p	20p		£1,300	£2,600	
9.0	SEVENOAKS COURT AREA (Morewood Close)								
9.1	Short stay	30 minutes	10p			10p			£50
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4	" "	4 hours	£2.20		10p			£230	
10.0	SWANLEY (Azalea Drive, Goldsel Road)								
10.1	short stay	30 minutes	10p			10p			£50
10.2	" "	1 hour	60p						
10.3	" "	2 hours	£1.20						
10.4	" "	4 hours	£2.20		10p			£70	
10.5	long stay	all day	£3.30	10p	20p		£1,500	£3,000	
11.0	WESTERHAM (The Green, Market Square, Croydon Road)								
11.1	short stay	30 minutes	10p			10p			£3,500
11.2	" "	1 hour	50p	10p	10p	10p	£2,500	£2,500	£2,500
11.3	" "	2 hours	£1.00	20p	20p	20p	£8,400	£8,400	£8,400
12.0	KNOCKHOLT STATION								
12.1	short stay	4 hours	60p						
12.2	long stay	all day	£3.00						
						Total:	£14,900	£19,450	£29,870
						Percentage:	2.8%	3.7%	5.7%

ON-STREET PARKING TARIFF INCREASES - PERCENTAGES				Proposed Increases			Percentage Increase		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
6.0	SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)								
6.1	Short stay	30 minutes	10p			10p			100%
6.2	" "	1 hour	60p						
6.3	" "	2 hours	£1.20						
7.0	SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)								
7.1	Short stay	30 minutes	10p			10p			100%
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.40	10p	20p		4.2%	8.3%	
8.0	SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)								
8.1	Short stay	30 minutes	10p			10p			100%
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	" "	4 hours	£2.20		10p			4.5%	
8.5	long stay	all day	£5.30	10p	20p		1.9%	3.8%	
9.0	SEVENOAKS COURT AREA (Morewood Close)								
9.1	Short stay	30 minutes	10p			10p			100%
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4	" "	4 hours	£2.20		10p			4.5%	
10.0	SWANLEY (Azalea Drive, Goldsel Road)								
10.1	short stay	30 minutes	10p			10p			100%
10.2	" "	1 hour	60p						
10.3	" "	2 hours	£1.20						
10.4	" "	4 hours	£2.20		10p			4.5%	
10.5	long stay	all day	£3.30	10p	20p		3.0%	6.0%	
11.0	WESTERHAM (The Green, Market Square, Croydon Road)								
11.1	short stay	30 minutes	10p			10p			100%
11.2	" "	1 hour	50p	10p	10p	10p	20.0%	20.0%	20.0%
11.3	" "	2 hours	£1.00	20p	20p	20p	20.0%	20.0%	20.0%
12.0	KNOCKHOLT STATION								
12.1	short stay	4 hours	60p						
12.2	long stay	all day	£3.00						

CAR PARK TARIFF INCREASES				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge			ESC			ESC
1.0	SEVENOAKS TOWN CENTRE - Blighs								
1.1	Short stay	30 minute	50p			20p			£15,000
1.2	" "	1 hour	£1.10			20p			£21,200
1.3	" "	2 hours	£2.30			20p			£14,000
1.4	" "	3 hours	£3.80			40p			£8,000
	Buckhurst 1, Buckhurst 2, South Park, Suffolk Way & Pemboke Road								
1.5	Short stay	1 hour	90p			10p			£13,400
1.6	" "	2 hours	£1.60						
1.7	" "	3 hours	£2.20						
1.8	" "	4 hours	£3.20						
	Buckhurst 2 & Pembroke Road								
1.9	Long stay	all day	£4.20						
1.10	Season tickets	year	£819						
2.0	SEVENOAKS STATION								
2.1	Long stay	all day	£6.20			30p			£6,000
	Season tickets:								
2.2	Bradbourne	year	£1,050			£10			£1,150
2.3	Sennocke	year	£1,090			£10			£650
3.0	SEVENOAKS ST JOHNS HILL								
3.1	Short stay	30 minute	20p						
3.2	" "	1 hour	40p						
3.3	" "	2 hours	60p						
3.4	" "	3-4 hours	£1.00						
3.5	Long stay	all day	£2.90						
4.0	SWANLEY								
4.1	Short stay	30 minute	20p						
4.2	" "	1 hour	40p						
4.3	" "	2 hours	60p						
4.4	" "	3-4 hours	£1.00						
4.5	Long stay	all day	£3.70						
5.0	WESTERHAM								
5.1	Short stay	30 minute	20p						
5.2	" "	1 hour	40p						
5.3	" "	2 hours	60p						
5.4	" "	3-4 hours	£1.00						
5.5	Long stay	all day	£2.90						
						Total:			£79,400
						Percentage:			4.1%

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ON-STREET PARKING TARIFF INCREASES				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge			ESC			ESC
6.0	SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)								
6.1	Short stay	30 minutes	10p			10p			£15,000
6.2	" "	1 hour	60p						
6.3	" "	2 hours	£1.20						
7.0	SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)								
7.1	Short stay	30 minutes	10p			10p			£170
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.40						
8.0	SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)								
8.1	Short stay	30 minutes	10p			10p			£200
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	" "	4 hours	£2.20						
8.5	long stay	all day	£5.30						
9.0	SEVENOAKS COURT AREA (Morewood Close)								
9.1	Short stay	30 minutes	10p			10p			£50
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4	" "	4 hours	£2.20						
10.0	SWANLEY (Azalea Drive, Goldsel Road)								
10.1	short stay	30 minutes	10p			10p			£50
10.2	" "	1 hour	60p						
10.3	" "	2 hours	£1.20						
10.4	" "	4 hours	£2.20						
10.5	long stay	all day	£3.30						
11.0	WESTERHAM (The Green, Market Square, Croydon Road)								
11.1	short stay	30 minutes	10p			10p			£3,500
11.2	" "	1 hour	50p						
11.3	" "	2 hours	£1.00						
12.0	KNOCKHOLT STATION								
12.1	short stay	4 hours	60p						
12.2	long stay	all day	£3.00						
						Total:			£18,970
						Percentage:			3.6%

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LOCAL COUNCIL TAX SUPPORT SCHEME

Cabinet – 8 November 2012

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

Status: For consideration

Also considered by: Council – 27 November 2012

Key Decision: No

Executive Summary: The Local Government Finance Bill has introduced one of the biggest, fundamental changes to the administration of council tax. The Bill will require that all council tax billing authorities put in place a local Council Tax Support Scheme to replace the current national Council Tax Benefit Scheme by 31 January 2013, to commence on 1 April 2013.

This report updates Members on the progress made in developing a local Council Tax Support Scheme for Sevenoaks District, contains a summary of the responses to the council's consultation on its draft scheme and an Equalities Impact Assessment of the draft scheme. The report also sets out the developments in the negotiation of a Kent wide scheme and the latest announcement from Government regarding the design of local council tax support schemes.

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Ramsay

Head of Service Group Manager Financial Services – Adrian Rowbotham

Recommendation to Council: It be resolved that Cabinet consider the information provided in this report and recommend to Council a local Council Tax Support Scheme to commence on 1 April 2013.

Reason for recommendation: The Council are required to develop and implement a local council tax support scheme to replace the current council tax benefit scheme through legislation in the Local Government Finance Bill.

The decision on the final scheme must be taken by Council and to meet the requirements of legislation the decision of Council must be made by 31 January 2013 and the scheme operational by 1 April 2013.

Failure to do so will result in the council being required to adopt the default scheme defined in legislation. This effectively is to continue operating the current council tax benefit scheme, but to do so with a reduction in funding of 10% on current levels.

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Introduction

- 1 The current national scheme for council tax benefit will cease on 31 March 2013 and be replaced by local schemes from 1 April 2013.
- 2 Currently district councils, as billing authorities, make a “payment” of council tax benefit to eligible claimants and generally recover the full amount as grant from Government. The “payment” is by way of a charge to benefits and a credit to the council tax account. No cash is involved.
- 3 With new local schemes, if a claimant is eligible for any support it will be deducted as a “discount” from the council tax bill, rather than as a “payment”, in the same way as other discounts e.g. single person discount. This has the effect of reducing the council tax base for billing (Sevenoaks District Council) and major precepting authorities (Kent County Council, Kent Police Authority and Kent & Medway Fire and Rescue Authority). The Government has now stated that Town and Parish Councils will not be affected by this change and their council tax base will therefore be unchanged as a result of the introduction of local council tax support schemes.
- 4 Government will pay a grant to contribute towards council tax “discounts” given to claimants. This will be paid directly to both district and upper tier authorities, but not parish councils. The grant will be a fixed amount and for 2013/14 (at least) it will be lower than the current amount of council tax benefit paid out by the authority by approximately 10%.
- 5 From 1 April 2013 all the financial risk of new local council tax support schemes rests with local authorities. Nationally expenditure on council tax benefit has roughly doubled in the last ten years so this is a significant financial risk. For example, demographic change in the population will be born by councils in the future. In the case of Sevenoaks there is an increased element of risk in that it has the highest proportion of people of pension age in Kent. The Government has ensured that pensioners are protected from any reform to council tax support through local schemes and as a result any growth in this age group will require increased expenditure from a fixed sum of grant, with the resultant impact of less money available to support working age people with their council tax bill.
- 6 One effect of these changes will be that some claimants who have not previously had to pay any council tax may be required to pay a proportion under a new scheme.
- 7 The fundamental questions to consider in developing local schemes are:
 - Should any other vulnerable groups (other than pensioners) receive an enhanced level of council tax support?
 - How much extra should existing council tax benefit claimants be asked to pay towards their council tax bill?
- 8 Sevenoaks District Council, as the billing authority, is the lead authority and is responsible for developing and approving a scheme.

- 9 The deadline for approving the new scheme is 31 January 2013 and it will become operational on 1 April 2013.
- 10 A consultation process has taken place to ensure that the views of the affected parties are taken into account before the new scheme is finalised. A summary of the results is provided within this report.

Constraints when devising a local scheme

- 11 The timescale for implementation is extremely tight and it is almost impossible to devise a new scheme that is significantly different from the current council tax benefit regulations by 1 April 2013. It is the responsibility of lead authorities to devise a scheme, consult on it, put all administrative processes in place, procure and test software enhancements and notify claimants. All of this has to be done without detailed knowledge of the legislative requirements and without knowing how much grant will be received, as this information is yet to be published by Government.
- 12 Without careful consideration, analysis and testing of any proposals the risk of producing a local council tax support scheme with unintended consequences for claimants for 2013/14 is high.
- 13 Benefit and council tax administration are complex processes and authorities rely on specialist software. The benefits database includes core information that calculates entitlement for both housing benefit and council tax benefit. This means that if the data requirements for the local council tax support scheme are different from the data requirements for housing benefit, then data may need to be collected and input twice. This would result in a decline in service levels for customers and the likelihood that the council would incur additional costs.
- 14 There are only a few suppliers of specialist council tax and benefit software in the market. From discussions with them it is clear that it would be impossible for them to provide the resources to construct unique systems for potentially over 300 local schemes within the required timescale. The suppliers have informed Government of this issue.
- 15 It is not yet confirmed what functionality will be available to the Council from its current council tax and benefit system provider, or if all suppliers will offer the same functionality. The risk of system failure is the biggest single risk to successful implementation of the council's local support for council tax scheme.
- 16 Taking the above issues into account, one of the key criteria when selecting a new scheme is that it operates in a very similar way to the current council tax benefit scheme. In doing so it reduces the risk of encountering major problems in implementation and enables the council to continue to provide additional support for the most vulnerable groups, dependent on their individual circumstances, through the current council tax benefit calculation rules.

Developments in devising a local scheme

- 17 An operational group of officers at this Council has been considering the possible options for developing a local council tax support scheme that takes into account

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the stream of information provided by the Government during this year. There has also been a Kent-wide group consisting of billing authorities and major precepting authorities looking at alternative options. The Leader of the Council, the Chief Executive and the Director of Corporate Resources have all been heavily involved in negotiating a Kent-wide deal that minimises the risk to this council and limits the impact on affected groups.

- 18 A Kent-wide scheme could deliver significant advantages. It would reduce confusion for claimants moving between authorities within the county. Also, as the council operates a joint Revenues and Benefits Service with Dartford Borough Council, it would be much easier and more cost effective for staff to administer a common scheme across both authorities.
- 19 Members of the Kent Forum agreed a Kent-wide scheme that would be financially sustainable whilst minimising the impact on working age claimants. The scheme was presented to Council on 24 July 2012 and consisted of the following criteria:
- a. The District accepts a standard deduction of 18.5% on all non-pensioner claimants;
 - b. and agrees to reduce the exemption on Class C empty properties from 6 months to 3 months;
 - c. then Major Precepting Authorities will agree to reimburse the district if it incurs a cost on new council tax discounts from the local scheme that is higher than the grant receivable from the government;
 - d. and pay £125,000 to each district each year as a contribution to the increased administration, collection and recovery costs of the new scheme;
 - e. and reimburse each district reasonable increased administrative costs necessarily incurred if the case load on the local scheme (during the period of this agreement) exceeds the case load of the council tax benefit scheme (as at 31 March 2013) by more than 15%.
- 20 Members should note that the Kent wide scheme would apply for three years before it would be subject to review.

Consultation

- 21 At their meeting of 24 July 2012 Council agreed that a consultation be carried out to collect peoples views on the proposal to reduce the amount of council tax benefit awarded to working age claimants by 18.5%, whilst protecting all pension age claimants as required by Government.
- 22 The council consulted over an 8 week period between 6 August and 30 September 2012. The consultation questionnaire set out the Council's preferred option and provided an opportunity for respondents to comment on the scheme and offer suggestions that could assist with the final scheme design.
- 23 A summary of the consultation process, including details of the range of measures taken to inform people of the consultation, a summary of the results and annexes

detailing the response provided by different categories of respondent is provided at Appendix A to this report.

24 In summary, the Council received 82 responses to the consultation. Of these 57 were completed online and 25 were sent in by post. The key results of the consultation are:

- 71% of respondents **agree** that pensioners should be protected from any changes to council tax benefit;
- 61% of respondents **agree** that the amount of local council tax support claimants receive should be based on the current council tax benefit calculation;
- 62% of respondents **disagree** with the Council's proposal for an 18.5% reduction in council tax support for all working age claimants; and
- 71% of respondents providing comments to the open text question suggested that further protections should be put in place within the Council's local support for council tax scheme rather than the reductions not occurring at all (21%).

Negotiation

25 Since the last report was presented to Members in July, the Deputy Chief Executive and Director of Corporate Resources has been undertaking negotiations with Kent County Council to look at ways of reducing the effect on working age claimants from 18.5%. As a result of these negotiations the following improvements to the scheme has been provisionally agreed:

- a. If points 'b' to 'e' of the original 18.5% scheme, as set out at paragraph 19 above, are adhered to;
- b. and, in addition, the District agrees to abolish the remaining 10% discount for second homes;
- c. and impose an empty homes premium of 50% on properties that have been empty for more than two years.
- d. The District Council is able to reduce the standard deduction on all working age claimants from 18.5% to 15%.

26 As with the previous scheme the newly negotiated position would apply for three years before it would be subject to review.

Government Announcement

27 On 16 October 2012 the Department for Communities and Local Government (DCLG) announced an additional £100m of funding for councils to help support them in developing well-designed local council tax support schemes and maintain positive incentives to work.

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- 28 The new £100m transition grant will be voluntary and will be available to councils who choose to design their local schemes so that those who would be on 100% support under the current Council Tax Benefit arrangements pay between zero and no more than 8.5% of their current Council Tax liability.
- 29 Initial analysis of this announcement indicates that the £100m grant would be insufficient to cover the gap in funding if applied nationally by all authorities.
- 30 Importantly it must also be noted that the grant will only be payable for one year. As a result any authority adjusting their scheme to qualify for the grant would have to consider the need to provide their own additional funding or the need to design and consult on a new scheme for 2014/15.
- 31 At the time of writing this report officers are awaiting further guidance from Government on the exact criteria for the grant and continuing to investigate the potential positive and negative impacts of the scheme.
- 32 In the meantime discussions and negotiations have commenced with Kent County Council as the major precepting authority for a request for them to extend the principles of their previous deal to that currently being tabled by the Government.

Key Implications

Financial

- 33 The Council currently pays approximately £6.8m in Council Tax Benefit and this is fully reimbursed as Government grant.
- 34 From April 2013 the current grant will be reduced by at least 10% to about £6.1m. This grant will be shared by the billing and major precepting authorities. This council's share is approximately 12% which equates to about £700,000.
- 35 By adopting a Kent-wide scheme, a significant proportion of financial impact for the first three years will be borne by the three major precepting authorities instead of this council. If a different option is chosen, the financial impact for this council could be significant.

Community Impact and Outcomes

- 36 A consultation and an Equalities Impact Assessment has been undertaken on the potential effects of the scheme options on the public and other affected parties. The results of the consultation are set out at Appendix A to this report and further detail on the impact assessment is set out at paragraph 38 below.

Legal, Human Rights etc.

- 37 The final scheme approved by the council must meet the requirements to be provided under the Local Government Finance Bill. The Council will continue to update its Equality Impact Assessment as the scheme develops and more information becomes available, to ensure potential affects are identified and where possible mitigating actions are taken.

Resource (non-financial)

- 38 The scheme options detailed in the report should not result in additional staffing requirements. If a different option is chosen, there may be additional staffing requirements due to the changes required and the duplication of benefits and council tax data.

Equality Impacts

- 39 The Council’s full impact assessment is provided as Appendix B to this report and sets out the impacts identified and any mitigating actions identified to date. In summary:

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes	Various options for achieving a 10% reduction in expenditure based on the current caseload have been considered for our authorities and Kent wide. Whatever scheme is introduced it will entail money being collected from some of the more vulnerable residents in our boroughs and districts.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Government has prescribed that pensioners will be protected from any reduction in support as a result of this reform.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		See Appendix B to this report.

Conclusions

- 40 Localisation of council tax benefit is seen by many as one of the biggest changes to local government since the community charge. In the current economic climate, the cost of benefits will continue to increase and the impact on district councils both financially and from a social wellbeing perspective is likely to be significant and unsustainable.
- 41 A Kent-wide scheme, or an improvement to it, is likely to produce the best financial result for this authority but it is also important to ensure that the final scheme is as fair as possible to the residents of this district.

Risk Assessment Statement

- 42 There are many risks to the successful delivery of a local scheme by April 2013. these include:

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- Failure to agree a local scheme would result in the forced adoption of the Government's default scheme which would result in a significant cost to this council;
- Government delays in progressing primary legislation;
- Failure of the IT service provider to meet the required deadlines and to provide a fault free system.

Appendices Appendix A – Summary of consultation responses

Appendix B – Equality Impact Assessment

Background Papers: Report to Council 24 July 2012 – Localisation of Support for Council Tax:
<http://cds.sevenoaks.gov.uk/documents/s6791/Localisation%20of%20Council%20Tax%20Support.pdf>

Report to Council 24 July 2012 – Localisation of Support for Council Tax – Appendix A:
<http://cds.sevenoaks.gov.uk/documents/s6713/Localisation%20of%20Support%20for%20Council%20Tax%20-%20Appendix%20A.pdf>

Department for Communities and Local Government – Localising Council Tax Support documents:
<http://www.communities.gov.uk/localgovernment/localgovernmentfinance/counciltax/counciltaxsupport/>

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Local Support for Council Tax

Summary of consultation responses

1. Background

- 1.1 Over an 8 week period between 6 August and 30 September 2012 the council consulted on its proposal to apply a standard deduction of 18.5% on current benefit levels to all working age claimants from 1 April 2013.
- 1.2 The consultation set out the Council's preferred option and provided an opportunity for respondents to comment on the scheme and offer suggestions that could assist with the final scheme design. The consultation gave the opportunity for stakeholders affected by each of the options to give their views before the Council takes further decisions.
- 1.3 The consultation could have been completed on line or where requested a paper copy of the consultation pack was provided to residents with a free post envelope for it to be returned to the Council offices.

2. The consultation process

- 2.1 To ensure that all current council tax benefit claimants, other residents and interested parties were informed of the proposed changes and the consultation period the council:
 - Sent a letter to all council tax benefit claimants (6,669 at the end of July 2012) informing them of the changes, provided examples of how they may be affected and inviting them to respond to the consultation;
 - Sent an Email to local charity, voluntary and stakeholder groups who are registered to receive communications from the Benefits team;
 - Placed an article in the Council's In Shape magazine which was delivered to all households in the District in late August 2012 and is also available on the Council website;
 - Placed an article in the resident magazine of West Kent Housing Association which was delivered to all of their residents in September 2012;
 - Carried out a media briefing and issued press releases, with subsequent coverage in the local press from the Sevenoaks Chronicle, Edenbridge Courier, Dartford and Swanley News shopper and The Reporter; and
 - Advertised the consultation on the homepage of the council website and regularly through the Council's Twitter account.
- 2.2 In addition the council designed its own interactive tool, which is available on the Council website, to help residents quantify the potential impact on them and also operated a dedicated phone line throughout the 8 week consultation period to allow concerned residents to talk directly to officers with good knowledge of the council's proposal.

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3. Summary of Results

3.1 In total the Council had 82 responses to the consultation. Of these 57 were completed online and 25 were sent in by post. The table below summarises those that responded to the consultation.

Table 1:

	Number	Percentage
Resident – Non claimant	22	26.8%
Resident – Benefit claimant	55	67.1%
Non-resident	2	2.4%
Did not say	3	3.7%
Working Age	59	72.0%
Pension Age	21	25.6%
Did not say	2	2.4%
Male	36	43.9%
Female	41	50.0%
Did not say	5	6.1%
Carers	17	20.7%
Disability	39	47.6%

3.2 The consultation asked for direct responses to three questions. Set out below is a summary of each of those questions and the responses that were received.

Table 2:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	58	70.7%
Disagree	17	20.7%
Did not say	7	8.5%

Table 3:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	50	61.0%
Disagree	13	15.9%
Did not say	19	23.2%

Table 4:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	17	20.7%
Disagree	51	62.2%
Did not say	14	17.1%

3.3 The fourth question in the consultation survey provided an open text box for respondents to record any suggestions or comments they had that could assist the Council in developing its final local support for council tax scheme.

3.4 In total 49 responses were received to this question. Each of these has been grouped in to categories that convey the key message that each of the respondents has given. These are set out in Table 5 below.

Table 5:

Response	Number	Percentage
(a) In support of the proposal		
Continue with the proposed scheme	4	8.3%
(b) Against the proposal		
Do not pass on the cuts, make savings in other services	5	10.4%
Charge more council tax on expensive properties / wealthy people	2	4.2%
Increase charges on second and empty homes	3	6.3%
(c) Make amendments to the proposal		
Protect the poorest, those that do not have the money to pay more	10	20.8%
Protect disabled people / families and their carers	11	23.0%
Support working poor / working families	3	6.3%
Support the unemployed	2	4.2%
Pensioners should not be protected	7	14.6%
Tier deductions to better reflect individual circumstances	1	2.1%

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- 3.5 One response is not included in the data provided at Table 5. This respondent felt that the consultation could have been clearer in describing how the future support calculation will be carried out, but did not provide any suggestions for changes to the scheme.

4. Summary

4.1 In summary the key results of the consultation are:

- 71% of respondents agree that pensioners should be protected from any changes to council tax benefit;
- 61% of respondents agree that the amount of local council tax support claimants receive should be based on the current council tax benefit calculation;
- 62% of respondents disagree with the Council's proposal for an 18.5% reduction in council tax support for all working age claimants; and
- 71% of respondents providing comments to the open text question suggested that further protections should be put in place within the Council's local support for council tax scheme rather than the reductions not occurring at all (21%).

Annex 1 – Consultation response from council tax benefit claimants

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	43	78.2%
Disagree	9	16.4%
Did not say	3	5.5%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	34	61.8%
Disagree	9	16.4%
Did not say	12	21.8%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	6	10.9%
Disagree	40	72.7%
Did not say	9	16.4%

Summary of council tax benefit claimant responses

- 78.2% of council tax benefit claimants agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 59.1% of respondents who are not council tax benefit claimants agree pensioners should be protected.
- 61.8% of council tax benefit claimants agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 63.6% of respondents who are not council tax benefit claimants agree that the benefit calculation should not change.
- 72.7% of council tax benefit claimants disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 36.4% of respondents who are not council tax benefit claimants disagree that council tax benefit should be reduced by 18.5% for working age claimants.

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Annex 2 – Consultation response from non benefit claimants

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	13	59.1%
Disagree	6	27.3%
Did not say	3	13.6%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	14	63.6%
Disagree	4	18.2%
Did not say	4	18.2%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	10	45.5%
Disagree	8	36.4%
Did not say	4	18.2%

Summary of non council tax benefit claimant responses

- 59.1% of non benefit claimants agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 78.2% of respondents who are council tax benefit claimants agree pensioners should be protected.
- 63.6% of non benefit claimants agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 61.8% of respondents who are council tax benefit claimants agree that the benefit calculation should not change.
- 36.4% of non benefit claimants disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 72.7% of respondents who are council tax benefit claimants disagree that council tax benefit should be reduced by 18.5% for working age claimants.

Annex 3 – Consultation response from people of working age

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	39	66.1%
Disagree	15	25.4%
Did not say	5	8.5%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	35	59.3%
Disagree	12	20.3%
Did not say	12	20.3%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	10	16.9%
Disagree	42	71.2%
Did not say	7	11.9%

Summary of responses from people of working age

- 66.1% of working age people agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 85.7% of respondents who are pension age agree that pensioners should be protected.
- 59.3% of working age people agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 66.7% of respondents who are pension age agree that the benefit calculation should not change.
- 71.2% of working age people disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 38.1% of respondents who are pension age disagree that council tax benefit should be reduced by 18.5% for working age claimants.

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Annex 4 – Consultation response from people of pension age

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	18	85.7%
Disagree	1	4.8%
Did not say	2	9.5%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	14	66.7%
Disagree	1	4.8%
Did not say	6	28.6%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	6	28.6%
Disagree	8	38.1%
Did not say	7	33.3%

Summary of responses from people of pension age

- 85.7% of pension age people agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 66.1% of respondents who are working age agree that pensioners should be protected.
- 66.7% of pension age people agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 59.3% of respondents who are working age agree that the benefit calculation should not change.
- 38.1% of pension age people disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 71.2% of respondents who are working age disagree that council tax benefit should be reduced by 18.5% for working age claimants.

Annex 5 – Consultation response from males

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	26	72.2%
Disagree	8	22.2%
Did not say	2	5.6%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	23	63.9%
Disagree	7	19.4%
Did not say	6	16.7%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	8	22.2%
Disagree	26	72.2%
Did not say	2	5.6%

Summary of responses from males

- 72.2% of males agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 73.2% of female respondents agree that pensioners should be protected.
- 63.9% of males agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 63.4% of female respondents agree that the benefit calculation should not change.
- 72.2% of males disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 58.5% of female respondents disagree that council tax benefit should be reduced by 18.5% for working age claimants.

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Annex 6 – Consultation response from females

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	30	73.2%
Disagree	8	19.5%
Did not say	3	7.3%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	26	63.4%
Disagree	6	14.6%
Did not say	9	22.0%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	8	19.5%
Disagree	24	58.5%
Did not say	9	22.0%

Summary of responses from females

- 73.2% of females agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 72.2% of male respondents agree that pensioners should be protected.
- 63.4% of females agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 63.9% of male respondents agree that the benefit calculation should not change.
- 58.5% of females disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 72.2% of male respondents disagree that council tax benefit should be reduced by 18.5% for working age claimants.

Annex 7 – Consultation response from carers

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	12	70.6%
Disagree	5	29.4%
Did not say	0	0%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	12	70.6%
Disagree	4	23.5%
Did not say	1	5.9%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	3	17.6%
Disagree	14	82.4%
Did not say	0	0%

Summary of responses from carers

- 70.6% of carers agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 74.1% of respondents who are not carers agree that pensioners should be protected.
- 70.6% of carers agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 61.1% of respondents who are not carers agree that the benefit calculation should not change.
- 82.4% of carers disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 57.4% of respondents who are not carers disagree that council tax benefit should be reduced by 18.5% for working age claimants.

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Annex 8 – Consultation response from people with a disability

Table 1:

Q1	Do you agree that people of pension age should be protected from any deductions to council tax?	
	Number	Percentage
Agree	29	74.4%
Disagree	8	20.5%
Did not say	2	5.1%

Table 2:

Q2	Do you agree that the amount of local council tax support you receive should be based on the current council tax benefit calculation?	
	Number	Percentage
Agree	20	51.3%
Disagree	9	23.1%
Did not say	10	25.6%

Table 3:

Q3	Do you agree that all working age people should receive a reduction in their council tax benefit of 18.5%?	
	Number	Percentage
Agree	5	12.8%
Disagree	30	76.9%
Did not say	4	10.3%

Summary of responses from people with a disability

- 74.4% of people with a disability agree that pensioners should be protected from any deductions. In comparison 70.7% of all respondents and 73.0% of respondents who are not disabled agree that pensioners should be protected.
- 51.3% of people with a disability agree that the benefit calculation should not be changed. In comparison 61.0% of all respondents and 73.0% of respondents who are not disabled agree that the benefit calculation should not change.
- 76.9% of people with a disability disagree that working age people should receive an 18.5% reduction to their council tax benefit. In comparison 62.2% of all respondents and 51.4% of respondents who are not disabled disagree that council tax benefit should be reduced by 18.5% for working age claimants.

Equality Impact Assessment

Details of the assessment	
Name of Function/Policy/ Service being assessed	Localisation of Council Tax Support
Date of assessment	Commenced: 19 June 2012 Completed:
Name of officers carrying out assessment:	The assessment is being carried out by finance leads and equalities leads from the West Kent Equality Partnership authorities (Sevenoaks D.C., Tonbridge & Malling B.C., Tunbridge Wells B.C.).

Step 1	Initial Screening	
	Key Questions	Answers/Notes
1	What are you looking to achieve in this activity?	<p>Localisation of Council Tax Benefit is part of a programme of national policy change to the welfare system ensuring that it encourages people to work.</p> <p>From 1st April 2013, the Government will require all Councils to establish their own local schemes for council tax support to replace the nationally designed Council Tax Benefit scheme. These changes will reduce the level of funding received by Councils to deliver the scheme (by 10%) and allow the Council to decide who to financially support, outside of nationally prescribed elements which includes protecting support received by pensioners.</p> <p>It is the Councils intention is to develop a local scheme which takes the fairest overall course of action permitted by the nationally prescribed elements and the significant reduction in funding.</p>

Equality Impact Assessment

Step 1	Initial Screening	
	Key Questions	Answers/Notes
2	Who in the main will be affected?	<ul style="list-style-type: none"> – Eligible claimants for council tax support. – Potentially all council tax payers (depending on the scheme adopted, any local variations and the outcome of consultation). <p>The Government have conducted their own EqIA on the nationally prescribed elements of the scheme which states the main benefits as: “Giving local authorities a significant degree of control over how a 10% reduction in expenditure on the current Council Tax Benefit bill is achieved, allowing councils to balance local priorities and their own financial circumstances.”</p> <p>Ref: http://www.communities.gov.uk/documents/localgovernment/pdf/2063707.pdf</p>
3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	Yes <input checked="" type="checkbox"/> Please explain: Various options for achieving a 10% reduction in expenditure based on the current caseload have been considered for our authorities and Kent wide. Whatever scheme is introduced it will entail money being collected from some of the more vulnerable residents in our boroughs and districts.
		No <input type="checkbox"/> Please explain:
		Note: if the answer is ‘yes’ then a full equality impact assessment is required – see step 2.
4	Does the activity make a positive contribution to equalities?	Yes <input checked="" type="checkbox"/> Please explain: The Government has prescribed that pensioners will be protected from any reduction in support as a result of this reform.
		No <input type="checkbox"/> Please explain:
		Note: if the answer is ‘yes’ then a full equality impact assessment is required – see step 2.

Equality Impact Assessment

	Key Questions	Answers/Notes
Step 2	Scoping the assessment	
1.	What is the overall aim, or purpose of the function/ policy/service?	The purpose of the proposed legislative changes are set out in the Department for Communities and Local Government guidance document: http://www.communities.gov.uk/documents/localgovernment/pdf/19510253.pdf It is the Council's intention to develop a local scheme, within the local discretion provided by Government, which takes the fairest overall course of action permitted by the nationally prescribed elements and the significant reduction in funding.
2.	What outcomes do you want to achieve with this function/ policy/service and for whom?	To develop a local scheme which: <ul style="list-style-type: none"> – Provides support for the most vulnerable. – Assists with lifting the poorest off benefits and supporting them into work. – Minimises the risks of error and reduces financial risk to our authorities. – Takes account of the impact on non-claimants
3.	Who will be affected?	<ul style="list-style-type: none"> – Eligible claimants for council tax support. – Potentially, all council tax payers (depending on the scheme adopted, any local variations and the outcome of the consultation).
4.	Who defines or defined the function/service/policy?	The policy is defined nationally with an element of local discretion. A preferred scheme has been devised across Kent with the three major precepting authorities (Kent County Council, Kent Police Authority and Kent & Medway Fire & Rescue Authority) agreeing to support funding the scheme for three years. The scheme is based on a set of principles to which all Kent authorities propose to agree to.
5.	Who implements the function/service/policy?	The Mid Kent Improvement Partnership - Revenues & Benefits service (Tunbridge Wells) Dartford and Sevenoaks Revenues & Benefits Service (Sevenoaks) Tonbridge & Malling Revenues & Benefits Service.
6.	How do the outcomes of the function/service/policy meet or conflict with the authority's priorities?	Sevenoaks: Effective Management of Council Resources Tonbridge & Malling: Continued delivery of priority services and a financially viable Council. Tunbridge Wells: Passionate about our customers; passionate about value.

Equality Impact Assessment

	Key Questions	Answers/Notes
7.	What factors could contribute or detract from the outcomes identified earlier?	<p>Contribute:</p> <p>The preferred Kent-scheme would:</p> <ul style="list-style-type: none"> – Disregard some earned income. – Reduce benefit on a sliding scale as income increases. – Continue payment for four weeks after moving into work when there would otherwise be no entitlement. – Automatically transfer most people on council tax benefit to the new scheme. – Reduce confusion for claimants moving between authorities. – Allow one scheme for consulting across Kent. – Provide opportunities to standardise forms and processes. – Limit adverse financial affects for the lead authorities for three years as the precepting authorities have agreed to provide some support with additional collection costs. – Provide an element of stability during the current economic climate. – Be possible to implement within the timescales set by the Government. <p>Detract:</p> <ul style="list-style-type: none"> – The timescale for implementation is extremely tight and limits the options available for a new scheme. The software used to administer council tax benefit permits only limited changes to be made for any new scheme within these timescales. – An increase in council tax to cover the reduction in funding is not a realistic option as it would further increase the cost of the local council tax support scheme in excess of the grant payable by Government. In addition Government limits allowable tax increases before a costly local referendum would be required. – Legislative requirements and the amount of grant received by local authorities are yet to be fully clarified. – Failure to reach a local scheme and having to adopt the default scheme would result in a severe negative impact on Council finances and would reduce expenditure on other services.

Equality Impact Assessment

	Key Questions	Answers/Notes
		<ul style="list-style-type: none"> – Demand for council tax benefit is rising. – The proportion of the local population that is of pension age is rising. – The preferred Kent-wide scheme would limit local flexibility and create potential for an increase in complaints and appeals as a result of the scheme adopted. – Additional Government proposals for welfare reform could also impact on those affected by the changes to council tax benefit.

Equality Impact Assessment

Step 3	Consideration of data and information	
8.	What do you already know about who uses this function/service/ policy?	<p>We have analysed available data for current council tax benefit recipients allowing us to consider the impact on people according to:</p> <ul style="list-style-type: none"> - Age - Disability - Those with caring responsibilities. - Gender - Those with families and young children <p>A summary of the data analysis for the proposal put forward for consultation by Sevenoaks District Council is attached at Annex 1. This is supported by comprehensive data sheets which are available as background information.</p>
9.	What consultation with service users has taken place on the function/service/policy and what were the key findings?	<p>Sevenoaks District Council carried out a consultation exercise between 6 August and 30 September 2012. This set out the Council's preferred option (based on the Kent-wide scheme) and provided an opportunity for respondents to comment on the scheme and offer suggestions that could assist with the final scheme design. The consultation provided the opportunity for stakeholders affected by each of the options to give their views before the Council takes further decisions.</p> <p>In total the Council had 82 responses to the consultation. Of these 57 were completed online and 25 were sent in by post. Analysis of those that responded showed that:</p> <ul style="list-style-type: none"> • 67% of responses came from current benefit claimants; • 72% of respondents were working age; • 50% of respondents were female; • 21% of respondents were carers; and • 48% responses were from people with a disability.

Equality Impact Assessment

Step 3	Consideration of data and information	
9. Cont.	What consultation with service users has taken place on the function/service/policy and what were the key findings?	<p>The results of the consultation exercise are summarised as:</p> <ul style="list-style-type: none"> • 71% of respondents agreed that pensioners should be protected from any changes to council tax benefit; • 61% of respondents agreed that the amount of local council tax support claimants receive should be based on the current council tax benefit calculation; • 62% of respondents disagree with the Council’s proposal for an 18.5% reduction in council tax support for all working age claimants; and • 71% of respondents providing comments to the open text question suggested that further protections should be put in place within the Council’s local support for council tax scheme rather than the reductions not occurring at all (21%).
10.	What, if any, additional information is needed to assess the impact of the function/service/policy?	<p>The impact of the Council’s final decision on the local council tax support scheme for Sevenoaks District Council will be evaluated during 2013/14 once it has been in operation for a significant period of time.</p> <p>Following completion of the consultation, the Government have announced further proposals for the localisation of council tax benefit, offering a transition grant if certain criteria are adopted within local schemes. At this stage, it is unclear how this proposal will affect the preferred Kent-wide scheme and further details are awaited from the Department for Communities and Local Government and the County Council. Should the new proposals be adopted by the Council, the impacts set out in this assessment will need to be reviewed.</p>
11.	How do you propose to gather the additional information?	<p>Data in the council tax and housing benefit systems will be regularly reviewed to evaluate levels of council tax collected. Data from these systems will also be used to determine whether particular groups may have been affected by the change to council tax support, through a review of this Impact Assessment. Data from the Housing Service may also prove useful in evaluating any impacts as a result of the scheme.</p>

Equality Impact Assessment

	Key Questions	Answers/Notes
Step 4	Assessing the Impact	
12.	Based on what information you already know, in relation to each of the following consider whether a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage b) for an existing function/service/policy, how it is actually working in practice	
a.	Age	<p>Impact: The Government have prescribed that low income pensioners should be protected from any reduction in support. We therefore have no discretion in implementing this aspect of the scheme.</p> <p>As pensioners are protected, the option being considered by Sevenoaks District Council will result in a degree of negative impact on some non-pensioner age groups. Our preferred option would see people of working age paying £3.60 more per week towards their council tax bill than people of pension age.</p> <p>The consultation showed that:</p> <ul style="list-style-type: none"> – 71.2% of working age people disagree that working age people should receive an 18.5% reduction to their council tax benefit. – 38.1% of pension age people disagree that working age people should receive an 18.5% reduction to their council tax benefit. <p>Mitigation: The decision to protect pensioners was taken by Government who are therefore responsible for conducting their own EqIA on this aspect. This is available at: http://www.communities.gov.uk/documents/localgovernment/pdf/2063707.pdf</p>

Equality Impact Assessment

	Key Questions	Answers/Notes
b.	Disability	<p>Impact: Sevenoaks District Council’s proposal has potential to negatively impact on people with disabilities as a result of the relatively high proportion in protected pensioner households. People with a disability would pay £2.52 more per week towards their council tax bill whilst the average additional payment for all claimants would be £1.75 more per week. The consultation showed that 76.9% of people with a disability disagree that working age people should receive an 18.5% reduction to their council tax benefit. The most frequently made comments in the consultation related to protecting disabled people / families and their carers.</p> <p>Mitigation: This will be determined following Members review of this Impact Assessment and the response to the consultation on the Council’s proposed local council tax support scheme.</p> <p>The current council tax benefit calculation that will be adopted in the proposed scheme treats people with disabilities more favourably by disregarding some income. This raises their benefit entitlement when compared to some other groups and this will be continued.</p>
c.	Carers	<p>Impact: Sevenoaks District Council’s proposal has potential to negatively impact on carers as a result of the relatively high proportion in protected pensioner households, as they would pay £2.87 extra per week towards their council tax bill, whilst the average additional payment for all claimants would be £1.75 more per week. The consultation showed that 82.4% of carers disagree that working age people should receive an 18.5% reduction to their council tax benefit. The most frequently made comments in the consultation related to protecting disabled people / families and their carers.</p> <p>Mitigation: This will be determined following Members review of this Impact Assessment and the response to the consultation on the Council’s proposed local council tax support scheme.</p> <p>The current council tax benefit calculation that will be adopted in the proposed scheme treats carers more favourably by disregarding some income. This raises their benefit entitlement when compared to some other groups and this will be continued.</p>

Equality Impact Assessment

	Key Questions	Answers/Notes
d.	Gender	<p>Impact: Sevenoaks District Council's proposal has potential to negatively impact on females as they are more likely to be the primary applicant and / or have dependent children. Females would pay £1.85 extra per week toward their council tax bill whilst males would pay £1.60 extra per week. The consultation showed that:</p> <ul style="list-style-type: none"> – 58.5% of females disagree that working age people should receive an 18.5% reduction to their council tax benefit. – 72.2% of males disagree that working age people should receive an 18.5% reduction to their council tax benefit. <p>Mitigation: This will be determined following Members review of this Impact Assessment and the response to the consultation on the Council's proposed local council tax support scheme.</p> <p>The current council tax benefit scheme mitigates this to some extent by making allowances for childcare costs, raising benefit entitlement and this will be continued.</p>
e.	Race	<p>Impact: This information is not collected from claimants as it is not relevant to the calculation of council tax benefit. There may be a possible indirect impact for options affecting larger households.</p> <p>Mitigation: This will be determined following Members review of this Impact Assessment and the response to the consultation on the Council's proposed local council tax support scheme</p>
f.	Religion & Belief	<p>Impact: This information is not collected from claimants as it is not relevant to the calculation of council tax benefit.</p> <p>Mitigation: We are not aware of any impacts in need of mitigation at this stage.</p>
g.	Sexual Orientation	<p>Impact: This information is not collected from claimants as it is not relevant to the calculation of council tax benefit.</p> <p>Mitigation: We are not aware of any impacts in need of mitigation at this stage.</p>
g.	Marital or Civil Partnership Status	<p>Impact: This information is not collected from claimants as it is not relevant to the calculation of council tax benefit.</p> <p>Mitigation: We are not aware of any impacts in need of mitigation at this stage.</p>

Equality Impact Assessment

	Key Questions	Answers/Notes
h.	Pregnancy & maternity	<p>Impact: This information is not collected from claimants as it is not relevant to the calculation of council tax benefit.</p> <p>Mitigation: We are not aware of any impacts in need of mitigation at this stage.</p>
i.	Gender reassignment	<p>Impact: This information is not collected from claimants as it is not relevant to the calculation of council tax benefit.</p> <p>Mitigation: We are not aware of any impacts in need of mitigation at this stage.</p>
j.	General (<i>i.e. affecting all of the above</i>) / other (<i>i.e. socio economic</i>)	<p>Impact: As pensioners are protected, the reduction in the level of support falls to working age claimants. The actual average cut for any given group will depend on how many of that group are in protected pensioner households.</p> <p>Mitigation: Sevenoaks District Council could consider the following measures to mitigate any further affects of the funding deficit on non-pensioner households:</p> <ul style="list-style-type: none"> – Under separate legislation reducing the council tax discount on empty homes from six months to three months. – Under separate legislation remove the council tax discount on second homes. – Make savings or cuts in other Council services in order to do more to protect some negatively affected groups. – Reviewing the scheme after three years to implement any longer-term measures needed to mitigate any ongoing impacts. <p>This will be determined following Members review of this Impact Assessment and the response to the consultation on the Council’s proposed local council tax support scheme.</p>

Equality Impact Assessment

Step 5		Reviewing and Scrutinising the Impact	
13.	What conclusions can you draw about any differential impact and how people are adversely or positively affected?	<p>Sevenoaks District Council’s proposed local council tax support scheme suggests that the shortfall in funding as a result of the Governments decision to reduce money available for council tax support by 10% will be met from paying less council tax support. As the Government has said that pensioners must be fully protected from the changes, working age claimants will be affected by a reduction in council tax support. This will enable the Council to minimise the impact for all residents as council tax increases can be minimised and priority essential services safeguarded from savings and/or cuts.</p> <p>Although the Council is proposing that all working age claimants will be impacted to the same extent (18.5%), the Council have identified that its proposed scheme has the potential to have a negative impact on people with disabilities, carers, women and younger age groups. This is because the extent of the impact on people with protected characteristics is directly determined by the proportion of pensioners that fall within each protected characteristic group. For example if one group has no protected pension age claimants then the impact on the working age group is negative to the effect of 18.5%. If another group has 50% of claimants of pension age then the impact of the working age group is halved and the negative effect reduced to 9.25%.</p>	
14.	What actions can you take to address any impacts identified?	<p>Sevenoaks District Council’s proposed scheme continues to adopt the calculation methods of the current council tax benefit scheme. As a result it already provides more support to some groups than others (households with young families, people with disabilities) which would be retained under the preferred scheme. The Council will consider whether further measures for mitigating the impact are needed once the results of the consultation are evaluated and considered by Members.</p>	
15.	If no changes can be made, what reasons are there to justify this?	<p>No decision has been made on whether further changes are possible. This will be determined following Members review of this Impact Assessment and the response to the consultation on the Council’s proposed local council tax support scheme.</p> <p>Whilst the Council’s preferred option has potential to result in a degree of negative impact on some non-pensioner age groups, this is as a result of the protection of pensioners being prescribed by Government. We therefore have no discretion in implementing this aspect of the scheme.</p>	

Equality Impact Assessment

Step 5	Reviewing and Scrutinising the Impact	
16.	How might any of the changes, in relation to the adverse impact, have a further adverse affect on any other group?	Annex 1 to this Impact Assessment summarises the impact of each of the options on people in Sevenoaks District with protected characteristics based on current data, with additional data available as background information.

Equality Impact Assessment

Step 5 continued...		Actions to address any differential impact		
Action	Outcome/monitoring information and targets	WK Equality Aims & Commitments	Date for Completion	Responsible Officer
We will put any necessary actions in place, once the response to the consultation has been considered and evaluated by Members.				

Step 6	Decision making and future monitoring	
17.	Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council?	<p>Sevenoaks District Council reported its proposed local council tax support scheme to both Cabinet and Council. It was resolved that the scheme would be put to public consultation.</p> <p>An update will be provided to Services Select Committee and the Cabinet and the full Council will consider the results of the consultation and formally adopt its local scheme for Council Tax support before 31 January 2013.</p>
18.	How will you continue to monitor the impact of the function/service/policy on diverse groups?	Measures for monitoring the impact will be considered once the final scheme has been developed and the impacts are known.
19.	When will you review this equality impact assessment?	Following the recommendations of Cabinet, prior to the Council decision being taken.

Localisation of Council Tax Support – Equality Impact Assessment
Annex 1 – Summary of impacts from data analysis of Sevenoaks District claimants

This information provides a summary of the impacts of the proposed changes to Council Tax Benefit, based on data analysis of current Sevenoaks District claimants. The summary below is based on a comparison between the current average council tax benefit paid and the amounts that are proposed to be paid under the Sevenoaks District Council consultation proposal.

Average amount of council tax benefit

Sevenoaks District Council currently pays out £6,647,993 in council tax benefit. It is expected that Government will reduce funding to pay for council tax benefit by 10% from April 2013, leaving an estimated shortfall in the council tax benefit bill of £665,000.

The average actual reduction in weekly council tax benefit, following a blanket 18.5% reduction whereby pensioner households are protected from any cut, would be **9.1%** for an average household.

Profile of claimants (based on the current caseload of 6,662 households):

- 63.5% of primary applicants are female
- 36.5% of primary applicants are male
- 51.4% of claimant households are of pension age
- 27.4% of claimant households have children (of those 9.6% have a child under 5 years of age)
- 16.4% of claimants are categorised as having a disability of having a person with a disability in their household
- 3.7% of claimants receive a carer premium

Consultation Proposal: Protect pensioners so that they see no reduction in their current council tax benefit levels. All other (working age) claimants will receive a reduction of 18.5% on their current benefit entitlement.

Impact: Looking at the impact on all claimants, both working age and pension age:

- People with disabilities are affected more (their amount of award would fall by an average of 12.6%) than those without a disability (8.4% reduction).
- Households with carers would also be affected more (their amount of award would fall by an average of 12.6%) than those with no carers (9.0% reduction).
- Female applicants would be affected more (their amount of award would fall by an average of 9.8%) than male applicants (8.0% reduction).
- Applicants aged under 54 would face larger reductions (between 17.9 and 18.5%) than those aged 55-64 (9.3% reduction). For a pensioner household, there will be no change in the amount of benefit they receive.
- People from Minority Ethnic groups (66.7%) are more likely to be of working age (16-64) than White residents (57.7%) and less likely to be of pension age (6.9%) compared with White residents (23.3%)¹. As ethnicity data is not relevant to the calculation of council tax benefit it is not collected from claimants. The impact on ethnic groups is unclear at this stage.

¹ Source of data: Mid-Year Population Estimates 2009.

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KENT JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY: REFRESH OF POLICIES

Cabinet - 8 November 2012

Report of the: Report of the Deputy chief Executive and Director of Community and Planning Services.

Status: Decision

Also considered by: Services Select Committee 1 November 2012

Key Decision: No

Executive Summary: The first Kent Joint Municipal Waste Management Strategy (KJMWMs) was adopted in 2007 by all 13 Councils that comprise the Kent Waste Partnership. The main targets outlined in the 2007 Strategy were actioned one year early in 2011/12 and therefore it is appropriate to refresh the Strategy.

This report supports the Key Aims of supporting a clean and healthy environment and a dynamic and sustainable economy.

Portfolio Holder Cllr. Mrs Hunter

Head of Service Richard Wilson - Head of Environmental and Operational Services

Recommendation: It be resolved that the refreshed Kent Joint Municipal Waste Management Strategy objectives and policies 2012/13-2020/21 be adopted.

Introduction

1 Achievement of the 2007 KJMWMs Targets

All 13 Kent councils comprise the Kent Waste Partnership (KWP). It has been in place since 2007 and is now recognised as a national peer leader in deriving firm benefits from partnership working between councils and wider stakeholders. The 13 Portfolio Holders with responsibility for recycling and waste services form the KWP Members Board. Directors and Heads of Service form the KWP Officers Advisory Group. Each group meets three times a year to take forward all policies and issues relating to the 13 councils' recycling and waste management functions.

The first KJMWMs was adopted by all 13 Kent councils in 2007. It amounts to some 1,000 pages of technical data and supporting information but the crux of it was to put in place a range of policies and targets that all 13 councils adopted as a whole. These are at Appendix 2 for Members' information. The original KJMWMs remains extant and is publicly available at www.kent.gov.uk/kwp

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Since 2007 the KWP and its constituent councils have worked very hard to achieve the key targets set out in the KJMWMS. These were to achieve a 40% recycling and composting rate across Kent (as a whole) by 2012/13 and for Kent County Council's (KCC's) Household Waste Recycling Centres (HWRCs) to reach a 60% recycling and composting rate. Both of these targets were achieved a year early in 2011/12.

In addition, and this is where the KWP is fast becoming a leader among peers, the amount of waste sent to landfill has reduced dramatically from around 72% in 2005/06 to 22% in 2011/12. Avoidance of waste to landfill is a major contributor to avoiding costs for the Waste Disposal Authority (WDA – Kent CC), and has been a key factor in re-using funds to support the East and Mid Kent projects¹ involving Waste Collection Authorities (WCAs – the district councils).

To achieve the potential for avoiding substantial future costs, the KWP has focused on a two-strand strategy to, firstly, raise its recycling and composting rates (and generating recyclates income) and, secondly, make good use of the Allington Energy from Waste facility to deliver better financial and environmental value from tackling residual waste. Whilst this description simplifies what is often a very challenging and exhaustive process, the value of these two strands to the 13 councils' financial and performance achievements should be recognised as crucial.

The narrative for the KWP's achievements has been set-out in KWP Annual Reports in 2010 and 2011. These are publicly available at www.kent.gov.uk/kwp

There is wide stakeholder praise of the KWP's achievements, which reflects entirely on the activities of the 13 councils to work in partnership.

2 Refresh of the KJMWMS

Given the achievement of the KJMWMS targets a year early, the significant improvement to infrastructure, and the need to focus on the next set of aims for the 13 councils, the KWP Members Board agreed in 2011 to carry out a refresh of the policies. This refresh would build on the 2007 KJMWMS rather than review or replace it. Thus, the exercise at hand was to consult widely with stakeholders to assess their view of the KWP's direction. It was also to decide for ourselves a reasonable and measured set of ambitions up to 2020 that protected the KWP's (and, hence, the 13 councils) interests.

Since the District Council elections of May 2011, the KWP Members Board has met on five occasions to take forward the refresh of the KJMWMS, among other things. In July 2012, Members decided to 'hit the ground running' by approving an open dialogue with stakeholders on policies and targets.

A consultation exercise took place from 29 August 2011 to 14 November 2011. Stakeholders whom were approached and encouraged to provide comments included: -

¹The East Kent Project involves Canterbury, Dover, Kent, Shepway and Thanet councils. The Mid Kent Project involves Ashford, Kent, Maidstone and Swale councils. Together, it is estimated that avoided costs in excess of £100 million over ten years may be achievable through the advanced partnership working by councils.

- The 13 Kent councils
- Kent Waste Forum
- Kent Association of Local Councils
- National Waste Partnerships
- London and South East Councils
- Government Departments
- Waste Companies
- Retailers and Reprocessors
- Civil Society
- Umbrella Bodies
- Public access to the consultation online²

The details of the consultation, and the issues the KWP sought engagement on from stakeholders, was contained in the KWP Annual Report 2011. Details were published online in August 2011 and also sent to many hundreds of organisations and individuals within the list above.

The KWP Members Board considered the responses to the consultation in November 2012. This enabled the policy suggestions published in August 2011 to be amended in the lights of responses received. In early 2012, Members decided to reform the policies to reduce the number; to focus outwardly from the councils on the supply chain; and to ensure the overall objectives represented a clear statement of the KWP's ambitions up to 2020.

As a result of the changes, Members decided to engage with stakeholders one more time on the reformed policies. This exercise took place in April/May 2012. The feedback from the exercise was extremely favourable.

The KWP Members Board agreed the objectives and policies set-out in **Appendix 1** on 12 July 2012. These would be considered by all 13 councils individually and recommended for adoption in accordance with local Constitutions.

² It should be noted that the major public consultation on the KJMWMS took place in 2006/07. There were some 2,700 contributions at that time, which influenced the development of the KJMWMS. On this occasion, and because the exercise was a refresh of policies to build on the existing KJMWMS, the main focus was on industry, government, and supply chain stakeholders. The consultation was also publicly available online to any interested parties. However, the implementation of policies would take place at local level, as has happened since 2007, and would continue. Existing practice has been for the 13 councils to carry out public consultations on practical changes to services at the times those changes are proposed.

Agenda Item 8

Key Implications

Financial Implications

Adopting the policies at Appendix 1 does not oblige any of the 13 Kent councils to commit specific funding. Nor is there expected to be an adverse financial impact as a result of adoption. Quite the reverse, the local implementation of the refreshed policies is designed to create opportunities for councils to avoid future costs as a result of partnership working between the WCAs and/or with the WDA. Local implementation of policies will require negotiation on a case-by-case basis, and where business cases merit examination.

In respect of the recycling and composting target of 50% by 2020, a financial implication could arise if the country as a whole does not meet the target. This is because the Government has legalised the passporting of any EU fines direct to those councils whom do not, themselves, achieve the 50% target. More information on this is contained in the 'Legal Implications' section below. Suffice to say that the purpose of the 50% target is as much about protecting taxpayers' financial interests as it is about environmental performance.

Community Impact and Outcomes

Waste Management Services are a key Community Services delivered to all households in the District.

Legal, Human Rights etc.

The requirement for councils to produce 'joint waste management strategies' is contained in the Waste & Emissions Trading Act 2003. This applies especially to councils in two-tier areas such as Kent. That said, the KWP Members Board has designed policies that are right for Kent taxpayers and right for the 13 councils.

All Members States of the EU are required to achieve recycling and composting rates of 45% by 2015 and 50% by 2020 as contained in the revised Waste Framework Directive (rWFD) 2008. Failure to achieve these levels of performance as a nation may give rise to EU fines. The Government has legalised the passporting of such fines to local authorities as contained in the Localism Act 2011. Whilst the Local Government Association achieved a better outcome in the drafting of the Act than had been originally proposed by the Government, financial risks remain for those councils whom do not achieve the targets. The levels of potential fines are unknown.

Best Value

The KWP Members Board recommends adoption of the refreshed policies as an excellent demonstration of the 13 councils' collective desire to derive the best possible value for Kent taxpayers in the delivery of WCA and WDA functions.

Equality Impacts

During the development of the refreshed policies, two Equalities Impacts Assessments (EIAs) have been taken forward to ensure the public's interests are

taken into account. These were in February and August 2011. The decision to carry out two EIAs was taken as the policies evolved as a result of stakeholder consultation and input from Members and officers.

The EIAs were carried out by the KWP with expert support from corporate colleagues at KCC. On both occasions, the results were satisfactory and that Full EIAs were not required. The second EIA result is attached at **Appendix 3** for Members' information.

Local implementation of the refreshed policies may prompt some changes to some services in some areas, in accordance with decisions taken by each sovereign council. Local EIAs would be taken forward at the appropriate times accord with councils' own policies, practices and legal obligations.

Sustainability

Implementation of the refreshed policies in the period up to 2020 is likely to deliver substantial sustainability benefits. The focus on deriving value from discarded organics (principally food, paper and cardboard, and garden waste) is considered to be a major means of councils fulfilling their sustainability obligations. In addition, capturing increased amounts of discarded packaging for recycling purposes reduces the need for industry to use raw materials.

Economic

The KWP Members Board has a specific desire to ensure the refreshed policies support Kent taxpayers, local jobs, and the 'green economy'. The policies are deliberately framed to focus outwardly to the supply chain so that Kent's ambitions in relation to the economy can be supported.

Risk Assessment Statement

There are no specific risks attributed to adopting the KWP refreshed policies and objectives and adoption supports the Councils current policies and strategies with regard to Waste Management Practise.

Appendices

Appendices –

- Appendix 1 KJMWMS 2012/13 – 2020/21 Objectives and Policies
- Appendix 2 KJMWMS 2007 Policies
- Appendix 3 Equalities Impact Assessment.

Background Papers

- (a) Kent Joint Municipal Waste Management Strategy (Adopted 2007)
- (b) KWP Annual Reports 2010 and 2011

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(c) Minutes of the KWP Members Board 2011 – 2012

(All the background papers can be found at www.kent.gov.uk/kwp)

Contact Officer(s): Richard Wilson x7262 or 01959 567351.

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

**Kent Joint Municipal Waste Management Strategy (KJMWMS) Appendix 1
2012/13 to 2020/21 Policies**

Objectives	
1	Deliver the best possible outcomes on materials handled by the KWP from household and other appropriate sources.
2	Deliver the best possible value for money to Kent taxpayers taking account of whole-service costs paid through Council Tax.
3	Secure the best possible outcomes through effective partnership working among the 13 Kent councils, through the SE7 Project, with government, and across the supply chain.
Policies	
1. Materials Security and Resource Efficiency	
1a	By 2015/16 the KWP will reduce household waste arisings by at least 5% (based on 2010/11 levels); recycle/compost at least 45%; and send no more than 10% to landfill.
1b	By 2020/21 the KWP will reduce household waste arisings by at least 10% (based on 2010/11 levels); recycle/compost at least 50%; and send no more than 5% to landfill. Our ambition is to get as close to zero untreated waste to landfill as possible.
1c	The KWP will work with the government, the SE7 Project, and others to develop and deliver a waste reduction plan including practical measures to help achieve policies 1a and 1b. [Added context: In practice this includes national programmes such as the Love Food Hate Waste campaign, ‘take back’ schemes for bulky items, and re-use in the home.]
1d	The KWP will take account of the need for the right quality of recyclates for the right end uses as included with the revised Waste Framework Directive and transposition into UK legislation. [Added context: In practice this includes co-ordinated activities with the supply chain and Kent residents to ensure quality; encouraging initiatives to improve outcomes on recycling of plastics including HDP, PET and PP; supporting changes to legislation, such as on Packaging & Packaging Export Recovery Notes (PRNs/PERNs) to create a level playing field for domestic reprocessors; and flows of materials to be auditable through to end destinations.]
1e	The KWP will continue its high performance in minimising the use of landfill. The KWP will assist householders to maximise the amounts they recycle and re-use, and avoid putting the following items into residual waste bins: paper, cardboard, glass, metals, wood, plastics, textiles, waste electricals, batteries, and food.

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2. Value for Money for Kent Taxpayers	
2a	The KWP will continue its existing efforts to deliver value for money to Kent residents by means of: optimising services financially and environmentally; joint service delivery opportunities between councils; cross-boundary working; economy of scale through procurement exercises; and securing funding from external bodies.
2b	The KWP aspires to put in place separate collections of discarded food for composting on a weekly basis in all districts by 2020; and in at least 8 of the 12 districts by 2015/16 (separate weekly collections) and 10 of the 12 districts (including existing fortnightly collections).
2c	Communications and operational activities will be co-ordinated so that Kent taxpayers gain the best possible value from the investment of their Council Tax payments into local services. [Added context: In practice this includes balancing financial, environmental, and social outcomes wherever possible.]
2d	All eligible Kent councils will sign up to the new generation of household and business 'Recycling & Waste Collection Commitments' and seek to uphold these continually.
3. Supporting Kent's Interests	
3a	The KWP will seek innovations to ensure future services provide the Kent taxpayer with the best value for money. These include exploring the feasibility of collections from commercial premises (particularly SMEs); cross-county working on HWRC's, materials and infrastructure (such as the SE7 Project); and cross-sector working with retailers, brands, reprocessors and others.
3b	The KWP will continue its record of influencing the government's policies and laws to protect Kent taxpayers' interests whether by means of responses to consultations; development of Responsibility Deals and appropriate legislation; and securing support from wider audiences on issues of importance to us.
3c	The KWP will promote good practice in relation to health and safety; streetscene effectiveness (including enforcement and behavioural change); and value for money (including unit costs and asset effectiveness).
3d	The KWP will maintain a publicly-available Operating Framework that defines its scope, remit and procedures; and review its continued operation at least in 2015 and 2019.
3e	The KWP will continue to produce an Annual Report that outlines the work of the previous financial year in delivering the Kent Joint Municipal Waste Management Strategy and any other activities within its remit.

3f	The Kent Joint Municipal Waste Management Strategy will be refreshed in 2016/17 and 2021/22; or at any other times as agreed by the KWP; or in accordance with any changes in legislation relating to such strategies.
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Kent Joint Municipal Waste Management Strategy: 2007 Policies Appendix 2

Note: The 2007 objectives below are replaced by the refreshed objectives in Appendix 1.

Objective Number	Objective
1	Deliver high quality services to the people of Kent, including an emphasis on waste reduction, recycling and diversion from landfill.
2	Meet the statutory targets set for Kent, and exceed them in areas where this is a locally agreed priority.
3	Support, where possible, other related policy aims of the Kent authorities (e.g. regeneration).

Note: The 20 policies below from 2007 are replaced by the 15 policies in Appendix 1.

Policy Number	Policy
Heading: Resource Management	
1	The KWP will encourage the conservation of resources through the use in Kent of materials and energy recovered from wastes produced in Kent. It will aim to influence other areas of public policy and service delivery to support this agenda.
Heading: Partnership	
2	To deliver the Strategy, the County, District and Borough Councils will work proactively as the Kent Waste Partnership within a formal joint committee structure; they will actively seek the views of stakeholders, and their contribution to achieving the strategy's objectives.
Heading: Education and Engagement	
3	All stakeholders, including elected Members, will be kept informed and consulted on waste management issues affecting Strategy implementation.
4	Targeted and co-ordinated campaigns will be run across Kent to inform, to educate and to work towards changing behaviours of residents, consumers and the wider community.
5	The authorities will work jointly and individually to encourage the Community and Social Enterprise Sector to reach its full potential in delivering cost-effective and sustainable waste management services.
Heading: Waste Minimisation and Re-use	
6	Waste minimisation and re-use will be prioritised and the KWP will seek, through its wider policy aims, to break the link between waste production and economic growth.
7	The KWP will lobby for measures to combat waste growth in areas such as product design, packaging and other producer responsibility issues, which are most effectively pursued at the national and international levels.

Heading: Recycling and Composting	
8	The KWP will achieve a minimum level of 40% recycling and composting of household waste by 2012/13 and will seek to exceed this target.
9	The KWP will work to develop, to maintain and to improve schemes that secure the best recycling and composting performance for Kent authorities as a whole.
10	The KWP will secure higher rates of performance from existing services through education and awareness-raising.
11	The KWP will strive to make waste and recycling services accessible and easy to use for all householders, across all housing types and sectors of the community.
12	The KWP will work to secure composting capacity including in-vessel in the County to enable the authorities in the east of Kent to provide an efficient and cost-effective service for managing compostable wastes.
13	The recycling and composting performance of HWRCs will be improved, reaching 60% by 2012/13, while maintaining high standards of customer service.
Heading: Residual Waste Management, Energy Recovery	
14	A timely procurement programme will be implemented to provide sufficient capacity for Kent to continue to meet its statutory targets for the diversion of biodegradable municipal waste.
15	The procurement programme for additional capacity will take account of the opportunities for co-management with other waste streams, but will discourage facilities of a scale that will attract imports of waste to the County.
16	Procurement of additional capacity will keep technical options open and flexible in terms of the number and scale of facilities to be provided but will need to emphasise deliverability.
17	Kent County Council will take a pragmatic approach to trading landfill allowances, being willing to trade, but not reliant on trading for compliance or essential income.
Heading: Residual Waste Management, Disposal to Landfill	
18	Kent will procure landfill capacity to meet the need for the disposal of residual waste for which recovery capacity is not contracted.
19	Where it is cost-effective, Kent will exceed its statutory targets for diversion of biodegradable municipal waste from landfill in order to preserve landfill void space in the County.
Heading: Residual Waste Management, Waste Transfer Facilities	
20	The transfer station network will be improved across Kent to promote the efficient transport of wastes for treatment, recovery and disposal.

**Kent Joint Municipal Waste Management Strategy (KJMWMS)
Equalities Impacts Assessment (2012)**

**KENT COUNTY COUNCIL
EQUALITY IMPACT ASSESSMENT**

Directorate:

Enterprise and Environment (Kent Waste Partnership)

Name of policy, procedure, project or service

The Kent Waste Partnership (KWP) is refreshing the Kent Joint Municipal Waste Management Strategy which was originally implemented in April 2007.

What is being assessed?

The 15 policies currently included in the Kent Joint Municipal Waste Management Strategy which set out how the Kent Waste Partnership intends to manage municipal solid waste arising up until 2020.

Responsible Owner/ Senior Officer

Paul Vanston, KWP Manager.

Date of Initial Screening

Friday 8th August 2012



Screening Grid

Characteristic	Could this policy, procedure, project or service affect this group less favourably than others in Kent? YES/NO If yes how?	Assessment of potential impact HIGH/MEDIUM LOW/NONE UNKNOWN		Provide details: a) Is internal action required? If yes what? b) Is further assessment required? If yes, why?	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO - Explain how good practice can promote equal opportunities
		Positive	Negative		
Age	No	Unknown		No	<p>As an overview of potential EIA needs in the future, the outworking of the policies is likely to mean changes in some services managed by Kent's Waste Collection Authorities (i.e. the 12 district councils in Kent) and also the Waste Disposal Authority (Kent County Council).</p> <p>Such changes may include: -</p> <ul style="list-style-type: none"> ▪ the frequencies of recycle and residual collections; ▪ the range of recyclables collected; ▪ the range of bins needed to support better collections; ▪ the need to reduce waste, particularly organics; ▪ changes at Household Waste Recycling Centres; ▪ the need to support the waste hierarchy; and ▪ any other impacts to ensure the Strategy policies deliver the financial, environmental and social improvements for a better Kent.
Disability	No			No	
Gender	No			No	
Gender Identity	No			No	

Race	No		No	<p>The 13 sovereign councils have the legal responsibility to ensure Equalities Impacts Assessments relating to their populations are carried out as part of their usual day-to-day business activities. This is particularly the case when any major service changes that happen from time-to-time are proposed (often at the time of contract renewals every seven to ten years).</p> <p>The need for updating Strategy policies to ensure the 13 Kent councils meet EU and national laws relating to their recycling/waste functions is understood.</p> <p>Thus, whilst this document confirms there is no requirement to undertake a full impact assessment in respect to the Strategy policies, it is acknowledged the 13 Kent councils will continue to carry out local EIAs as appropriate when implementing local changes that impact on residents, including (and especially) the nine protected characteristics.</p>
Religion or Belief	No		No	
Sexual orientation	No		No	
Pregnancy and Maternity	No		No	
Marriage and Civil Partnerships	No		No	

Part 1: INITIAL SCREENING

Context

The Kent Waste Partnership is a two tier partnership consisting of 12 district and borough councils, which collect domestic waste in Kent and Kent County Council, who dispose of it.

In April 2007 the Kent Waste Partnership developed a Kent Joint Municipal Waste Management Strategy (KJMWMS) which currently serves the purpose of providing a strategic approach to managing municipal solid waste arising over the next 20 years.

Reasons for the KJMWMS refresh are as follows;

- The economy, technologies and markets have changed dramatically since 2007.
- The European Union (EU) Waste Framework Directive was transposed into national law in March 2011. This impacts on the KWP in three main ways:-
 1. The 'waste hierarchy' is now law.
 2. A national 'waste prevention plan' must be put in place by 2014.
 3. All councils must provide recycling services for glass, metals, paper and plastics by 2015 – either at the kerbside or using bring banks.
- The government published the results of its own national review of waste policies in June 2011. This followed an exercise lasting a year where the Government sought views on its policies.

Aims and Objectives

The Consultation on refreshing the KJMWMS was published on Friday 19 August 2011. The original deadline of Friday 28th October 2011 was extended to Monday 14th November 2011 due to following reasons;

- Extended from 10 weeks to 12 to permit extra time for some consultees whom had asked for it.
- As some consultees had asked for an extension, it was offered to everyone.
- An opportunity to encourage more responses as well as demonstrating support to stakeholders by offering an extension.

The Consultation compares the 20 original policies set within the KJMWMS with the KWP's 30 suggested ways forward up until 2020.

The target audience for this Consultation was the Kent Waste Forum. (Stakeholders of the Kent Waste Partnership.) This includes all Kent district councils, Kent County Council, retailers, reproprocessors, 'civil society' organisations, community sector and a host of other interested parties. The Consultation was sent to all stakeholders via email as well as being uploaded publicly on the Kent Waste Partnership's web pages. (www.kent.gov.uk/kwp)

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Taking on board the feedback received, the KWP's 'suggested ways forward' were condensed into 15 policies and were agreed at the KWP Members Board on 12 July 2012. Changes made were subtle but it was felt an updated EIA was appropriate to ensure issues were appropriately examined again.

Beneficiaries

By refreshing the KJMWMS in 2011/12 allows the Kent Waste Partnership to take stock of its current performance compared to the original aims and policies stated in the KJMWMS.

It also allows the Kent Waste Partnership to reassess its strategic position in terms of the European Union (EU) Waste Framework Directive and digesting the government's recent publication on the national review of waste policies in June 2011, updated technologies and other factors.

The 'KWP's suggested ways forward' addressed in the Consultation are with the intention of benefiting three key areas;

- The Kent taxpayer
- Environment
- KWP Performance

Consultation and data

The target audience for the KJMWMS Consultation consisted of the following;

- Kent Councils
- Kent Waste Forum
- Kent Association of Local Councils
- National Waste Partnerships
- London and south east Councils
- Government Departments
- Waste Companies
- Retailers and Reprocessors
- Civil Society
- Umbrella Bodies
- Public access to the consultation online.

Potential Impact

From the KWP's updated policies, it is considered there will be substantial financial benefits to all Kent taxpayers, as well as improved environmental performance by the councils. Achieving these benefits may require local changes to some services in some areas. Where this is required, equality impact assessments will be taken forward by each of the sovereign councils as part of their own activities in delivering high quality services to the public.

JUDGEMENT

Option 1 – Screening Sufficient

YES

Following this screening our judgement is that no further action is required in terms of the KJMWMS refresh of policies.

Justification:

Using the Equalities Impact Assessment tool allows the Kent Waste Partnership to calculate whether the suggested policies have any direct or indirect adverse/negative impacts to people.

From the evidence above, the Kent Waste Partnership's refreshed strategy will deliver substantial financial and environmental performance benefits to Kent taxpayers. Where local implementation of the policies requires some changes to some services in some areas, the sovereign councils will take forward equalities impacts assessments as appropriate as part of their usual activities.

Option 2 – Internal Action Required

NO

There is potential for adverse impact on particular groups and we have found scope to improve the proposal

Option 3 – Full Impact Assessment

NO

Only go to full impact assessment if an adverse impact has been identified that will need to undertake further analysis, consultation and action

Equality and Diversity Team Comments

Local implementation of the refreshed KJMWMS policies may require some changes to some services in some areas. Where this is required to meet EU and national laws relating to the delivery of recycling/waste services, equalities impacts assessments will be carried out by the sovereign councils as part of their normal activities to deliver high quality services to the public.

Therefore recognising this, no further action is required on the strategy itself, but EqIAs should be carried out locally as appropriate.

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Sign Off

I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.

Senior Officer

Signed:




Name: Paul Vanston

Job Title: Manager, Kent Waste Partnership; and Business Development Manager, South East 7 Waste Programme

Date: 30 August 2012

DMT Member

Signed:



Name: Caroline Arnold

Job Title: Head of Waste Management, Kent CC

Date: 06 September 2012

CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN - EDENBRIDGE

Cabinet - 11 October 2012

Report of the: Community and Planning Services Director

Also considered by: Environment Select Committee - 4 September 2012

Status: For Decision

Executive Summary: To review Conservation Area and Management Plan for Edenbridge Conservation Area.

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

Portfolio Holder Cllr. Mrs. J. Davison

Head of Service Group Manager Planning, Alan Dyer

Recommendation: That the Edenbridge draft Conservation Area Appraisal and Management Plan, attached as Appendices B (Appraisal & management Plan) and C (Conservation Area plan) of this report, be adopted as informal planning guidance.

Background

1. This report seeks Members support for a new Conservation Area Appraisal and Management Plan for Edenbridge. This new plan has been prepared to meet our local Best Value performance requirements and as part of background work which will contribute to the Local Development Framework (LDF).
2. Large scale maps of the area will be displayed in the Committee Room before the meeting.
3. People in the District place a high value on the quality of its landscape, historic character and open spaces according to the Sevenoaks District Sustainable Community Plan. The views expressed through consultations on the Plans are influencing the emerging policies in the Local Development Framework and the Community Plan themes to maintain and enhance a high quality landscape and built environment.
4. Priority is given to protect the historic character of towns and villages and encourage

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quality design that respects the scale and design of existing developments. These new plans will help to achieve these priorities. Sevenoaks is the only District in Kent to have all forty one of its conservation areas covered by Appraisals. These are currently being updated over the coming years to take account of revised boundaries and policy and developmental changes.

Introduction

5. The Planning (Listed Buildings & Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. Clear and concise appraisals of the character of conservation areas provide a sound basis for their designation and management and will inform local development documents (LDDs), and provide a framework for the control of development. Conservation Area Appraisals and Management Plans can be used to inform future policy and guide all involved in the planning, design and development of specific conservation areas.
6. The Council adopted and published its first tranche of conservation area appraisals from 2000 to 2003. They assessed character and made some suggestions about future policy, including revised conservation area boundaries. These appraisals have been used by development control officers and included in land charge searches since that time. This new document will replace the Edenbridge Conservation Area Appraisal. Relevant elements of the original appraisal are retained in the new conservation area appraisal and management plans.

Conservation Area Boundary Review

7. It is proposed to alter the extent of the Edenbridge Conservation Area in five areas, which include both enlarging the Conservation Area, as well as omitting some areas from the Conservation Area. These changes are listed on page 7 of the appraisal. The proposed alterations to the extent of the conservation area are considered appropriate as part of this study.

Conservation Area Management

8. The management of the historic environment depends on three things:
 - sound core principles;
 - clear adopted policies, based on those principles;
 - the quality of decisions and actions that stem from these policies.

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

Procedure

12. There is no statutory duty to consult when preparing appraisals or management plans but public consultation has been carried out with key stakeholders, such as the Town Council, local residents and businesses, local ward councillors. The plan has been amended in response to these consultations. The key points of results of the consultation are attached in Appendix A.

Options

13. The Council has a statutory duty to both designate and review Conservation Areas and to produce Appraisals and Management Plans.

Key Implications

Financial

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

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Legal, Human Rights

16. The council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and review conservation areas and is now required to produce appraisals and management plans for each area.

Resource (non-financial)

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

Sustainability

19. The Conservation Area Appraisal and Management Plan is consistent with the LDF Core Strategy which has been subject to a statutory Sustainability Appraisal.

Risk Assessment Statement

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

Conclusions

21. The Council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and review conservation areas and is now required to produce appraisals and management plans for each of our areas. This plan will help the local community, developers, local authorities and development professions engage in the conservation and enhancement of the local historic environment and secure the long term viability of this conservation area as an important heritage asset.

Sources of Information:

National Planning Policy Framework 2012

Sevenoaks Core Strategy 2011

Conservation Principles – English Heritage 2008

Guidance on Conservation Area Appraisals – English Heritage 2006

Sevenoaks District Local Plan 2000

Conservation Area Appraisals – English Heritage 1997

“Planning for People” Statement of
Community Involvement

Contact Officer(s):

Aaron Hill/ Nicole Twort

**KRISTEN PATERSON
COMMUNITY AND PLANNING SERVICES DIRECTOR**

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Appendix A: Edenbridge Conservation Area Appraisal and Management Plan - Consultation Results

Response received from:	Comment:
Cllr Mrs J Davison	Various comments/ factual corrections incorporated
Edenbridge Town Council	Objects to the inclusion of the Market car park <i>SDC response- It is considered to be appropriate for this land to be included as it is bounded on three sides by the existing Conservation Area and there are historic boundary walls worthy of retention</i>
DC Chair and Vice-Chair and Local Members: Cllrs R Davison ,Mrs Dawson, Orridge, and Scholey	No comments received
Aaron Hill, DC Team Manager	Comments incorporated
Hannah Godden Head of Planning Policy	Various policy updates and corrections incorporated
Kristen Patterson, internal, Community & Planning Services Director	No comments
Alan Dyer, internal policy manager	No comments
Public consultation	No comments received

Edenbridge

DRAFT

Conservation Area Appraisal And Management Plan



PLANNING GUIDANCE 2012

Edenbridge

DRAFT Conservation Area Appraisal and Management Plan

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

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

It is intended that this appraisal and management plan will inform the activities of the Council, the public and other bodies where these affect the conservation area. This Appraisal was approved by the District Council in 2012 and adopted as Supplementary Planning Document.

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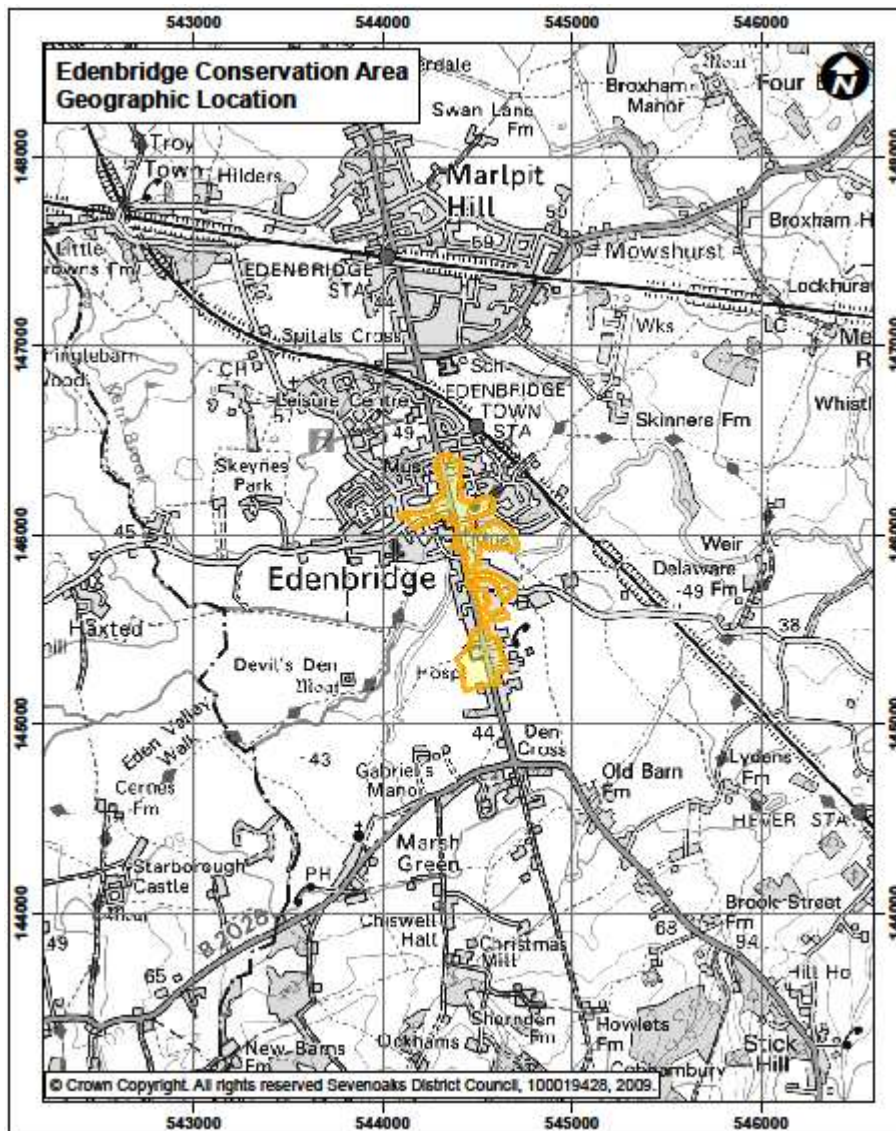
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2. Historic ~Listed Chapel - now a community centre



3/4. Water is important to the character of the Conservation Area

1.0 INTRODUCTION

This document replaces the Edenbridge Conservation Area Appraisal which was produced in March 2001 by Sevenoaks District Council in collaboration with Edenbridge Town Council. Local authorities are required by law to preserve or enhance their conservation areas and part of that process is to regularly review their conservation areas and produce Conservation Area Appraisals and Management Plans. These explain what is important about the area and what improvements are needed.

This Appraisal and Management Plan follows the broad format suggested by English Heritage in its 2006 documents Guidance on Conservation Area Appraisals and Management Plans. The Appraisal draws heavily on the original document.

This report considers various amendments and these are in bold italic text and underlined. Therefore please note that any underlined text will be amended prior to publication.

The boundary has been assessed for possible alteration .

Five amendments are proposed:

1. Around Croft Lane in the north of the Conservation Area, It is proposed to change the boundary to follow the backs of the houses from numbers 11 to 27. There has been some redevelopment around this area and the modern buildings do not warrant inclusion;

2. It is also suggested that the area between Katherine Road and Victoria Road is extended to the River Eden. No.s 1-9 Katherine Road and 1-6 Victoria Road are of historic merit and views towards and from the river are important to the setting of the Conservation Area (images 6, 8, 9 and 10);

3. at the back of Lingfield Road to include a characteristic old stable block at the rear of 29 and

4., the Market yard is in itself an historic space and could benefit from being included in the Conservation Area. Any proposed enhancement plans for the space would then have a tighter set of criteria with which any new proposals would need to comply. Although this area was significantly altered in the 1990s, its close proximity to the High Street and position adjacent to the church yard, mean that development here would inevitably affect the overall character and setting of the Conservation Area.

5. Where the Inner Relief Road (IRR) intersects with Lingfield Road at 10 and 12, a small triangle of conservation area boundary needs to be redrawn where it now stands out into the road.



5. 1-6 Victoria Road



6.. 7 & 8 Lingfield Road



7. Historic Market Place

The omission of any particular feature or building from this document does not imply that it is of no significance in the Conservation Area.

1.1. Definition and Purpose of Conservation Areas

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

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

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



8. 1-9 Katherine Road



9/10. views of the river and of new riverbank housing: area for inclusion

It has been recognised that designation, because of the responsibilities and obligations it places on both owners and the local authority, should only be imposed on areas that are demonstrably suitable. Where the criteria have been met, the area should then benefit from the additional control and protection that designation confers, and from official recognition of the special architectural and historic character of the locality. The management of our national cultural and historic inheritance is of paramount importance and conservation areas are vital grass roots starting points from which to safeguard the continuing care of our environment.

1.2 The Benefits of Being in a Conservation Area

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

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



11. Katherine Road looking towards High Street; historic character important (narrow alley, historic houses)

1.3 Purpose of Appraisals and Management Plans

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

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

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

The principal purpose of this Appraisal is to provide a firm basis upon which proposals for development within the Conservation Area can be assessed, through defining those key elements that contribute to the special historic and architectural character and which should be preserved. It supplements and provides clarity to saved policies contained in the Local Plan and the LDF Core Strategy, primarily those relating to demolition and development within conservation areas and should be read in conjunction with the Plan. It will therefore be a key document in maintaining character and promoting appropriate, sensitive proposals in the Conservation Area.

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

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

1.4 The key purposes of this Plan are to:

- Review the boundaries of the conservation area and define the key characteristics and features which contribute to its special character or appearance and should be preserved or enhanced;
- Provide a basis for making sustainable community based planning decisions about the future of the conservation area;

- Raise awareness of the importance and value of the local heritage;
- Record those principal elements that detract from the character or appearance of the conservation area;
- Identify distinctive built form and character within the conservation area;
- Identify opportunities for enhancement to be delivered through accompanying management plans or other initiatives;
- Inform key agencies, societies and residents whose activities impact on the conservation area and maximise the investment in the preservation and enhancement of the conservation area to the benefit of the social and economic quality of life;
- Provide guidance and set out objectives to preserve and enhance the buildings, structures and features;
- Identify distinctive public realm character within the conservation area, provide guidance, and establish key actions to preserve and enhance the public realm;
- Protect and maintain biodiversity;
- Outline the key statutory requirements in respect of development within the conservation area; provide guidance and set out actions to secure the proper and effective application of these requirements;
- Propose the implementation of management procedures to co-ordinate the delivery of new works and maintenance works within the public realm.

As an adopted Conservation Area Appraisal, the plan will be a material consideration in the determination of development proposals.



12. Characteristic and prominent listed buildings

2.0 Location, geographical context and general description.

Edenbridge is a small country town of some 8000 inhabitants, situated on a bend of the river Eden as it flows east to join the Medway near Tonbridge. The river valley lies between the hills of the greensand ridge to the north and the wooded slopes of the High Weald Area of Outstanding Natural Beauty to the south.

The town serves as the shopping and commercial centre for a number of surrounding outlying villages and is connected via the B2026 to Westerham and the B2026 and B269 to Limpsfield. Southwards, Edenbridge is linked to Tunbridge Wells and East Grinstead via the B2026 and the A264. It lies close to the south west borders of Kent with Surrey and East Sussex. Sevenoaks lies to the north east. An inner relief road was opened to traffic in 2004. This road has removed much traffic from the centre. It passes by the town centre starting from Stangrove Park and rejoining the B2026 just south of the bridge. A new bridge over the river had previously been constructed as part of the redevelopment of the nearby Tannery site. Subsequent to the opening of the inner relief road, footway improvements and traffic calming measures have been introduced in the High Street by the highway Authority..

There are two railway lines running through the town, each with their own station, although neither is on a main line. They provide links to Redhill and Tonbridge and London via Oxted. London is 26 miles by road and less than an hour by train, making the town a popular centre for commuters. Bus services link the neighbouring towns and villages.



13. Windmill House

Edenbridge Town Council, which manages local affairs has offices in one of the most distinctive historic buildings in the Conservation Area. This complex of historic buildings also contains a local museum. Some of the historic buildings in the Area have been converted to other uses and are open to the public. Honours Mill, for example, is now the headquarters of a yachting holiday company. .

Edenbridge Conservation Area is centred on the historic High Street and runs from just south of Stangrove Road in the north, extending almost to the extremities of the built confines of the town to the south of the River Eden. It covers 19 hectares and includes over 50 listed buildings, mainly situated in the High Street. Amongst the most important historic properties are the Old Crown Inn, the Church of Saint Peter and Saint Paul and Tanyard House.

Parts of Lingfield Road to the west are included within the Conservation Area as is the southern part of Hever Road and a considerable length of river frontage and the open land to the south on the eastern side. The area to the west of the bridge includes a section of riverside walk. Land to the rear of properties fronting High Street at this point, and backing onto the river have recently been developed with new housing. In the south, Blossoms Park on the west side of Mill Hill is included, with its skate park and other recreational facilities, as important to the setting of the Conservation Area as a whole.

The Area was designated because of its concentration of listed buildings and to protect the form of the original settlement which contains such a high number of important buildings surviving from earlier centuries. The High Street is part of a Roman Road and as such is quite unusual. The removal of large quantities of traffic from this historically sensitive area onto the inner relief road is welcomed. In historic areas, the presence of high quantities of traffic is a negative feature and this has now been minimised in the historic core of Edenbridge.

The buildings are mainly commercial and residential, with few of the industrialised areas being included, although the hospital falls within the boundary. The Conservation Area contains a section of High Street which has been designated as primary retail frontage where only class A1 uses will normally be permitted on the ground floor of the premises, under EB2 of Sevenoaks District Local Plan adopted in 2000.

The development of the former tannery site (the Coop supermarket), which lies between the relief road and the High Street, is seen as an important economic boost for Edenbridge. Parts of the site are unfortunately quite stark with a lack of mature landscaping.

Edenbridge Town Forum produced a Village Design Statement, adopted as Supplementary Planning Guidance by the District Council in July 1998. This document highlights the need for attention to sympathetic design detail and the incorporation of carefully considered landscaping schemes when considering new development in and around the town. Other issues such as roads and traffic, street furniture and public footpaths are also discussed. The document has been of value in preparing this Appraisal.

The Conservation Area has a variety of building types although the main ones are retail outlets and residential properties. The High Street has the majority of the retail use, interposed with an occasional domestic property, while the area south of the bridge is mainly residential, with the exception of the hospital and some small retail or storage premises.



14. Characteristic glimpse of 'mews' type development off High Street

3.0 GUIDANCE AND POLICIES

3.1 National Guidance

Government advice concerning conservation areas and historic buildings is set out in the National Planning Policy Framework 2012 and the Planning Practice Guide to PPS 5.

The NPPF states (para. 126) that ‘local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment’ and that (para. 127) ‘when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.’

Further advice about conservation areas including the production of management proposals, has been produced by English Heritage (2006). The South East Plan policies also provide the general strategic policy context.

3.2. Local Planning Policy

The Local Plan for Sevenoaks is the Core Strategy, which was adopted in February 2011. This document forms a key part of the Local Development Framework (LDF) for the district, a suite of planning policy documents that will set out the strategy, policies and proposals for the future shape of Sevenoaks.

Policy SP1 (Design of New Development and Conservation) of the Core Strategy states as follows:

‘ Design of New Development and Conservation.

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

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

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

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

As an adopted planning document the Appraisal and Management Plan will be a key material consideration in the determination of development proposals during this transitional period.

The Sevenoaks District Local Plan 2000

This Plan includes the following saved policy relating to conservation areas:

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

3.3 The South East Plan 2009

NOTE: Regional Spatial Strategies, such as the South East Plan, are in the process of being abolished, and therefore it is likely that the following policy will be deleted in the near future.

Policy BE6 remains extant, which indicates that:

When developing and implementing plans and strategies, local authorities and other bodies will adopt policies and support proposals which protect, conserve and, where appropriate, enhance the historic environment and the contribution it makes to local and regional distinctiveness and sense of place. The region's internationally and nationally designated historic assets should receive the highest level of protection. Proposals that make sensitive use of historic assets through regeneration, particularly where these bring redundant or under-used buildings and areas into appropriate use should be encouraged.



15. Characteristic historic area just off High Street (rear of 51)



16 . Good open space, characteristic set back and tree in front of police station

3.4 Buildings which make a positive contribution to the character or appearance of the conservation area

These are identified on the character appraisal plan at the end of this document. The criteria from English Heritage on which the selection was based, can be viewed at the end of this document.

The Planning (Listed Building and Conservation Areas) Act, 1990 states in section 71 that Local Planning Authorities should undertake detailed assessments of conservation areas and prepare proposals for their preservation and enhancement. Development proposals will be judged against their overall contribution to the enhancement of the character and appearance of the area as set out in any plan which may have been prepared. This assessment and the detailed analysis of the area contained in the report are intended to fulfil this requirement and provide the background for development and enhancement schemes.

This area has a rich townscape and an environment of high quality. This appraisal aims to ensure that this rich context is respected so that only design solutions of a high standard are introduced, allowing the West Kent area to continue to maintain its quality and status as one of the most desirable places in the south east.

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

3.5 Additional Controls in a Conservation Area

Designation of a Conservation Area does not mean that changes cannot occur, but rather that any change should preserve or enhance the features which make up its special character. Controls are imposed which are additional to normal planning restrictions, in order to maintain the character and appearance of the area. The benefits of this and the maintenance of a high quality environment are perceived by most people who live and work in conservation areas as being worth the additional restrictions.

Additional controls within Conservation Areas are outlined here for information. However other planning controls may still apply and are not altered by conservation area status. For example, the size of an extension that may be built without the need to apply for planning permission is more restricted within a conservation area.

Any proposals should always be discussed with the Council at an early stage. Planning permission is likely to be required for the erection of any building or structure within the garden of the house, for example, a workshop, pavilion or greenhouse.

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



17. Rear view of the fine listed Church House High Street

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

Any proposals for development should be checked with the relevant Development Control team of the District Council.



18. Riverside Walk by the Stone Bridge

3.6 Demolition

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

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

Planning officers are happy to give advice on whether planning permission is required for work within a Conservation Area. Please contact the Council's relevant development control area team.

3.7 Trees

Six weeks notice must be given to the Council before any work to a **tree** within a conservation area is carried out. The Council will then advise if it wishes to raise an objection and make a Tree Preservation Order. If a response is not received from the

Council within six weeks of the notice being given, work may go ahead. This requirement does not apply to trees which have a diameter less than 75mm (3") when measured at a height of 1.5m (4'11") above the ground and trees already covered by a Tree Preservation Order, in which case any works will require consent.

3.8 Unauthorised work

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

3.9 Maintenance and Repairs

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

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

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

3.10 Boundary treatment

Boundary treatment, especially to the street, is an essential feature of any property. Original boundary walls, railings or hedges, should be retained wherever possible and every effort made to reinstate missing boundary treatments with a sympathetic replacement. The particular design and the materials used should take account of the character of the

property and the surrounding area. There are many mature hedges and attractive walls around the Conservation Area and these are an integral part of character.

3.11 Listed Buildings

Many historic buildings are listed by the Secretary of State for Culture, Media and Sport (as advised by English Heritage) because of their architectural and historic interest. The main purpose of listing a building is to ensure that care will be taken over decisions affecting its future, that alterations preserve historic fabric and respect the particular character and interest of the building.

If you live in or occupy a listed building, further guidance on the controls that apply is available from the District Council's Conservation Officer. When a building is listed, this covers the building both internally and externally and also any object or structure fixed to it. In addition any building or structure within the grounds or garden of the building which was extant in 1948 is also listed. Listed Building Consent is required for the demolition, extension or alteration of listed buildings in any way that affects its character as a building of special architectural or historic interest. You must get this consent from the District Council before any work is started. You may also require planning permission for the proposed works. The Development Control Area Team of the District Council will be able to advise you on this.

New gates, fences, walls, railings or other means of enclosure surrounding a listed building will require planning permission. Similarly most sheds, garages and greenhouses and other outbuildings will also require planning permission. The design of these should harmonise with the existing building and its setting.

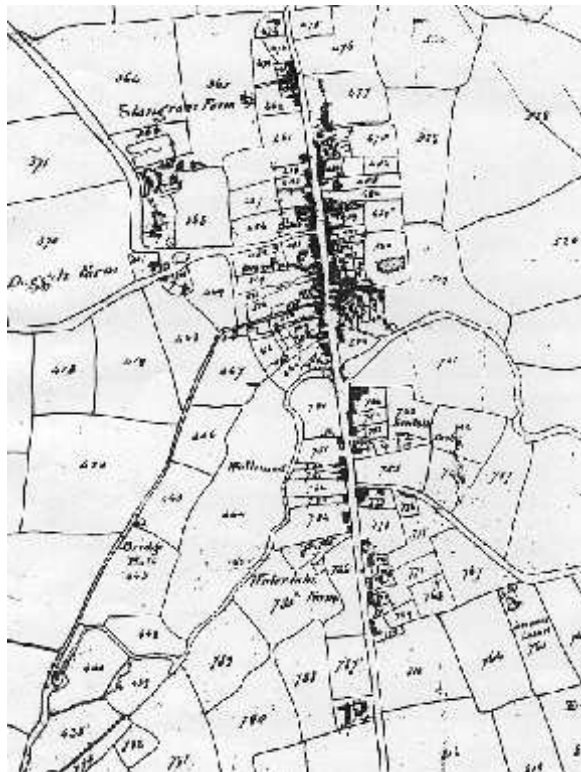


19. Fine open space just north of conservation area

4.0 Historical Development and archaeological significance

Originally part of the Manor of Westerham in the vale of Holmesdale, there has been a hamlet on the bend of the tributary of the Medway since at least the 10th Century. This area comprised of densely wooded forest and was very sparsely populated, the only inhabitants

at this time being pig farmers who kept their herds in the ‘dens’ or clearings among the oak woods whose acorns provided food for the swine.



Tythe Map of 1744

The forest had been penetrated in Roman times by a road running from London to Lewes that also gave access to the iron producing areas of the Weald and the agricultural areas of the South Downs. The existing High Street is in fact the old Roman Road, which is one of the most striking feature of the Town and the crossing point of the Eden dates from this era. The original wooden bridge, ‘Eadelmesbregre’ or Eadhem’s Bridge, gave the hamlet and later the river their names, and was replaced by a Tudor version in stone with five arches and, in 1834, by the single arched bridge that we see today. This was erected by the Great Stone Bridge Trust, which still exists as a local landowner and financier of worthy local projects.

After the Black Death in the 14th Century economic expansion in Edenbridge was steady during the 15th and 16th Centuries. The iron industry was an important factor in the growth of the village as many forges and foundries were situated locally and Edenbridge became the local market centre. The raising of livestock provided a useful by-product in the production of leather from surplus hides and supported the associated tanning industry.



20. A view towards the bridge from the south at the turn of the century

This time of plenty came to an end in the 17th and 18th Centuries when newer production methods caused the decline of the traditional local iron industry and farming proved less economic than previously as improved transport systems allowed areas further afield to compete for the profitable London markets.

Edenbridge declined in prosperity and popularity until the construction of the two new railway lines, in 1840 and 1847, brought an increase in the labouring population and led to the construction of country houses such as Stanholm and Fairfield.

The town continued to expand rapidly during the 19th and early 20th Centuries, and following the construction of two Greater London Council (GLC) overspill housing estates at Spitals Cross and Stangrove, industrial estates grew to service and support them.

Since the 1960's several historic buildings have been lost from the Conservation Area, either by decay, demolition or accident. One of the timber-framed buildings that stood between The Crown and no. 86 High Street was beyond repair, but its two neighbours were demolished to make way for the shops and square that occupies the Leathermarket today. At the southern end of the High Street, nos. 85-87 were lost when the river flooded in 1968.

At the other end of the High Street no. 27 (Boots) has been rebuilt on the site of an earlier timber-framed building, and no 58 has had most of its historic fabric removed in the course of restoration.

21 The Crown Hotel in the high Street in the early 1900s (on right) looking south. Also note characteristic and unusual tapering and Leathermarket site beyond





22. The High Street in late 1890s looking north from the junction with Church Street

5.0 Views, setting and topography

Views, setting and topography are important in the Edenbridge Conservation Area, and the dominance of the straight Roman road is very evident throughout the area.



23. Mill Hill

The landscape setting is also very important and characteristic (see below open space to the south-west of the High Street). Most of the land surrounding the town is within the Metropolitan Green Belt.



24. Open landscape to west around the River Eden

The area which it is proposed to add to the Conservation Area running down to the River by Victoria Cottages and Katherine Villas is important to the setting of the Conservation Area (see image 9).

The area of open land adjacent to Edenbridge Baptist Church, already included in the Conservation Area, is also important to the setting. Blossoms Park and its cricket ground is also important in maintaining the more open character of this southern section of the conservation area.(see paragraph 9).



25. Area of open land along the river bank, adjacent to Edenbridge Baptist Church

6.0 Trees and Natural Features

Trees contribute strongly to the special character of the Edenbridge Conservation Area. The trees throughout the Conservation Area are integral to the special interest.

Retaining mature trees and hedges is fundamental to preserving character. Trees in conservation areas are protected and their removal will only be permitted where it can be shown that there will be no loss of amenity by doing so.



26. Avenue of pollarded lime trees in the churchyard



27. Trees in Blossoms Park

Opportunities should be taken to plant new trees to add to the quality and attractiveness of the Conservation Area.

7.0 Architectural Description

Edenbridge Conservation Area exhibits a wealth of traditional Kentish vernacular architecture interspersed with typical Victorian and Edwardian villa developments. There are also plenty of examples of 20th Century infill, the architectural quality of which varies considerably.

The majority of the historic properties centred on the junction of High Street and Church Street are 15th or 16th Century timber-framed houses, which have been converted to shops or offices. Many have closely spaced timber studs with diagonal and curved bracing and white painted plastered infill. The first floors are typically jettied and cross wings have gable ends. Nos. 5 and 7 Church Street have external timber bracing from the first floor to eaves. Windows are generally small, with leaded lights, although occasionally timber sashes or square paved casements have been added.



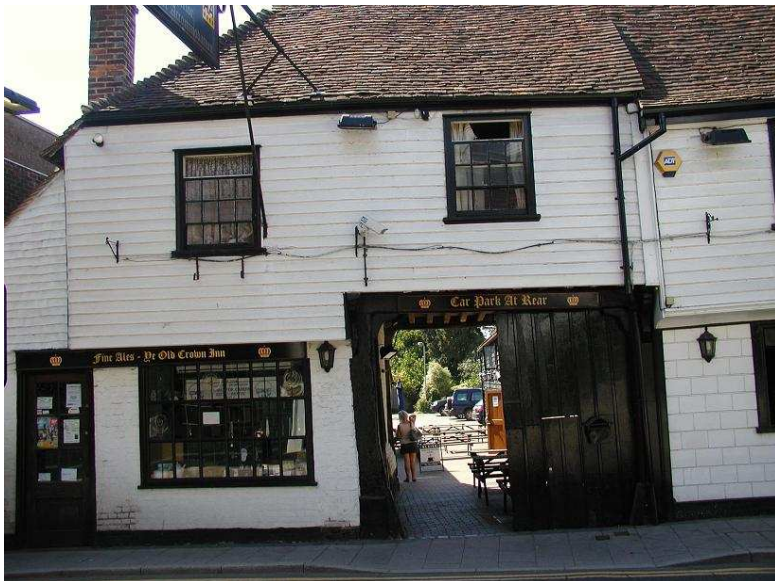
28. Typical Timber Framing to nos. 92 -94 High Street

On the ground floors of these buildings the timber frame has often been faced with brick, sometimes painted or rendered. Where the first floors have had cladding added, it is generally in the form of tile hanging, although some buildings are entirely refaced in brick with parapet gutters added. Where this has occurred it is sometimes difficult to recognise the historic origins of the property, so disguised have they become over the centuries. Good examples of these are Church House and Edenbridge House. Others of these buildings have been renovated to expose their medieval forms.



29. Edenbridge House - later additions hide an older timber framed structure

Another typical Kent building material, white painted weatherboarding is used to good effect on some buildings - The Crown Public House is a prominent example, and occasionally, first floor tile hanging has been painted white to give the same effect. Eden House has weatherboarding cut to resemble stone, and this, again, hides the earlier timber-framed structure.



30. White weatherboarding on the Crown Inn (note view through carriage gates)

Nineteenth century and later shop fronts have been added to many historic buildings, with varying degrees of sensitivity.

Roofs of the historic buildings are generally covered with hand-made clay tiles or natural slate according to their age and style. However, there are examples of Horsham stone slate, which was once a popular local material, although now no longer quarried.

The buildings are generally two storied, but the steep pitch of the tiled roofs allows the inclusion of dormer windows to utilise the attic spaces. These dormers are often later additions to early timber-framed houses, inserted after the intermediate floor was added. However, in Church Street there are two substantial Victorian buildings of special historic merit, which have three storeys and an attic, and in the High Street, there is a late 18th Century three-storied house with 19th Century additions and shop front.



31. Victorian exuberance on Nos. 2 - 4 Church Street

At the southern end of town are some classically proportioned substantial villas built in the early to mid 19th Century. Stanholm, Windmill House and White Court House are good examples of these slate roofed houses with partially rendered elevations and traditionally proportioned sash windows.

Later buildings of the Victorian and Edwardian era are usually of brick, with much decorative detail. The Baptist Church and houses in Hever Road and Lingfield Road are typical examples.

The clay tiling to roofs and walls is also used to good decorative effect. On the Presbytery to St. Lawrence's Church, the front elevation is enlivened by a full height diamond pattern in the tiles, and the roof of the Mill House has fancy tile banding.



32. Decorative tiles on St. Lawrence's Presbytery

Away from the centre of the High Street, in the mainly residential roads, there are some pleasant little terraces of brick built houses, which, although small, are carefully detailed and nicely proportioned. Some of the terraces have been painted or rendered and bay windows to the front elevations are popular.

The Church (directly below) and adjacent library (bottom - formerly the school) are built of sandstone and the Church has a timber shingled splay spire. Other ecclesiastical buildings include the Ebenezer Chapel of brick and weatherboarding, now converted to a community centre, and the modern Catholic Church of St. Lawrence, to the rear of the listed Presbytery.



33. *St Peter and St Paul church*



34. *The Library*

Modern infill is generally sympathetic in scale to the older buildings but the detail is not always in character. The series of shallow gables above the National Westminster Bank shows some awareness of traditional forms and proportions, but the flat roofed brick and concrete construction of the post war redevelopment in the Leathermarket does nothing to enhance the area. Some traditionally detailed shop fronts with stall risers, mullioned windows and moulded fascias remain and the District Council has affirmed their policy to encourage retention of these features where possible.



35. Nat West bank premises, High Street viewed from Lingfield Road

8.0 CHARACTER APPRAISAL

8.1. Edenbridge High Street is the main dominant feature in the Conservation Area.

This study splits the High Street in two and examines it firstly north of Hever Road and then secondly south of Hever Road.. Individual roads off the High Street are dealt with separately from north to south.

Number 2 High Street, directly opposite the entrance to Edenbridge County Primary School, has an attractive courtyard. Unfortunately it is spoilt by a concrete garage (see images below). The open area opposite this is also attractive (see image 13) with set back buildings and an abundance of greenery.



36.yard to no.2 High Street



37. the unattractive garage

As one enters the High Street from the north, the bustling atmosphere of the main shopping street is immediately evident.



38. The High Street from the north , with significant cedar tree

The section of the High Street, from Lingfield Road running north, does not have the concentration of listed buildings found further south, but there are several interesting historic properties, particularly on the west side and the streetscape is varied and bustling.



39 Unfortunate shopfront adjoining listed building



40. A more attractive and distinctive Victorian shopfront

The buildings are seldom large and imposing, but rather small scale and intimate. Side streets are narrow as are the pavements and shop frontages, and the varied rooflines and projecting bay windows serve to disguise the straight Roman line of the road. This portion of the High Street has a variety of buildings from different eras interposed with some back land development that has a charm and character of its own.

Behind the modern bank at no. 55 lies the market yard, still used for trading, and in a narrow alley adjacent to no. 51, a junk and curio shop displays its wares. A section of stone walling adjacent to no. 47 might have been part of the original enclosure to the market. On the opposite side there is a pleasant development of mews houses behind nos. 46-48, which serve as an example of how similar sites, such as those behind no. 58 and Lloyds Bank at no. 68 might be treated.



41. Portion of historic wall adjacent to No. 47



42. Fine set back and gap off north end of High Street (Catholic Church of St. Lawrence)

Towards the northern end of the Conservation Area a group of buildings dating from the 1930's and built of red brick in a restrained neo-classical style are clustered near a large conifer (see top photograph overleaf) which frames the view southwards and provides a visual stop when looking north which, together with the cedar and yew trees, makes a significant contribution to the character of the High Street. In this group are the Catholic Church of St. Lawrence and its exuberant presbytery, facing some undistinguished modern houses and the entrance drive to the primary school.



43. 11 High Street

The boundary of the Conservation Area is marked by the charming office building with its stained glass lantern (see above). Local builders Godwinns, who also erected nos. 2 & 4 Church Street for their own use, constructed this. The office is still occupied by the same firm estate agents for which it was built. The building is delightfully detailed, as seen in images 44 and 45 below.



44



45



46. Post Office 1930s style



47. Historic 1930s building opposite

On the other side of the road are a pair of 17th Century cottages (see below), now shops with later bow front ground floor windows, and a terrace of former houses only one of which remains unconverted into a retail outlet.



48. 18 and 20 High Street

In the main High Street some of the infill development of the 1960's does not respect the traditional form and plot size of the original buildings and thereby stand out as uncharacteristic and alien to the environment. Although historic pastiche is often best avoided, new development in conservation areas should be carefully detailed to ensure that it is enhancing the character and not detracting from its neighbours.

There are glimpses of back land development and this does add to the charm of this part of the Conservation Area.

The Boots building (No. 27) on the corner of Croft Lane is dull and the entrance to Croft Lane is quite uninteresting. The Conservation Area Boundary does not include this and it is proposed to cut the Boundary back to just include 21, 25 and 27.

49. Another attractive shopfront in the High Street



8.2. Lingfield Road is to the west side of the High Street.



50. Lingfield Road from High Street

The entrance is narrow and constricted between 66 and 68 High Street and this is a crucial part of its character as glimpsed from the High Street. It remains constricted until it reaches the inner relief road, then opens up to vistas up and down the well landscaped relief road.



51. the inner relief road with its extensive landscaping

West of the inner relief road, Lingfield Road has a distinct character of its own, centred around the triangle of grass at the junction with Crouch House Road. Here, the Old Pound House and its adjacent cottages look back towards the High Street past the trees on the green, which is flanked by a modest but attractive Victorian brick terrace.



**52. Lingfield Road
looking west from
number 21**

8.3. The Limes is a small cul-de-sac off Lingfield Road.



52/53 The Limes



50

The Limes has a low-key feel, with its un-made road, quaint appearance and informal feel. The small bungalows and houses add to this character. Unfortunately, several, have been replaced in recent years by larger building.

8.4. Church Street is off the east side of the High Street.

Church Street is quite narrow and this reflects its historic layout. This narrow width is an integral part of character. The buildings in this first section towards the Church are tightly knit and this is also part of the street's character. Opposite the Church, Church Street opens out. The Conservation Area Boundary runs along the middle of the road and none of the houses to the south are included in the Conservation Area.

Although they are outside the boundary, these houses set back along the south side of Church street are low-key and of an attractive and complimentary 'cottage' style. This is important to the character of the area.

Riverside is quite an interesting flat roofed post- war development. Whilst many might dislike the flat roofs, they at least ensure that the scale of the buildings is small and not intrusive to the Conservation Area.

The Church and its churchyard, with the adjoining library (formerly a church school) is an oasis of calm away from the busy High Street. Here also lies a memorial to M H Baillie Scott, a significant Arts and Crafts era architect, who designed many houses in the Sevenoaks area.



53.

View towards Church Street from Leathermarket

Moving south from Church Street, along High Street, the black and white character of buildings is evident (see image 27).

The Old Mill (immediate below left), old cobbles between numbers 92 and 94 (bottom left), the gap between 92 and 94 opposite (immediate below right) and the gap between 83 and the King and Queen Pub are distinguishing features of this part of the street (see images below).



54/55



56 *important gap*

The High Street narrows around 71 and 73. This feature is very characteristic. The photograph immediately below shows the striking collection of gables from 86 to 104 High Street (on the right beyond the narrow part of the High Street).

The view below this demonstrates the impact of the straight Roman road with the visual ‘stop’ of the dominant Cedar tree in the distance. Unfortunately the double yellow lines have too much prominence..



57 *the intrusive and out of character Leathermarket*



58 .prominent and distracting yellow lines

The Leathermarket redevelopment of the 1960s is a discordant element, and it is to be hoped that at some time in the future it will be replaced with something more in scale and character with the Conservation Area.

It is the preponderance of black and white, typically English, timber-framed buildings that is associated with the heart of Edenbridge (see below).



59. Note historic collection of black and white buildings and also some untidy road surfacing.

Surveying Edenbridge Central High Street, it is clear that important to character are the various attractive gaps and set backs just off the main High Street. These gaps give a strong historic indication and are often reminders of a previous historic layout They should not be infilled. In some instances rear yards have been developed with ‘ mews’ type housing.

An attractive area of open space around the Baptist Church is included in the Boundary. This open space undoubtedly makes a positive contribution to the character of the area. It provides an attractive setting. The open and rural qualities run straight into the urban and built up and this provides a fine juxtaposition.

At the southern end of the High Street, the bridge, river and open land beyond are an important part of the Edenbridge scene. The town grew up around the river crossing and water always adds a dimension of movement, light and sound to the landscape. The small landscaped space adjoining the splendid stone bridge and the river on the north side is a vital amenity asset to the town.



60. *The Great Stone bridge of 1834*



61/62. The historic Baptist Church with its fine

wrought iron gate



The roundabout at Mont St Aignan Way is quite stark and devoid of character. However, the limited amount of space available within the highway boundary means that planting here is not a realistic option. |



63. Roundabout at junction of High Street and Mont St Aignan Way

The houses south to Victoria Road provide an attractive and historic buffer. The narrow and historic alley which leads to Katherine Villas and Victoria Cottages is of historic interest. (see below and images 6 and 8).



64. The narrow alley leading to Katherine Villas

8.6. On the corner of Hever Road the pair of black and white timber-framed cottages with their curved bracing are particularly prominent, especially when contrasted with their modern neighbours.



65. Numbers 2 & 4 Hever Road

Hever Road has a more consistently nineteenth century historic character. This character has not been heavily compromised by wholesale destruction and front gardens being lost, although there are many UPVC windows in evidence.



66.. *These cottages in Hever Road have kept attractive front gardens*

Modern houses exist on the north side of Hever Road. These post-war houses are generally low, well spaced and set off the road, thereby reducing their visual impact.

At the junction of Hever Road and High Street, there is a visually strong historic terrace of houses which provides a “stop” to the view westwards when approaching from Hever Road.



67. Visual stop - 1-4 Mill Hill

Hever Road opens out at its eastern end and, beyond the trading estate, disperses into countryside.

As one leaves the centre of town in a southerly direction along Mill Hill, the sense of space and closeness to open countryside increases. It is here that the larger Victorian houses were built, standing in carefully planted, generously sized gardens and the now mature trees are an important feature of this area today. The older houses are only occasionally obscured by planting and hedging and it is generally the modern infill that has been tucked away behind protective walls and fences.



68. View along leafy Mill Hill



69. Windmill House

The area around the Hospital and Blossoms Park is particularly open and this provides a fine juxtaposition with other parts of the Conservation Area which are much more built up

and closely knit. These open spaces provide an attractive visual transition between town and country on the boundary of the Conservation Area.



70. Good gap and leafy path next to Hospital



71. Leafy Mill Hill



72. Blossoms Park

The houses in this part of the Conservation Area tend to be larger with more trees and hedging. Eden Villas are prominent on the south end of the Conservation Area. There are fine Victorian houses behind small picket fences and low brick walls on the edge of the road. The terrace was extended at the northern end in the 1920s with a pair of larger but also attractive houses.



73. Eden Villas



74. This 1930s cottage hospital is suitable in size and scale and of noted historic interest, by Mr H Read of Read and Macdonald, 1928-1931

9.0 Negative Features

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

Much of the existing signage including street signs are just standard units that display no special status for use in historic areas. This is poor. There are good examples from elsewhere, of the use of special and individual street furniture, road signage and yellow restricted parking lines (narrower and paler in colour than the standard lines) in historic Conservation Areas.



75/76 The Leathermarket. – the public open space) is an important and welcome contrast to the closed and tight nature of much of this area. However the 1960s building is undeniably out of character. Old photos (see image 20 on page 25) suggest that there always was a building on this line.

77 cluttered parking





78. This empty historic building in Mill Hill is very prominent and should be monitored



79. This standard sign is inappropriate



80. *This area just behind the High Street should be closely monitored. (there is planning permission for demolition and new flats)*

10.0 Key Issues

This Appraisal concludes that the most important issues which affect the special architectural and historic interest of Edenbridge Conservation Area. are:

- The importance of many historic gaps along the High Street;
- The visual dominance of the straight and ancient High Street and Mill Hill;
- Maintenance and replacement of inappropriate standard highway features. The use of modern and standard materials should be discouraged;
- Development and redevelopment sites currently vacant and awaiting the resumption of building work, and which detract from the visual character and economic vitality of the town centre.
- Loss of traditional details to unlisted buildings, such as timber windows and doors.

- An abundance of cheap low-quality replacement materials. These are perhaps less prevalent than it has been in previous years, although landlords and house owners wanting to make short term savings on maintenance and minor improvements to thermal efficiency still persist with these inappropriate changes, although these have been shown to be unsustainable



81. The straight Roman Road is a key characteristic.

11.0 Article 4 (2) Directions

Certain minor works can normally be carried out in Conservation Areas without the need for a planning application to the Local Authority. These are called permitted development rights, and are defined in the Town and Country Planning (General Permitted Development) Order 1995 and subsequent amendments. Within Conservation Areas, some of these permitted development rights may be withdrawn following a fairly straightforward procedure. This is an Article 4 (2) direction, which if introduced in Edenbridge would limit further erosion of the historic character. If this is agreed, a further detailed report on the preparation of such a direction would need to be prepared and considered.

Under Article 4 of the Order, a Local Authority may make directions to remove such rights if it feels that such development would be harmful to the character of an area. Where an Article 4 (2) direction is in force, you must get planning permission to undertake the works that it covers.

Planning consent had always been needed for any work in conservation areas involving “demolition”. Demolition had been interpreted nationally as including minor works such as removing traditional windows and replacing them with upvc. Local authorities were therefore able to use this need for consent to prevent such harmful development in conservation areas.



82. Unsightly clutter of aerials facing the highway



83. Unsightly tilting UPVC windows

12.0 MANAGEMENT

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

Clearly in an historic area possessing many important historical and architectural qualities, the overriding policy should be to preserve and enhance those qualities. However conservation area status is not intended to imply prohibition of development, and conservation area management is therefore largely the management of change, to ensure

that local distinctiveness and the special character of place are respected and responded to in a positive manner. Change is inevitable in the Edenbridge Conservation Area. The challenge is to manage change in ways that maintain and reinforce the area’s special qualities.

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



84. These smaller signs are more sympathetic to the Conservation Area.

12.1 Current and Future Pressures on the Area

Development pressure from developers and house owners/builders could lead to very detrimental changes (which appear at times very minor). Given the high degree of historic assets surviving within the conservation area any development is likely to impact on the character and appearance of the area. Very careful consideration of the fine grain and scale of the area is needed in any interventions. A thorough understanding of even small areas of potential development is essential in order to maintain the overall quality and authenticity of the historic core.

Increasing the strength of the linkages between the Edenbridge Conservation Area and the adjoining countryside would be positive. More and newer low-key information boards could be developed which encourage pedestrians to use footpaths.

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



85. Striking mix of buildings comprising the character of the area.

12.2. The need for contextual design.

All development in the Conservation Area, must respond to its immediate environment and context, in terms of scale, density, form, materials and detailing. Applicants for planning permission must provide a "Design and Access Statement", to justify the design decisions that have been made as the scheme was developed and to show how proposed alterations relate to their context. Where appropriate long views of and from the site must be taken into account. Proposals which fail to respect the local contextual framework or the scale, height, proportion and materials of the local area will not normally be permitted.

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

12.3 Scale.

Scale is the combination of a building's design, height and bulk when related to its surroundings. Proposals for new or replacement buildings must show how the new structure will relate to its context.

12.4 Extensions to existing buildings.

Proposed extensions must take into account the scale of the existing building and must not dominate or overwhelm the original. Extensions should respect the form and character of the original building and its locality and use high quality materials and detailing. For listed buildings this is particularly important. Design should be of high quality, whether modern or traditional. Rooflines, roof shape, eaves details, verge details and the creation of new chimneys are important considerations. Extensions should not dominate neighbouring properties, lead to an unacceptable loss of open space or result in the loss of historic plot boundaries.

12.5 Repairs

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



86. The Great Stone Bridge is a key historic feature within the Conservation Area.

12.6 Windows

The commonest window types within the conservation area are single glazed white painted timber windows, in the form of vertical sliding sashes or simple casement windows.

Listed Building Consent is always required to alter the form of fenestration in listed buildings. Windows of traditional design, which are in keeping with the building they belong to and respect the historic nature of the Conservation Area, make a very important contribution to the character and appearance of the conservation area. Windows should normally be white painted.

Several of the buildings, would benefit from redecoration: new, more traditional windows; repairs and improvements to their exterior.

12.7 Streetscape and Public Realm

Regular liaison between traffic engineers and local authority planning and conservation officers would be constructive. The relationship between buildings and public realm in the Conservation Area is very important. There is a clear hierarchy of spaces informed by pedestrian routes, the character of the street, that is to say the width of the road, its surfacing material, positions of buildings relative to the carriageway and footway where these exist, and the functions and uses of the buildings in the town centre.

Best practice principles to be adopted as part of the design process for streetscape works within the conservation area include the following:



87. This large cedar tree is very dominant

12.8 Surface materials

These often form the foreground of the street scene. Quality in the design and construction of footways and street surfaces is vital to the character of the area:

- Relate ground surfaces to the local context.
- Keep paving simple and avoid discordant colours.
- Maintain and restore historic paving and detail such as kerbs and gulleys.

12.9 Street furniture

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

- Retain historic street furniture, which reinforces local character; identify and remove superfluous or redundant items.
- Minimise signage and locate signs on existing bollards, lampposts or walls and buildings at the back edge of the pavement.
- Use a unifying dark colour for all street furniture items.
- Reduce guard rails to a minimum and use simple designs that relate to local character
- Avoid standardised lighting and choose the design and light source most appropriate for the area.
- If traffic-calming measures are required, they should be fitted sensitively into the street-scene as though they were part of the original character of the area.
- Adopt a minimalist approach. Any works should involve minimal visual interference with the established streetscape and respect the historic street layout.
- Limit road markings to those essential for highway safety.

12.10 Sustainable design

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

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

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

12.11 Pride and Identity

The traditional market town is a quintessential part of rural England and a vital part of the English economy. The pride and identity of Edenbridge Conservation Area faces a wide range of challenges including the economic, social and physical impact, the adverse effects of traffic on the area and erosion of environmental quality. In common with surrounding countryside, The Conservation Area will always change. This area's long history and rich historic fabric are assets which, if wisely used, can help to produce an agreeable and interesting built environment, economic prosperity and a sense of pride and identity.



88. Junction of Church Street and High Street - note characteristic cast iron bollards, new traditionally inspired finger post sign and good low-key signage.

13.0 Acknowledgements:

Ordnance Survey Extracts published under licence no: LA 076308 1998

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This Appraisal and Management Plan is based on work by Quatrefoil Consulting Ltd, revised and updated by SDC.

14.0 Bibliography:

Sevenoaks District Local Plan Adopted March 2000	Sevenoaks District Council
Development in the Historic Environment	English Heritage 1995
Conservation Area Appraisals	English Heritage 1997
Conservation Area Practice	English Heritage 1995 and 2006
Planning Policy Statement 5: Planning Practice Guide	Department for Communities and Local Government, 2010
National Planning Policy Framework	DCLG 2012
Kent History Illustrated	Frank W Jessup
Victorian and Edwardian Kent from Old Photographs	Marcus Crouch & Wyn Bergess
Arts and Crafts Architecture	Peter Davey
Highway Works in Conservation Sensitive Areas	Kent County Council 1993
Street Improvements in Historic Areas	English Heritage Guidance Note 1993
Kent Design Guide	Kent Design Initiative 2005
Edenbridge Village Design Guide	Edenbridge Town Council 1998

15.0 English Heritage guidance - Unlisted buildings in a conservation area

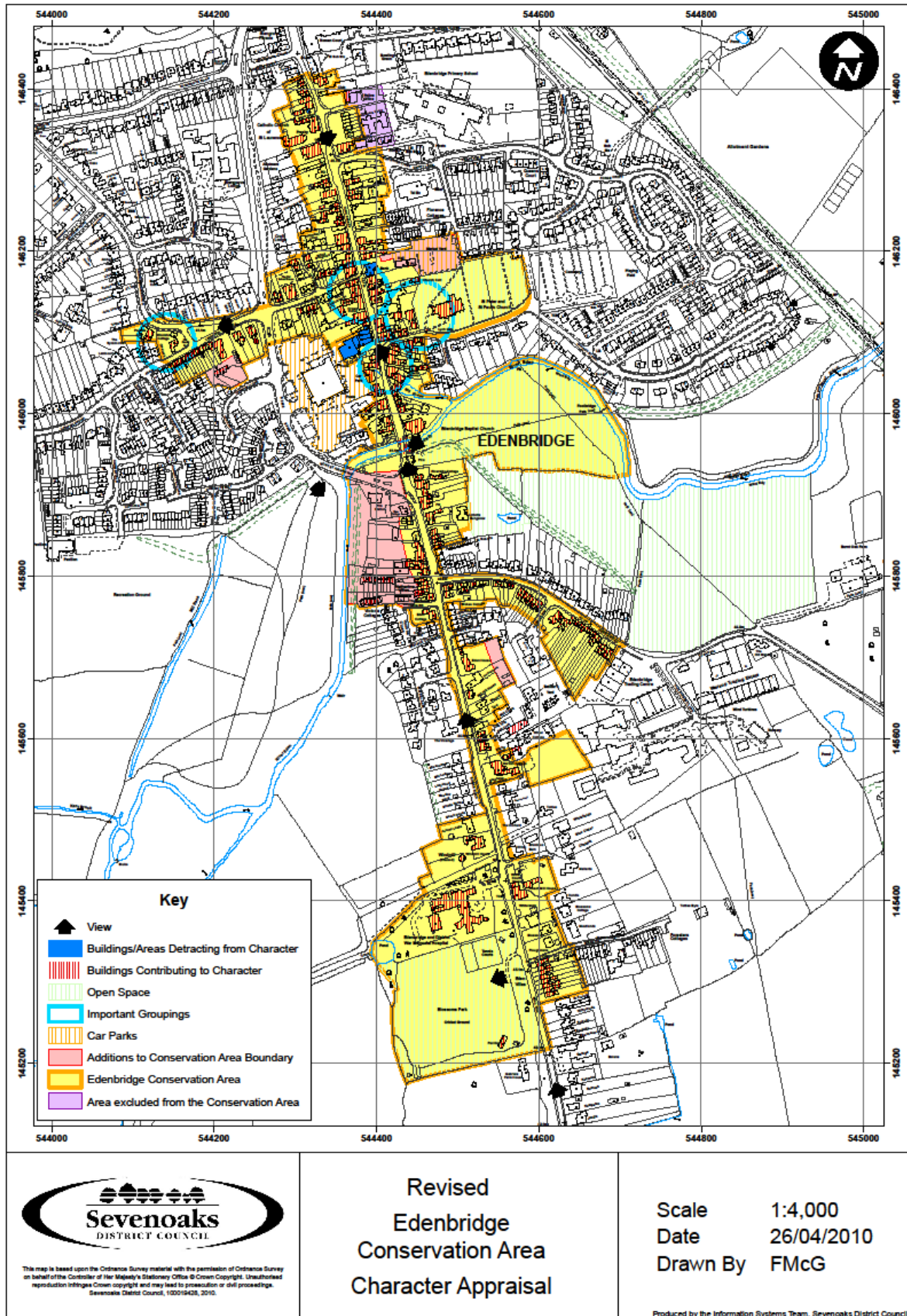
When considering the contribution made by unlisted buildings to the special architectural or historic interest of a conservation area, the following questions might be asked:

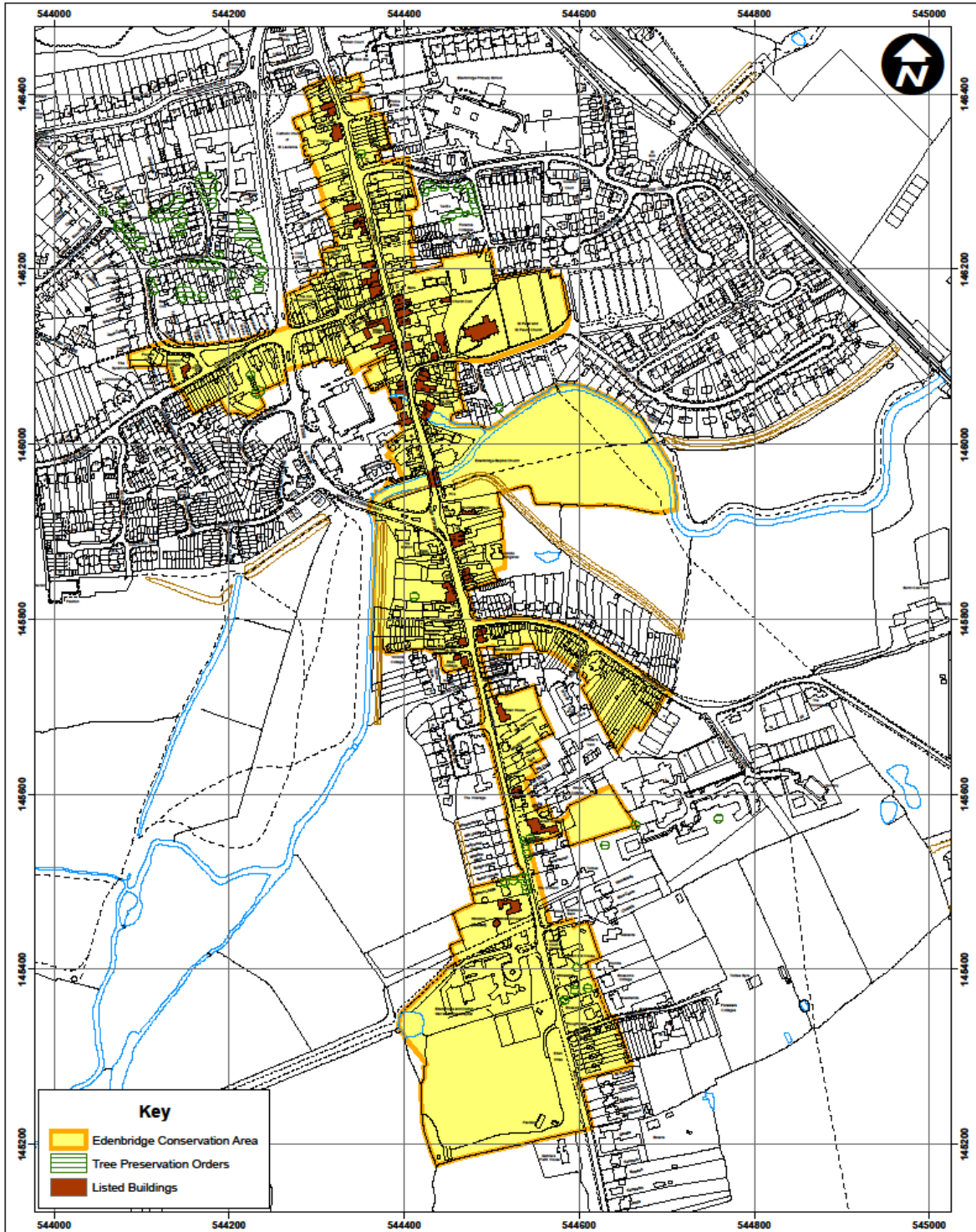
- Is the building the work of a particular architect of regional or local note?
- Has it qualities of age, style, materials or any other characteristics which reflect those of at least a substantial number of the buildings in the conservation area?
- Does it relate by age, materials or in any other historically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

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

Guidance on conservation area appraisals – August 2005

16.0 Maps





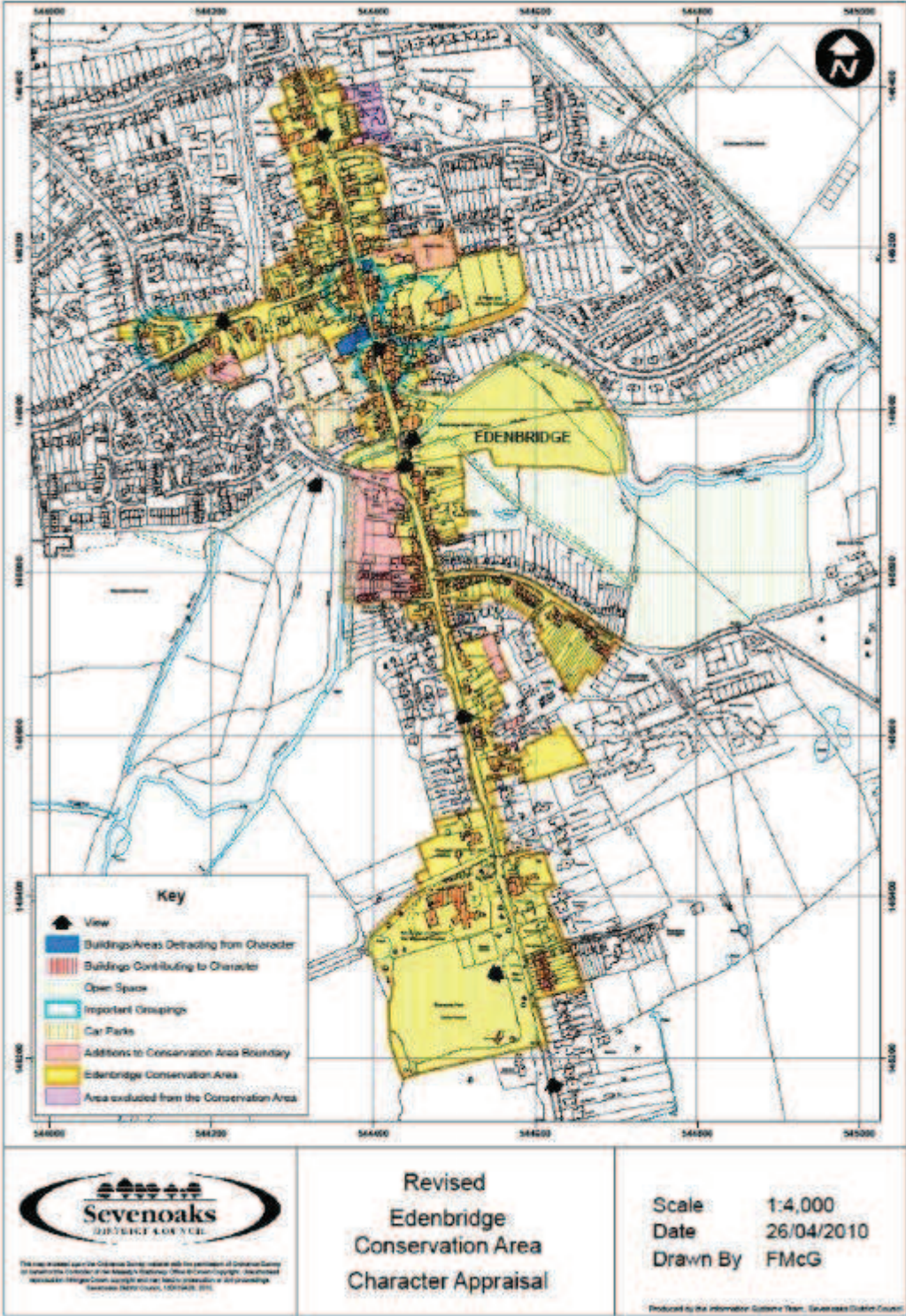
This map is based upon the Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Sevenoaks District Council, 100019428, 2007.

High Street
Edenbridge
Conservation Area
Character Appraisal

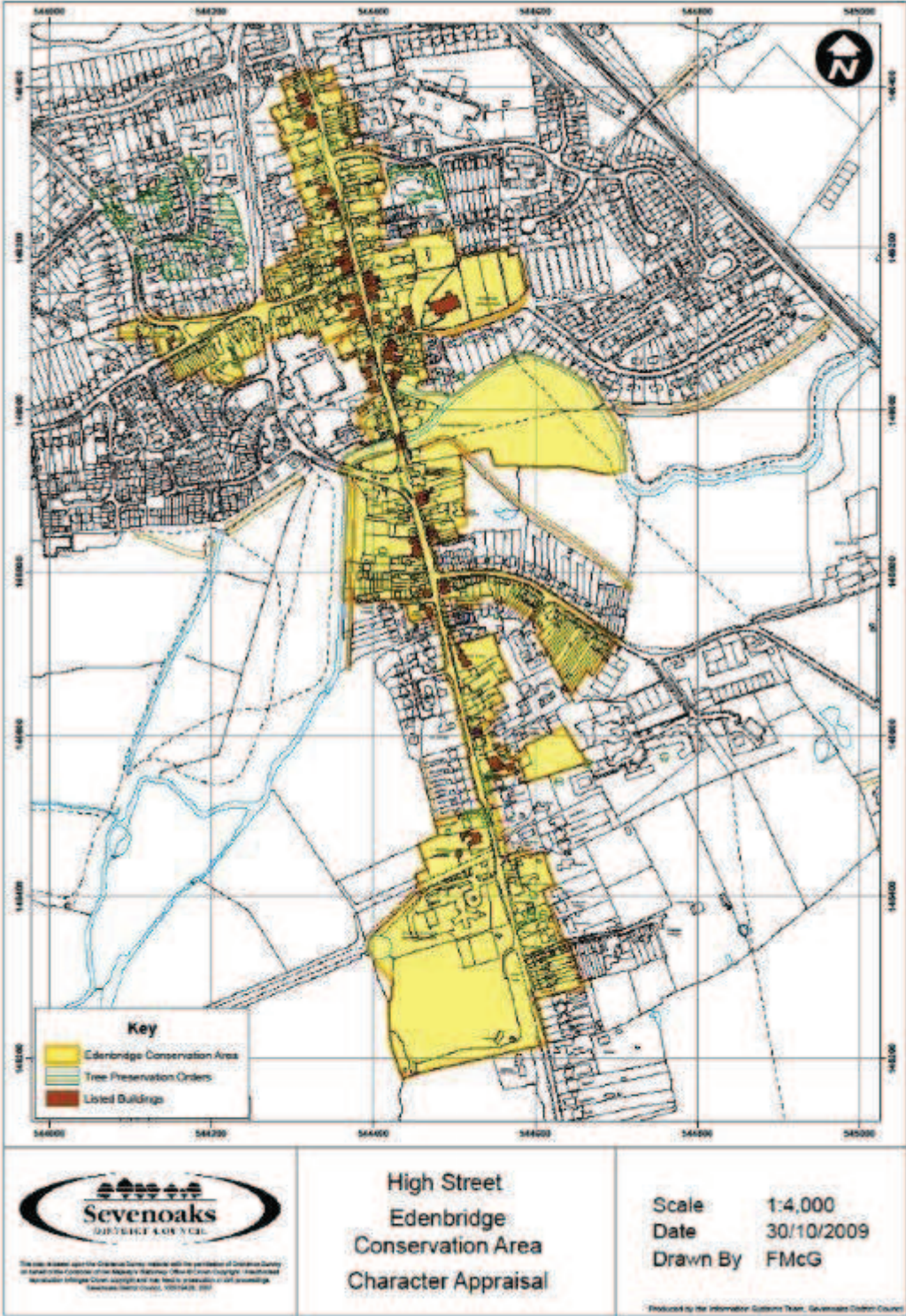
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Date 30/10/2009
Drawn By FMcG

Produced by the Information Systems Team, Sevenoaks District Council

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LOCAL DEVELOPMENT FRAMEWORK – ANNUAL MONITORING REPORT

Cabinet – November 2012

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

Status: For decision

Also considered by: None

Key Decision: Yes

Executive Summary:

The Annual Monitoring Report (AMR) (Appendix A) analyses the progress towards meeting the LDF milestones and targets as set out in the Local Development Scheme (LDS) and also assesses whether or not the LDF policies are functioning properly and when necessary, will identify appropriate action.

This report supports the Key aims of a green environment and safe and caring communities of the Community Plan

Portfolio Holder Cllr. Mrs Davison

Head of Service Group Planning Manager – Alan Dyer

Recommendation to It be RESOLVED that:

- (a) that the contents of the Annual Monitoring Report be noted and be made publicly available;
 - (b) the Portfolio Holder be authorised to agree minor presentational changes and detailed amendments prior to publication to assist the clarity of the documents; and
 - (c) copies be made available for sale at a price to be agreed by the Portfolio Holder.
-

Reason for recommendation: To progress the Council's Local Development Framework.

Introduction

- 1 The AMR is central to the new Local Development Framework (LDF) system. It reports on progress towards meeting the LDF milestones and targets as set out in the Local Development Scheme (LDS) and also assesses whether or not the LDF policies are functioning properly and when necessary, will identify appropriate action.

Agenda Item 10

- 2 The AMR is usually prepared by December each year. The AMR covering the period 1st April 2011 – 31st March 2012.

Summary of the main findings:

Local Development Framework Preparation

- 3 The Local Development Scheme requires updating to better reflect the new timetable for the emerging Allocations and Development Management Plan. The timetable for this document has been changed to provide additional time to resolve a limited number of site allocation issues prior to submission. The CIL Charging Schedule and the Gypsy and Traveller Plan timetables have also been changed to accommodate additional evidence base work.

Housing

- 4 In 2011-12, 174 net units were completed compared with 281 in the previous year. Although the number of completions has decreased since last year it still remains above the annual target of 165 units per annum. Since 2006, 1360 units have been completed and the Housing Trajectory indicates that the Council is still in a position to meet the Core Strategy housing target.
- 5 The National Planning Policy Framework requires Local Planning Authorities to have a 5 year supply of deliverable housing sites plus an additional 5% buffer. This equates to 867 dwellings for Sevenoaks District. There are currently 819 units with planning permission which are expected to be completed during the period 2012/13 to 2016/17. An additional 703 units have been identified as having the potential to come forward in the next 5 years. This gives a total of 1472 units which exceeds the 5 years requirement figure by 605 units.
- 6 59% of housing completions in 2011/12 were within the main settlements of Sevenoaks, Swanley and Edenbridge.
- 7 During 2011/12, 25 affordable housing units were provided within the District. They consist of 22 social rent and 3 shared ownership. This is lower than the target of 66dpa.
- 8 £206,144 was received in affordable housing contributions during the monitoring year.
- 9 No permanent gypsy and traveller pitches were granted during the monitoring year.
- 10 The average density of new housing across the district was 46.5 dwellings per hectare, higher than the target of 40dph. 45% of new dwellings were completed above 40dph.

Employment and Retail

- 11 In 2011/12 there was an increase of 3155sq m in employment floorspace across the District. There was a net loss of 95 sq m in the main settlements.
- 12 At March 2012, 2% of the District's working population were unemployed.

- 13 There was an increase of 3654sq m in retail floorspace within the main settlements of Sevenoaks, Swanley and Edenbridge.

Other Options Considered and/or Rejected

Not applicable

Key Implications

Financial

The cost of producing the AMR will be met within the approved LDF budgets.

Community Impact and Outcomes

The AMR assesses whether or not the LDF policies are functioning properly and when necessary, will identify appropriate action.

Legal, Human Rights etc.

There are no issues arising from producing the AMR itself, however the data contained within it may reveal “equality issues” which the Council will then be in a position to address.

Resource (non-financial)

None

Equality Impacts

There are no issues arising from producing the AMR itself, however the data contained within it may reveal “equality issues” which the Council will then be in a position to address.

Conclusions

The AMR is an important element of the LDF and must be produced each year by the Council and be made publically available.

Risk Assessment Statement

The AMR is an important element of the LDF and failure to publish an annual report will have implications for the performance of the Council.

Background Papers: The Core Strategy

Contact Officer(s): Helen French Ext7357

Alan Dyer Ext7440

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

Local Development Framework



Annual Monitoring Report 2012



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Introduction

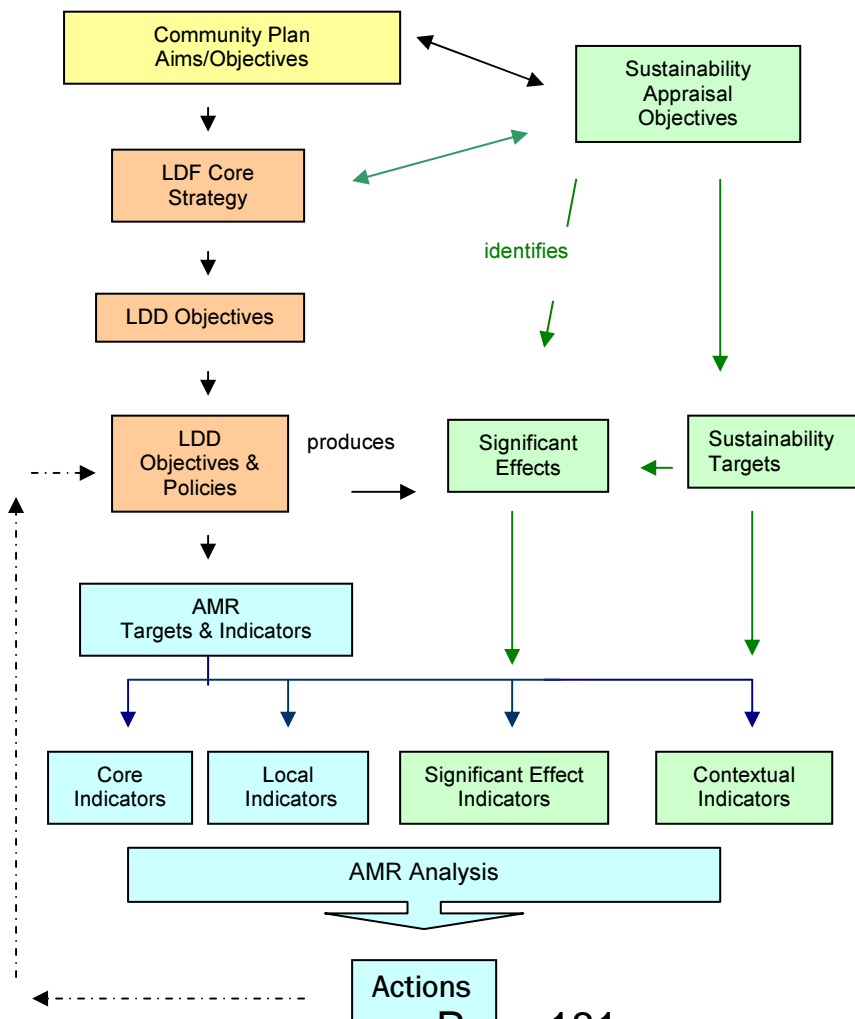
This is the eighth Local Development Framework Annual Monitoring Report. It covers the period 1st April 2011 to 31st March 2012.

The report provides information about the District, what's happening now and what could happen in the future. Over time this information will be used to track progress against policies and targets, which will be set out in the policy documents that will make up the Local Development Framework (LDF).

The LDF is prepared under the Planning and Compulsory Purchase Act 2004 and will comprise a group of policy documents which will replace the current Local Plan. The LDF encompasses a wide range of objectives including social, environmental and economic issues; its policies establish the relationship between these objectives and the use of land. The LDF will both inform and take account of national and regional policy and other Council Strategies.

As part of the preparation of the LDF an Annual Monitoring Report (AMR) must be prepared each year to assess progress towards sustainability objectives and policies and to assess progress against the milestones in the Local Development Scheme.

Figure 1:
Diagram showing the links between the Community Plan, the Sustainability Appraisal, and how they feed into the LDF and the AMR



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The District – Key Characteristics

Sevenoaks District is located in West Kent, with the edge of Greater London to the north, Surrey to the west and East Sussex to the south. The District covers almost 142 square miles; 93% is designated Green Belt. The main towns are Sevenoaks, Swanley and Edenbridge, where a significant proportion of the 114,900 residents (Census 2011) in the District live. There are over 30 villages and smaller settlements of which the largest is New Ash Green.

Much of the area is rural in character with 60% of the landscape within the Kent Downs and High Weald Areas of Outstanding Natural Beauty.

The District is a popular place to live, partly because of its proximity to London and the continent. Major transport links are provided by the M25, M26 and the M20 motorways, the A21, A20 and A25. Stations throughout the District provide rail access to London in under an hour. The District is also well located for Gatwick and Heathrow airports as well as the Channel Ports and Ashford and Ebbsfleet International stations.

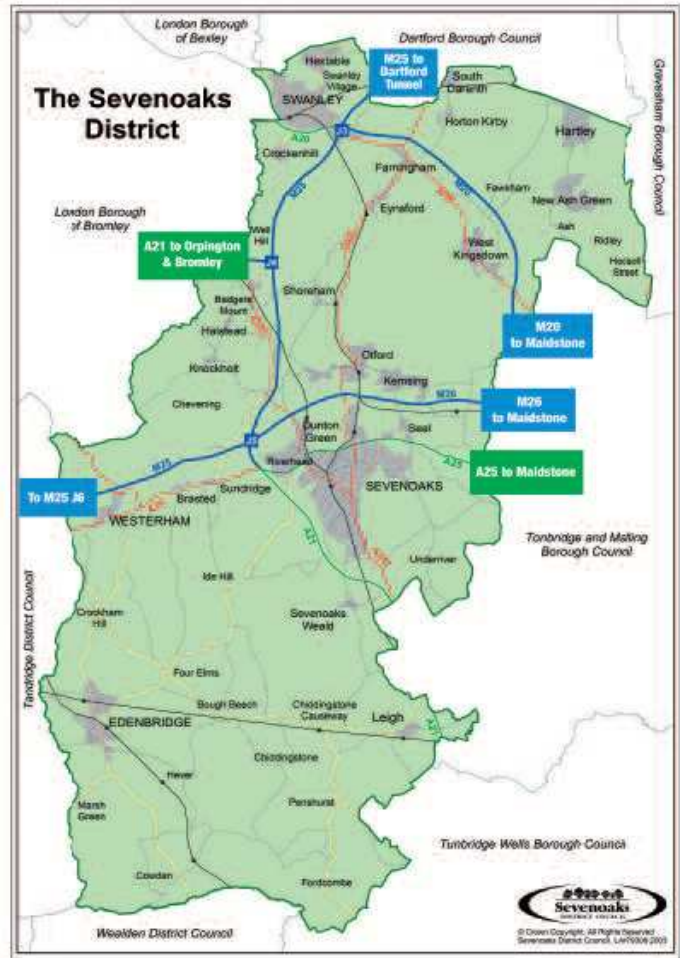


Figure II: Sevenoaks District

An overall impression of affluence masks some pockets of urban and rural deprivation with some areas within the top third most deprived in the country. Inequalities within the District are highlighted by a lack of affordable housing and by the fact that the average house price is 47% greater than the South East average¹. The District has one of the most sparse populations in the County and this is a challenge for local agencies and other service providers.

Key Issues and Challenges within the district:

- Land Supply for Development
- Housing
- Affordable Housing
- Employment Opportunities
- Protection and Enhancement of the natural and built environment
- Conflicting needs
- Sustainable Development
- Inequalities

¹ The Land Registry 2011

- The Community Plan

These issues are discussed in more detail in the LDF Core Strategy which sets out the spatial vision for the District up until 2026.

Methodology and Preparation

This eighth report, for the period 1st April 2011 to 31st March 2012, is the first to be published following the adoption of the National Planning Policy Framework and the Localism Act 2011.

The structure of the report remains the same, however the report reflects the changed requirements.

In accordance with protocol issued by the Department of Communities and Local Government (DCLG), the Council prepared a schedule of Saved Local Plan Policies which was approved in September 2007. These will remain in force until replaced by policies within the LDF. Appendix 2 of the Core Strategy outlines which Saved Local Plan policies have since been replaced by those in the Core Strategy.

The targets and indicators have been set using national and regional guidelines, the Core Strategy objectives, Community Plan objectives and past trends. They have been carefully selected to provide information on the key issues in the District and from which clear conclusions can be drawn.

Progress on the Development Plan

The council agreed a revised Local Development Scheme which sets out the timetable for progressing the Council's LDF.

The Local Development Scheme has the following documents which are in preparation:

Table I: Progress on the Development Plan

Document Name	Type	LDS Key milestones	Current Progress
Allocations and Development Management	DPD	Summer 2012 – Cabinet Approval Autumn 2012 – Pre Submission Consultation Winter 2012/13 – Submission Spring/Summer 2013 – Examination Autumn 2013 - Adoption	A deferred timetable has been agreed in October 2012, the document preparation is currently working in accordance with: Winter 2013 – Council Approval Spring 2013 – Pre Submission Consultation Summer 2013 – Submission Autumn 2013 – Examination Winter 2013/14 – Adoption This change in timetable is to provide additional time to resolve a limited number of site allocation issues prior to submission
CIL Charging Schedule	DPD	Summer 2012 – Informal Public Consultation Autumn/Winter 2012 – Pre submission Consultation Spring 2013 – Submission Summer 2013 – Examination Winter 2013 - Adoption	Informal Consultation June 2012 Working towards Pre-submission consultation in Spring 2013 and Submission in Summer 2013. The timetable has been changed to accommodate additional evidence base work.

Gypsy and Traveller	DPD	Autumn/Winter 2012- Informal Public Consultation Summer 2013 – Pre Submission Consultation Autumn 2013 – Submission Spring/Summer 2014 – Examination Summer/Autumn 2014 - Adoption	Working towards informal public consultation in Spring 2013. The timetable has been changed to accommodate additional evidence base work.
Sevenoaks Residential Character Area Assessment	SPD	Spring 2012 – Adoption	Adopted 12 th April 2012
Swanley Residential Character Area Assessment	SPD	Jan 2014 – Start preparation Summer 2014 – Public Consultation Autumn 2014 - Adoption	Due to start 2014
Edenbridge Residential Character Area Assessment	SPD	Jan 2014 – Start preparation Summer 2014 – Public Consultation Autumn 2014 - Adoption	Due to start 2014
Green Belt	SPD	Autumn 2012 – Public Consultation Autumn 2013 – Adoption	Deferred timetable to be in line with Allocations and Development Management Plan. Winter 2013 – Cabinet Approval Spring 2013 – Public Consultation Winter 2013/14 - Adoption
Equine Development	SPD	Spring 2013 – Start Preparation Summer/Autumn 2013- Public Consultation Winter 2013 – Adoption	Due to start 2013

The Local Development Scheme is in need of updating and this will be carried out during late 2012 early 2013.

Other LDF progress

Village Design Statements for Seal and Underriver were published for public consultation in June 2012, these documents are to be adopted as SPDs.

The Otford Parish Plan was published for public consultation in June 2012 and will be adopted as a SPD.

The Council consulted on three proposed Neighbourhood Plan Areas in June 2012 covering the Parishes of Ash-cum-Ridley, Edenbridge and Shoreham.

Duty to Co-operate

Section 33A of the Planning and Compulsory Purchase Act 2004 (inserted by Section 110 of the Localism Act) requires Local Planning Authorities to co-operate with other authorities and other statutory bodies in the production of development plan documents and other local development documents.

Regulation 34 (6) of the 2012 Town and Country Planning Regulations states that Authorities Monitoring Reports must give details of any co-operation taken during the report period.

Table II: Duty to Co-operate in 2011/12

Strategic Matter	Organisation co-operated with	Summary of Co-operation
Housing Allocations	Adjoining authorities where allocations are near District boundary.	<p>Consultation with Tonbridge and Malling in March 2012 on proposed housing allocation at Glaxo Smith Klein, Leigh.</p> <p>A supplementary sites consultation was carried out in March 2012 and all adjoining authorities were consulted.</p>
Green Infrastructure and Countryside Issues	Kent Downs and High Weald AONB Units	<p>The Council support and fund the Kent Downs and High Weald AONB units. The Joint Advisory Committees are attended by Officer and Member representatives. There is on going co-operation between the Council and the ANOB units.</p> <p>The AONB units were asked to review the emerging Allocations and Development Management Plan and both units made comments which have been incorporated into the Plan. A meeting was held with Kent Downs AONB to discuss the plan and any potential amendments.</p> <p>The AONB units and other organisations such as the Environment Agency, Natural England and Kent Wildlife Trust were invited to a Green Infrastructure Workshop in June 2011.</p>
Transport	Kent County Council	Production of the Sevenoaks Cycling strategy

Gypsy and Traveller Plan	Kent authorities	The review of the SDC Gypsy and Traveller Accommodation Assessment (GTAAs) was commissioned jointly with Maidstone Borough Council. Discussions were held with Tonbridge and Malling BC, Tunbridge Wells BC, Maidstone BC and Ashford BC (organised by Tunbridge Wells BC) regarding a consistent method across the authorities for reviewing GTAAs and a proposed approach of making provision to meet a 5 year need now and working together with other Kent authorities to share provision and accommodation opportunities more equitably in the future. This was discussed at the Kent Planning Policy Forum but the proposal to share provision and accommodation opportunities more equitably in the future was not supported by some other Kent authorities.
High Weald AONB Management Plan	High Weald AONB Unit	High Weald unit are in the process of reviewing the Management Plan. In September 2012 SDC reviewed initial draft of section1.
Kent Downs AONB Management Plan	Kent Downs AONB Unit	Kent Downs unit are in the process of reviewing the Management Plan. In August/September 2012 SDC reviewed the Sustainability Appraisal, Statement of Community Involvement and Equalities Impact Assessment.
Community Infrastructure Levy	Tunbridge Wells BC and local infrastructure providers	SDC's CIL Viability Assessment was commissioned jointly with Tunbridge Wells BC. A meeting was also held with officers from Dartford Borough Council, the only neighbouring authority that has currently consulted on a Preliminary Draft Charging Schedule, to discuss each authority's CIL Viability Assessment. Town and parish councils and local infrastructure providers, including KCC, NHS and Kent Police, were consulted on infrastructure requirements as part of the preparation of the CIL Infrastructure Plan. Neighbouring authorities and the County Council were also consulted as part of the CIL Preliminary Draft Charging Schedule consultation.

Monitoring and Performance

The monitoring report is divided into the 11 sections that are contained in the Core Strategy:

- Delivery of Housing,
- Distribution of Development,
- Design of New Development,
- Sustainable Development
- Settlement Hierarchy,
- Affordable housing,
- Housing size type and density,
- Employment Land,
- Town Centres and Shopping,
- Infrastructure,
- Green Infrastructure, Open Space and Biodiversity

The Core Strategy Performance Indicators are monitored under the relevant section and the appropriate LDF policy and objectives have been highlighted.

The AMR is intended to evolve over time. Once further Development Plan Documents are adopted additional indicators may need to be included. Also, targets and/or indicators may need to be changed to reflect government guidance, changes in local circumstances and availability of data.

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Executive Summary

Delivery of Housing

- 174 net additional dwellings were completed in 2011-12.
- The District has a housing supply of 3641 up to 2026, 341 above the Core Strategy requirement.
- The District exceeds the requirement for a 5 year supply (+5%) of housing land by 605 units.

Distribution of Development

- 59% of new housing in 2010-11 was built within Sevenoaks Urban Area, Swanley and Edenbridge.
- No applications were granted contrary to Environment Agency advice on flooding.

Design of New Development

- 100% of housing schemes assessed against the Building for Life Criteria scored “Good” or above.
- 4 Conservation Area Appraisal Management plans were adopted during 2011-12.

Sustainable Development

- No large scale renewable, decentralised or combined heat and power schemes were granted planning permission during 2011-2012.
- There were 342 renewable electricity installations which were registered for the Feed In Tariff during 2011-12. These include Solar Photovoltaic panels and wind turbines.
- 11% of the completed housing units were required to meet the Code for Sustainable Homes or BREEAM standard. 72% of these units met the requirements.
- There were no changes made to the extent of Air Quality Management Areas.

Affordable housing

- 25 affordable housing units were completed in 2011-2012.
- 15 units were completed as part of a rural exceptions scheme in West Kingsdown.
- £206,144 was received as financial contributions in accordance with policy SP3 of the Core Strategy in 2011-12.

Housing size type and density

- No permanent gypsy and traveller pitches were granted during 2011-12.
- 54% of housing units completed during 2011-12 had less than three bedrooms.
- 37 additional extra care or sheltered housing bedrooms were completed.
- The average density of completed units across the district was 45.6 dwellings per hectare.

Employment Land

- There was an increase of 3155sq m in employment floorspace across the District in 2011-2012.
- At March 2012 2% of the District working population were unemployed.
- At Sept 2012 1.7% of the District working population were unemployed.
- 11.9% of the Sevenoaks District Workforce have no qualifications. This level is higher than the average for the South East (7.9%) and for Kent (10.5%) and across Great Britain (10.6%).

Town Centres and Shopping

- There was a net additional retail floorspace of 3654sq m within the main settlements.

Infrastructure

- Some of the schemes identified in the Infrastructure Delivery Schedule have been completed.
- The Community Infrastructure Levy Preliminary Draft Charging Schedule has been subject to consultation during Summer 2012.

Green Infrastructure, Open Space and Biodiversity

- Monitoring of the Green Infrastructure Network and Open Space Allocations will begin following the adoption of the Allocations and Development Management Plan.
- No new local wildlife sites were identified within the District.

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1. Delivery of Housing

Housing Supply <i>To show recent housing delivery levels and future levels of housing delivery.</i>	
LDF Policy	LO1- Distribution of Development
Saved Local Plan Policy	H1 Housing Allocations
LDF Objective	<p>To safeguard the countryside around the District's main towns and villages and promote change within them by making the best use of previously developed land.</p> <p>To focus the majority of new housing, employment and retail development in the towns of Sevenoaks, Swanley and Edenbridge with smaller scale development in the larger villages which have a more limited range of local facilities.</p>
LDF Target	To maintain an average of 165 dwellings per year over the plan period, 2006-2026, in order to meet the Core Strategy Housing Provision of 3300.
Performance summary	174 net additional units were built in 2011-12

Performance Analysis

In 2011-12, 174 net housing units were completed across the district which is 9 units over the requirement. There have been 1360 units completed since 2006, which gives a surplus of 370 over the requirement of 990 units.

The **Housing Trajectory** shows progress towards meeting the Core Strategy Housing Provision. It is made up of the following:

Identified Sites

These are sites which do not have planning permission but have been identified as being consistent with the Core Strategy for potential housing allocation. All sites are above 0.2ha. See the emerging Allocations and Development Management Plan for detail. The identified sites have been phased equally across their expected year bands (eg. 0-5 or 6-10) using the most up to date information from landowners.

All the promoters of the identified sites were contacted during the monitoring year to confirm that the sites were still being promoted and when they are likely to be completed.

The Reserve Sites identified in the Core Strategy are not included in the housing trajectory .

Outstanding Planning Permissions (Full & Outline) <0.2Ha, minus non - implementation rate

Net units with full or outline planning permission on sites of less than 0.2ha which have not been started or are under construction. This figure has been reduced by a non-implementation rate which is calculated from the proportion of expired planning permissions

in previous years. These units have been phased according to their expected completion dates.

Outstanding Planning Permissions (Full & Outline) 0.2Ha and over, minus non - implementation rate

Net units with full or outline planning permission on sites of 0.2ha or above which have not been started or are under construction. This figure has been reduced by a non-implementation rate which is calculated from the proportion of expired planning permissions in previous years. These units have been phased according to their expected completion dates.

Small Sites Allowance

An allowance to reflect unexpected housing sites of below 0.2ha on previously developed land during the plan period. Calculated using past delivery rates and applied after the first 5 years of the trajectory in accordance with the National Planning Policy Framework.

Completions

Housing units which have been completed since the beginning of the plan period.

The housing trajectory shows the projected level of completions against the yearly requirement. These cumulative figures give the District's progress towards meeting the housing requirement and its ability in the future to meet it by the end of the plan period.

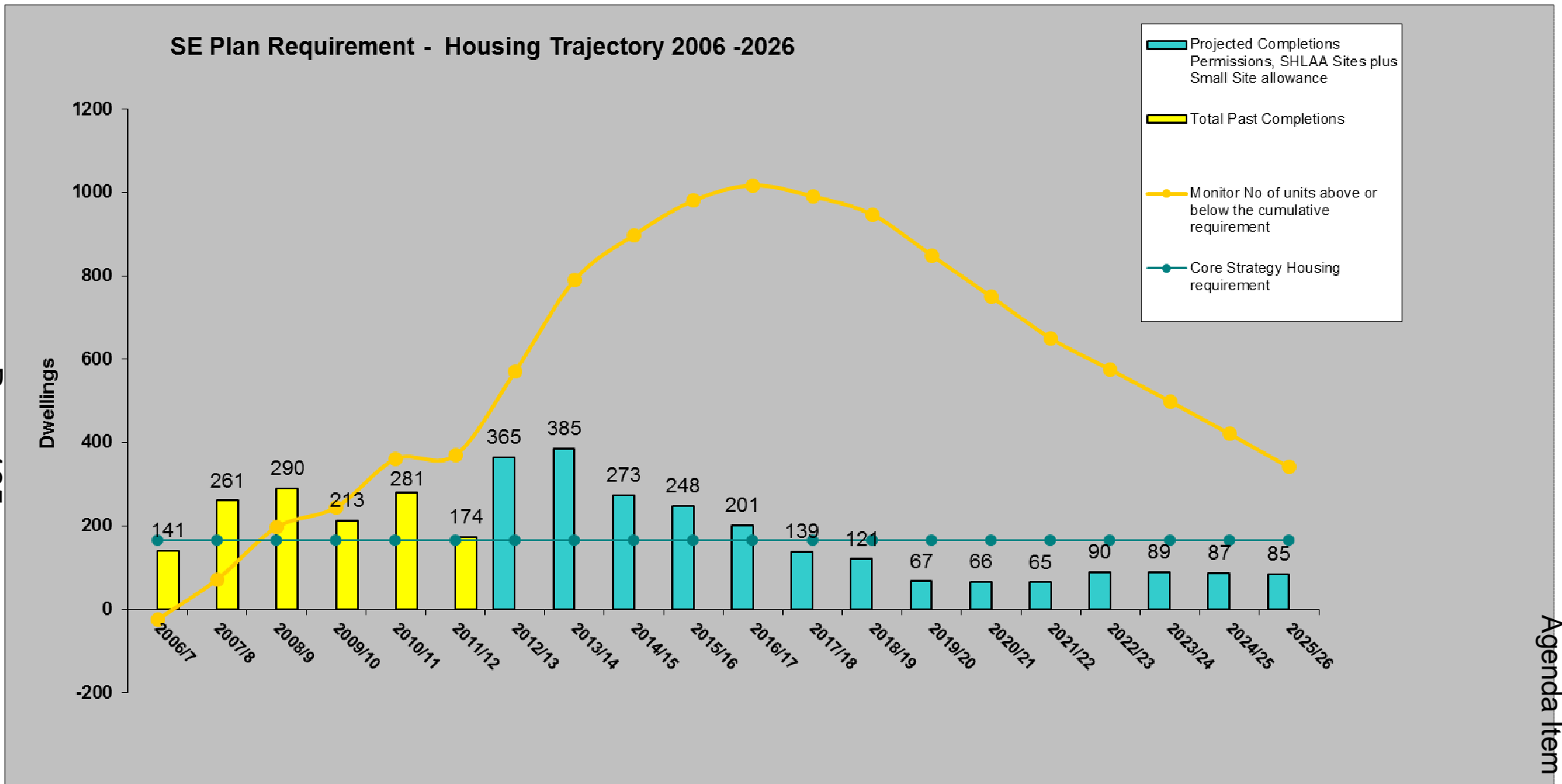
The figures show that we will be able to meet the Core Strategy Housing Provision for the plan period and if our assumptions are correct we will reach the requirement in 2021/22.

Table 1.1: Housing Trajectory for AMR 2012

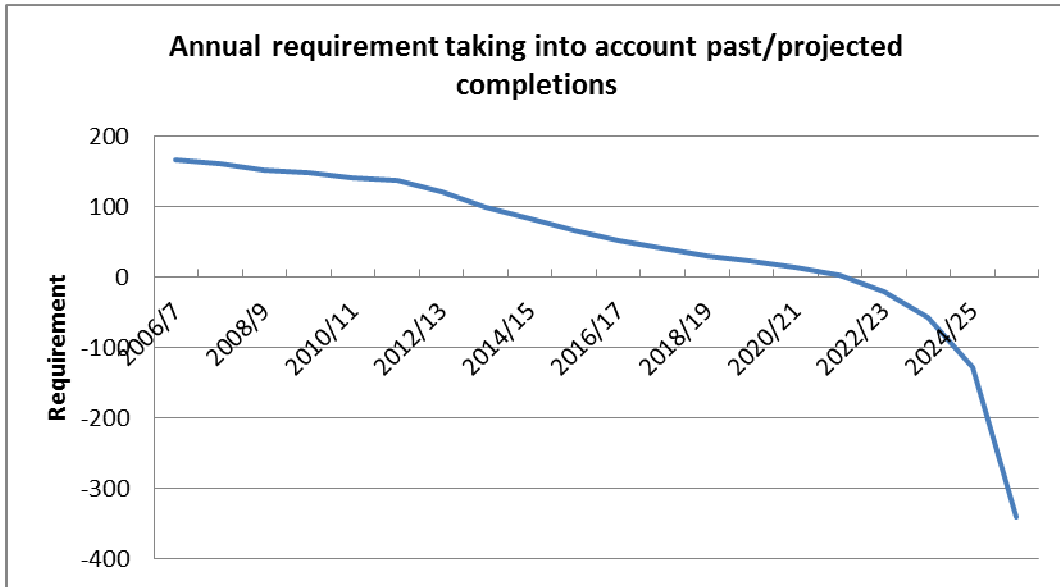
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Identified Sites							133	132	130	129	129	14	14	14	13	12	42	41	39	37	879
Outstanding Planning Permissions <0.2Ha minus 10% non-implementation							96	104	16	0	0	0	0	0	0	0	0	0	0	0	216
Outstanding Planning Permissions 0.2Ha and over minus 4% non-implementation							136	149	127	119	72	77	59	5	5	5	0	0	0	0	754
Small Sites Allowance							0	0	0	0	0	48	48	48	48	48	48	48	48	48	432
Completions	141	261	290	213	281	174															1360
TOTAL	141	261	290	213	281	174	365	385	273	248	201	139	121	67	66	65	90	89	87	85	3641

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Figure 1.1: Housing Trajectory for AMR 2012



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5 Year Land Supply

The National Planning Policy Framework states that authorities must identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing. Sevenoaks has an annual housing requirement of 165 units and therefore a 5 year requirement of 825 units. The NPPF states that an additional buffer of 5% should also be included which means an additional 42 units.

Sevenoaks has a 5 year housing supply of 1472 net, this is 605 units above the requirement.

Figure 1.2: Five Year Land Supply for AMR 2012

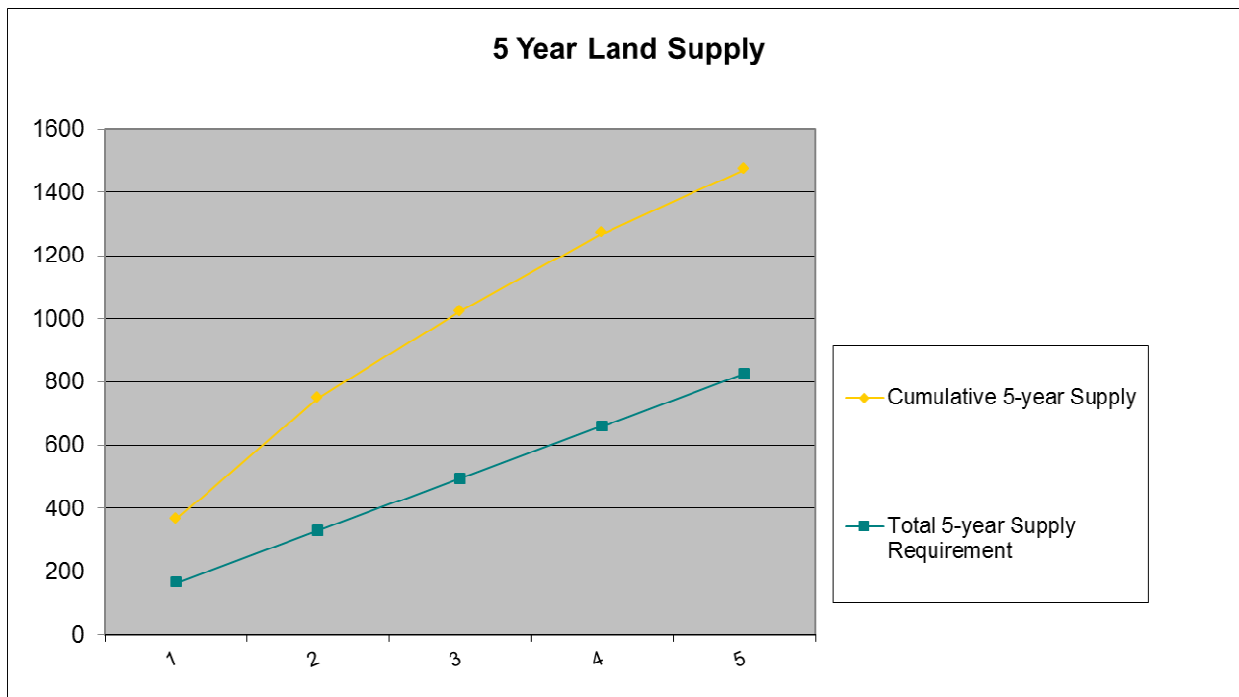


Table 1.2: Five Year Land Supply for AMR 2012

	2012/13	2013/14	2014/15	2015/16	2016/17	Total
	1	2	3	4	5	
Identified Sites	133	132	130	129	129	653
Extants (Full & Outline) <0.2ha minus 10% non - implementation	96	104	16	0	0	216
Extants (Full & Outline) 0.2ha and over minus 4% non-implementation	136	149	127	119	72	603
Supply by year	365	385	273	248	201	
Cumulative Supply	365	750	1023	1271	1472	1472
Requirement	165	330	495	660	825	867

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2. Distribution of Development

Proportion of Completed Housing in Main Settlements of Sevenoaks, Swanley and Edenbridge <i>To show the number of new dwellings built in the main settlements as opposed to the villages and Green Belt areas.</i>	
LDF Policy	LO1- LO6 Location of Development Policies
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To focus the majority of new housing, employment and retail development in the towns of Sevenoaks, Swanley and Edenbridge with smaller scale development in the larger villages which have a more limited range of local facilities.</p> <p>To meet housing and employment requirements within the existing urban area of Sevenoaks primarily on brownfield sites no longer required for their present use, particularly in areas close to the town centre and the mainline railway station.</p>
LDF Targets	<p>$\frac{1}{2}$ of total housing to be within Sevenoaks Urban Area and Swanley</p> <p>$\frac{2}{3}$ of total housing to be within Sevenoaks Urban Area, Swanley and Edenbridge</p>
Performance summary	<p>In 2011-12:</p> <p>59% of housing completions were within the main settlements 36% of housing completions were within Sevenoaks Urban Area and Swanley</p> <p>Since beginning of Plan Period:</p> <p>48% of housing completions were within the main settlements 28% of housing completions were within Sevenoaks Urban Area and Swanley</p>

Performance Analysis

The Core Strategy policies direct development to existing settlements, particularly in the main settlements of Sevenoaks, Swanley and Edenbridge, to reflect their position in the Settlement Hierarchy. The target is for $\frac{2}{3}$ (67%) of the total new housing to 2026 to be built within the Sevenoaks Urban Area (as defined in the Core Strategy), in Swanley and in Edenbridge. A further target is for $\frac{1}{2}$ (50%) of the total housing built in the period up to 2026 to be located in Sevenoaks Urban Area and Swanley.

Since the beginning of the plan period 48% of total completions have been within Sevenoaks Urban Area, Swanley and Edenbridge, with 28% within Sevenoaks Urban Area and Swanley. Implementation of the Core Strategy will achieve a greater focus of new development in the District's main towns.

Monitoring of completions, once the Core Strategy and Allocations and Development Management Plan are both in place, will assess the success of meeting the targets and hence the LDF objectives.

Table 2.1: Housing Completions in the Main Settlements

Completions	Sevenoaks Urban Area	Swanley	Edenbridge	Rest of District	Total
06-07	32	0	46	63	141
07-08	34	34	103	90	261
08-09	53	4	58	175	290
09-10	37	26	6	144	213
10-11	33	69	19	160	281
11-12	52	10	40	72	174
11-12%	30%	6%	23%	41%	
Plan Period Total	241	143	272	704	1360
Plan Period %	18%	10%	20%	52%	

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Proportion of Housing Supply in Main Settlements of Sevenoaks, Swanley and Edenbridge <i>To show the number of new dwellings to be built in the main settlements as opposed to the villages and Green Belt areas.</i>	
LDF Policy	L01- L06 Location of Development Policies
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To focus the majority of new housing, employment and retail development in the towns of Sevenoaks, Swanley and Edenbridge with smaller scale development in the larger villages which have a more limited range of local facilities.</p> <p>To meet housing and employment requirements within the existing urban area of Sevenoaks primarily on brownfield sites no longer required for their present use, particularly in areas close to the town centre and the mainline railway station.</p>
LDF Targets	<p>$\frac{1}{2}$ of total housing to be within Sevenoaks Urban Area and Swanley</p> <p>$\frac{2}{3}$ of total housing to be within Sevenoaks Urban Area, Swanley and Edenbridge</p>
Performance summary	<p>68% of the housing supply is predicted to be within Sevenoaks Urban Area and Swanley.</p> <p>74% of the housing supply is predicted to be within Sevenoaks Urban Area, Swanley and Edenbridge.</p>

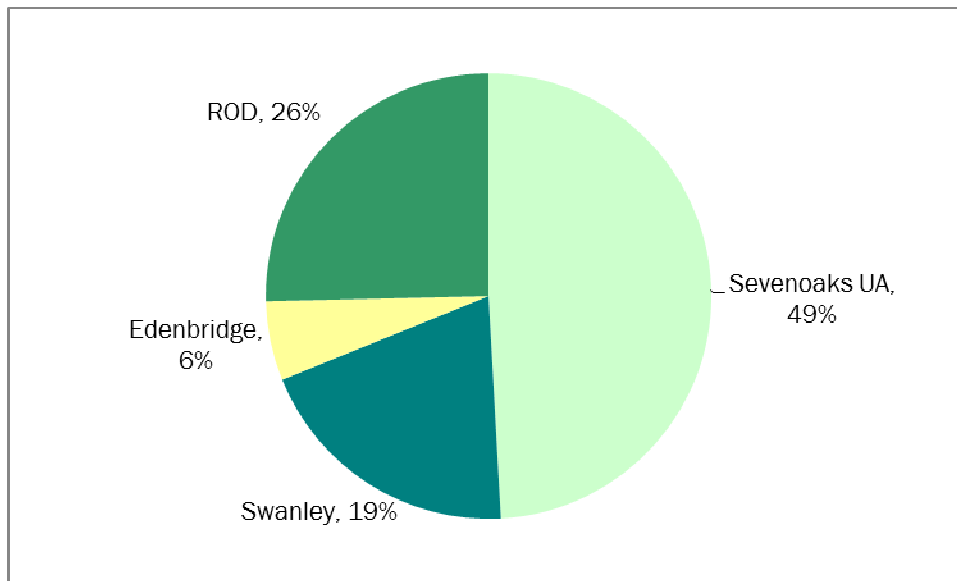
Performance Analysis

Sevenoaks District has an outstanding housing supply of 2281 units up to 2026. This is made up of outstanding planning permissions, identified sites and a small sites allowance.

Almost 50% of the new housing is predicted to come forward within the Sevenoaks Urban Area. This includes 500 units built at the West Kent Cold Store Dunton Green site which is currently under construction.

Approximately a quarter of the housing supply is expected to be built outside of the main settlements of Sevenoaks, Swanley and Edenbridge. This is a significant reduction in what has been built since the beginning of the plan period; however the figures for completions in the Rest of District (ROD) area do include 214 units at Horton Kirby Paper Mills in South Darenth.

Figure 2.1: Proportion of Housing Supply in Main Settlements of Sevenoaks, Swanley and Edenbridge



Number of Planning Permissions Granted Contrary to Environment Agency Advice on Flooding Grounds <i>To show numbers of developments which are potentially located where they would be at risk of flooding or increase the risk of flooding elsewhere</i>	
LDF Policy	LO1 Distribution of Development SP2 Sustainable Development
Saved Local Plan Policies	EN1 Development Control: General design/amenity principles
LDF Objective	To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy. To retain the role of Edenbridge as a rural service centre with a successful town centre and regenerated employment sites avoiding development in areas of the town liable to flood.
LDF Target	No housing development to be permitted in areas liable to flood where contrary to Environment Agency recommendations.
Performance summary	There were no planning permissions granted contrary to Environment Agency advice on flooding during the monitoring year.

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<p>Number of New Dwellings and Commercial Units Granted Contrary to Green Belt Policy <i>To show how many new developments within the Green Belt are allowed on appeal by the Planning Inspectorate.</i></p>	
LDF Policy	L07 The Countryside and the Rural Economy
Saved Local Plan Policies	GB1 The Green Belt
LDF Objective	<p>To safeguard the countryside around the District's towns and villages and promote change within them by making the best use of previously developed land.</p> <p>To safeguard and maintain the openness of the Green Belt and the distinctive character and biodiversity of the district's landscapes, particularly in the Kent Downs and High Weald Areas of Outstanding Natural Beauty, whilst facilitating the economic and social well-being of these areas including the diversification of the rural economy by adopting a positive approach to small scale economic development proposals which re-use existing buildings.</p>
LDF Target	No new dwellings or commercial units granted contrary to Green Belt policy.
Performance summary	No additional dwellings were allowed on appeal by the Planning Inspectorate within the Green Belt.

3. Design of New Developments

Housing Quality – Building for Life Assessments <i>To show the level of quality in new housing development</i>	
LDF Policy	SP1 Design of Development
Saved Local Plan Policies	EN1 Development Control – General design/amenity principles
LDF Objective	To ensure that new development is designed to a high quality and where possible makes a positive contribution to the distinctive character of the area in which it is situated. To ensure that the District’s historic heritage is protected.
LDF Target	Two thirds of new housing development to be rated good or better against the Building for Life criteria and no development to be rated poor.
Performance summary	

Performance Analysis

Each completed new build housing scheme of 10 or more units was assessed and awarded a score out of 20, based on the proportion of CABE Building for Life questions that were answered positively. Further details on the Building for Life Assessments can be found on the Design Council Website (<http://www.designcouncil.org.uk/our-work/cabe/localism-and-planning/building-for-life/>).

Table 3.1: Building for Life Assessments for Completed Developments 10 New Units and Over

Address	Planning Ref	Units (gross)	Score	Rating*
Former BMW Garage, 5 Dartford Road, Sevenoaks	10/00998	11	14	Good
Halstead Place School, Church Road, Halstead	08/01915	33	17	Very Good
Horton Kirby Paper Mills, Horton Road, South Darenth	05/02000	214	13	Good
Land adjacent to 61 Shurlock Avenue, Swanley	07/03507	10	14.5	Good
Penlee, Hawthorns & Eden Lodge, Station Road, Edenbridge	07/03881	34	14	Good

* 9+ = Poor, 11+ = Average, 13+ = Good, 15+ = Very Good.

The Former BMW Garage in Sevenoaks scored “Good”. Although the development lies close to Sevenoaks Town centre and therefore scores highly in terms of access to facilities and public transport, the development has not been built to a high level of environmental sustainability and does not include affordable housing. This prevented the development from scoring “Very Good” (15+/20).

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The development at the former Halstead Place School scored “Very Good”. This was a redevelopment of a redundant school site within the green belt on the edge of Halstead Village. The scheme scored very well for affordable housing, sustainable construction, specific design and parking. The site is a little isolated but is within 10 minutes walking distance from Halstead Village.

Horton Kirby Paper Mills is the largest development in this District which has been subject to a Building for Life Assessment. The development includes 20% affordable housing, below the 40% which is now required by the Core Strategy. The development reflects the design of the original papermill and makes good use of land and the existing listed buildings. The scheme has not been built to high levels of sustainability and the public space could have benefitted from more careful consideration.

Land Adjacent to 61 Shurlock Avenue scored 14.5. It achieved 5/5 for Environment and Community as it lies close to Swanley Town Centre and has been built to a high level of environmental sustainability. The scheme could have scored very highly if the design had been more specific to the scheme and had better reflected the character of the area.

A sheltered housing scheme at Penlee, Hawthorns & Eden Lodge in Edenbridge scored “Good”. The scheme is sustainably located and has well integrated car parking and open space. Sustainable construction standards and a more site specific design would make it score higher.

The Design Council/CABE released a new set of Building for Life criteria called “Building for Life 12” in September 2012. This new release is reduced to 12 questions and no longer includes questions on the reduction of environmental impact, internal space adaptation, advances in technology and outperforming statutory criteria.

The new Building for Life 12 will be used to assess schemes in future Annual Monitoring Reports.

Conservation Areas <i>To show any changes in the area of built heritage under protection.</i>	
LDF Policy	SP1 Design on Development
Saved Local Plan Policies	EN1 Development Control – General design/amenity principles EN23 Conservation Areas
LDF Objective	To ensure that new development is designed to a high quality and where possible makes a positive contribution to the distinctive character of the area in which it is situated. To ensure that the District’s historic heritage is protected.
LDF Target	No reduction in the extent of Conservation Areas due to insensitive development.
Performance summary	As at 31 st March 2012, 13 Conservation Area Appraisal Management Plans have been adopted. During the Monitoring Period there were no changes to the conservation area extents.

Performance Analysis

At 31st March 2012, 13 Conservation Area Appraisal Management Plans had been completed.

Table 3.2: Conservation Area Appraisal Management Plans

Area	Date of Adoption
Sevenoaks High Street	Aug 2008
The Vine, Sevenoaks	May 2009
Vine Court , Sevenoaks	May 2009
Granville Road, Sevenoaks	Oct 2009
Kippington, Sevenoaks	Oct 2009
South Darenth	June 2010
Riverhead	June 2010
Otford	Nov 2010
Wilderness, Sevenoaks	Nov 2010
Hartslands	June 2011
Brittains Farm	Oct 2011
Chipstead Village	Oct 2011
Chiddingstone Hoath	Jan 2012

Other Management Plans have been published for consultation and are at various stages of preparation including Edenbridge and Sevenoaks Weald.

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Heritage Assets <i>To show any losses or additions to the number of buildings/areas under protection.</i>	
Relevant LDF Policy	SP1 Design of Development
Saved Local Plan Policies	EN1 Development Control – General design/amenity principles EN25 Ancient Monuments and Site of Archaeological Interest EN26 Historic Parks and Gardens
LDF Objective	To ensure that new development is designed to a high quality and where possible makes a positive contribution to the distinctive character of the area in which it is situated. To ensure that the District’s historic heritage is protected.
Proposed LDF Target	No loss of listed buildings, historic parks and gardens, scheduled ancient monuments or sites of archaeological interest.
Performance summary	There has been no change in the number of historic parks and gardens. There have been no new listed buildings. There was no change in the number of scheduled ancient monuments.

Performance Analysis

There has been no change in the Heritage Assets across the District in 2011/12.

A review of the District’s Historic Parks and Gardens is currently being carried out. The results from this review will be reported when they become available.

Countryside Projects <i>To monitor progress in implementing countryside projects in the District, including AONB Management Plan projects affecting the District.</i>	
Relevant LDF Policy	LO8 The Countryside and The Rural Economy
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To safeguard the countryside around the District's towns and villages and promote change within them by making the best use of previously developed land.</p> <p>To safeguard and maintain the openness of the Green Belt and the distinctive character and biodiversity of the district's landscapes, particularly in the Kent Downs and High Weald Areas of Outstanding Natural Beauty, whilst facilitating the economic and social well-being of these areas including the diversification of the rural economy by adopting a positive approach to small scale economic development proposals which re-use existing buildings.</p>
LDF Target	None
Performance summary	A variety of countryside projects are on going across the District, some have been completed.

Performance Analysis

The Council work with the North West Kent Countryside Partnership to provide countryside enhancements across the District. A list of the countryside projects taking place within 2012/13 can be provided and can be found in Appendix 2.

These are some of the countryside projects which have taken place during 2011/12

- River Darent Enhancement Project at Lullingstone
- Conservation Management at Greatness Pond
- Fawkham Pond and Steed Hill School Project
- Free Tree Scheme – Trees for Treasure
- Continued improvements to the Darent Valley Path

For further information on these projects please contact the North West Kent Countryside Partnership.

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Adoption of Parish Plans <i>To monitor progress adopting Parish Plans across the District</i>	
LDF Policy	LO7 Development in Rural Settlements
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To support new housing in local service centres and service villages of a design, scale, character and tenure appropriate to the settlement and support the provision and retention of services and facilities that meet a local need and existing employment opportunities.</p> <p>To ensure that a new development is designed to a high quality and where possible makes a positive contribution to the distinctive character of the area in which it is situated.</p>
LDF Target	None
Performance summary	No Parish Plans have been adopted.

Performance Analysis

The Otford Parish Plan was completed by the parish and is in the process of being adopted by the District Council as a supplementary planning document following a public consultation in June 2012.

The Council has provided assistance to several other parishes working on Parish and Neighbourhood Plans including Chevening Parish Council.

Neighbourhood Plans <i>To monitor progress of Neighbourhood Plans across the District</i>	
LDF Policy	LO1 Distribution of Development
Saved Local Plan Policies	Not Applicable
LDF Objective	To safeguard the countryside around the District's main towns and villages and promote change within them by making the best use of previously developed land. To focus the majority of new housing, employment and retail development in the towns of Sevenoaks, Swanley and Edenbridge with smaller scale development in the larger villages which have a more limited range of local facilities.
LDF Target	None
Performance summary	Three Neighbourhood Plan Area designations were published in June 2012.

Performance Analysis

Neighbourhood Plans were introduced by the Localism Act 2011 and the regulations for their preparation were published in April 2012. As such, no progress was made on Neighbourhood Planning within Sevenoaks District during the period 2011-2012.

Sevenoaks District is entirely covered by 30 Town and Parish Councils. A Town and Parish Council forum was held in May 2012 and included a neighbourhood planning briefing. Since this forum a number of Town and Parish Councils have expressed an interest in preparing a neighbourhood plan and the Council have produced a guidance note to assist.

In June 2012 the Council published three proposed Neighbourhood Plan Areas for Ash-cum-Ridley, Edenbridge and Shoreham.

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4. Sustainable Development

Housing Completions Meeting or Exceeding the Code for Sustainable Homes Level or BREEAM Standard <i>To show percentage of new homes with high levels of sustainability.</i>	
Relevant LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.</p> <p>To ensure new development takes place in a way that contributes to an improvement in the District's air quality.</p>
LDF Target	<p>All new housing development to comply with the relevant Code for Sustainable Homes Level</p> <p>All housing conversions to comply with the relevant BREEAM standard</p>
Performance summary	<p>11% of housing completions (granted from 1/3/2011) were required to meet the Code for Sustainable Homes level or BREEAM standard.</p> <p>72% of these housing completions met the required level or standard.</p>

Performance Analysis

As the Core Strategy was adopted on 22nd February 2011 only new housing granted after this date were required to meet the relevant Code for Sustainable Homes level. For monitoring purposes new housing units granted from 1st March 2011 are monitored for the indicator.

In 2011/12 the council completed 225 new housing units (gross). 25 of these units were granted from 1st March 2011 and therefore were subject to Core Strategy Policy SP2.

28% of the 25 units (7) did not meet the relevant Code for Sustainable Homes level or BREEAM standard. The relevant level or standard was not required by condition on the decision notice on these applications and this may have been due to the unfamiliarity of the Policy.

We expect in future years that all new housing units will have a relevant Code for Sustainable Homes or BREEAM condition unless the planning application includes documentation which show that the relevant level will be met.

Non-Residential Development Meeting or Exceeding the BREEAM Level <i>To show percentage of new buildings with high levels of sustainability.</i>	
Relevant LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.</p> <p>To ensure new development takes place in a way that contributes to an improvement in the District's air quality.</p>
LDF Target	All commercial and institutional development to comply with the relevant BREEAM standard
Performance summary	Two completed developments achieved the relevant BREEAM Standard.

Performance Analysis

As the Core Strategy was adopted in February 2011 only applications granted after this date were required to meet the relevant BREEAM standard. For monitoring purposes new units granted from 1st March 2011 are monitored for the indicator.

In 2012-13 there were 2 completed non-residential developments which were granted after 1st March 2011. These developments did not meet the relevant BREEAM Standard and the decision notices did not impose a BREEAM condition.

However, two developments which were not required to meet the relevant standards achieved them independently.

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Large Scale Renewable, Decentralised and Combined Heat and Power Schemes Installed by Capacity and Type <i>To show the amount of renewable and low carbon energy generation by installed capacity and type</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.</p> <p>To ensure new development takes place in a way that contributes to an improvement in the District's air quality.</p>
LDF Target	None
Performance summary	No large scale renewable, decentralised or combined heat and power schemes were granted planning permission during the monitoring year.

Performance Analysis

There were no major renewable, decentralised and combined heat and power schemes completed during the reporting year.

Policy SP2 of the Core Strategy requires 10% of the required CO₂ reduction of new housing and commercial units to be through the installation of on site renewable or low carbon technologies. This will increase the number of small scale installations.

The Feed in Tariff (FIT) scheme was introduced on 1st April 2010. This scheme encourages the deployment of small scale (less than 5MW) low carbon electricity generation.

In 2011-12 there were 342 (FIT) Installations across the District. The majority of these were domestic photovoltaic solar panels (328).

There were 4892 FIT installations across Kent during the monitoring period, the majority of which were also domestic photovoltaic solar panels.

New Residential Development Within 30 Minutes of Key Infrastructure <i>To show the number and percentage of new residential units permitted annually within 30minutes public transport time of a GP, hospital, primary and secondary school and a town centre or local service centre.</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	<p>To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.</p> <p>To ensure new development takes place in a way that contributes to an improvement in the District's air quality.</p>
LDF Target	None
Performance summary	No longer reported.

Performance Analysis

This indicator is no longer reported on. This is due to insufficient information available.

Changes in Air Quality Management Areas <i>To show the changes to the extents of the Air Quality Management Areas across the District.</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure new development takes place in a way that contributes to an improvement in the District's air quality.
LDF Target	No increase in Air Quality Management Area extents due to new development.
Performance summary	No changes to the extent of Air Quality Management areas.

Performance Analysis

There were no changes to the extent of Air Quality Management areas, although there are proposals to undertaken a review of boundaries during 2012/2013. This will be reported on in subsequent reports.

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Public Rights of Way and Cycle Routes <i>To measure the change in length of Public Rights of Way and Cycle Routes</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.
LDF Target	None
Performance summary	There was one additional Public Right of Way during the Monitoring Period.

Performance Analysis

An additional Public Right of Way was added during 2011/12 connecting Maidstone Road with St Mary's Church Yard in Sevenoaks. The route has been given the reference SR736 and measures 103.5m in length.

In 2011/12 no new cycle routes were designated. The Sevenoaks Cycling strategy has been produced by Kent County Council and identifies potential new routes for the future.

The Number of Developments where a Travel Plan has been Adopted <i>To measure the number of travel plans adopted in monitoring period</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.
LDF Target	None
Performance summary	None

Performance Analysis

During 2011-12 there were no housing applications granted which met the Kent County Council requirement to include a Travel Plan. The largest housing development was for 52 units at Sevenoaks Police Station in Morewood Close.

There were no commercial applications granted which included Travel Plans.

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Progress in Implementing schemes identified through the Local Transport Plan and the Sevenoaks District Strategy for Transport <i>To measure the progress on the schemes</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.
LDF Target	None
Performance summary	Some schemes have started to be implemented

Performance Analysis

The Sevenoaks District Strategy for Transport 2010-2026 includes an implementation plan which highlighted future schemes and proposals for the transport infrastructure throughout the District.

Table 4.1: Transport Infrastructure Schemes which have been started or completed in monitoring year 2011/12

Scheme	Status at March 2012
District wide Cycling Strategy	The Sevenoaks Cycling Strategy was approved by the Joint Transport Board in March 2012.
Sevenoaks & Swanley rail station developments	Started and remain on going. Sevenoaks Station improvement almost complete at Sept 2012.

Percentage of travel plan progress reports where the travel plan is achieving its modal split target(s) or has taken additional measures to achieve the target. <i>To monitor the achievement of travel plans</i>	
LDF Policy	SP2 Sustainable Development
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that new development takes account of the need to mitigate and adapt to climate change including principles of sustainable development, including locating development to minimise energy use, promoting travel patterns that reduce the need to travel by car, and encouraging sustainable construction including measures to reduce energy consumption and promote the use of renewable energy.
LDF Target	None
Performance summary	No information was available at time of reporting

Performance Analysis

In 2010/11 two schemes were granted which included travel plans. These were the redevelopment at West Kent Cold Store and the extension to the Sainsbury's in Otford. However, no information on the modal split targets was available at time of reporting.

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5. Settlement Hierarchy

Settlement Hierarchy <i>To monitor changes in the Settlement Hierarchy services and facilities score for individual settlements.</i>	
LDF Policy	L07 Development in Rural Settlements
Saved Local Plan Policies	Not Applicable
LDF Objective	To support new housing in local service centres and service villages of a design, scale, character and tenure appropriate to the settlement and support the provision and retention of services and facilities that meet a local need and existing employment opportunities.
LDF Target	No loss of services and facilities that serve the local community within rural settlements.
Performance summary	Information was not collected on this indicator in 2011-12

Performance Analysis

The performance indicator for Policy L07 requires changes in the Settlement Hierarchy scores to be monitored for individual settlements. This is a considerable task which will be carried out every two years starting from monitoring year 2012/13.

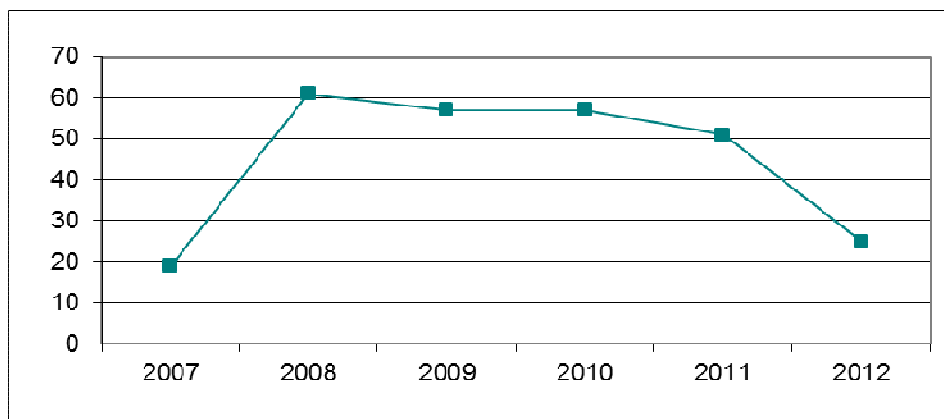
6. Affordable Housing

Affordable Housing Completions <i>To show affordable housing delivery</i>	
LDF Policy	SP3 Provision of Affordable Housing SP4 Affordable Housing in Rural Areas
Saved Local Plan Policies	H9 Rural Exceptions Housing Provision
LDF Objective	To increase the proportion of affordable housing in new development in response to the level of local housing need from those unable to buy in the open market. To make specific provision for small scale affordable housing schemes to meet identified local needs in rural areas.
LDF Target	From adoption of the Core Strategy an average of 66 affordable housing completions per annum (Note: This target to be reviewed in conjunction with the Housing Strategy review)
Performance summary	25 affordable housing units were completed in the period April 1 st 2011 to 31 st March 2012.

Performance Analysis

In 2011-12 25 affordable units were completed across the district, 14% of the net housing units completed in the monitoring period. There was also an additional unit gained through Mortgage Rescue. Although the number of affordable completions has decreased the proportion of affordable dwellings completed has remained approximately the same.

Figure 6.1: Affordable Housing Completions since being of plan period



The level of affordable housing completed during the monitoring year continues to be below the LDF target. However, the Core Strategy policy SP3, which requires an affordable housing financial contribution or on site provision from all new housing development which results in an increase in units across the district, was adopted in 2011.

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11% of the new housing units completed in 2011/12 were granted following the adoption of the Core Strategy (from 1st March 2011) and none of these would have been required to provide on site affordable housing.

As the number of housing completions granted post-march 2011 grows the number of onsite affordable housing units and offsite financial contributions will increase.

The 66dpa target will be reviewed through the Sevenoaks District Housing Strategy.

Gross Affordable Housing Completions by Type <i>To show type of affordable housing delivery</i>	
LDF Policy	SP3 Provision of Affordable Housing SP4 Affordable Housing in Rural Areas
Saved Local Plan Policies	H9 Rural Exceptions Housing Provision
LDF Objective	To increase the proportion of affordable housing in new development in response to the level of local housing need from those unable to buy in the open market. To make specific provision for small scale affordable housing schemes to meet identified local needs in rural areas.
LDF Target	None
Performance summary	22 of the affordable housing units completed were social/affordable rent and 3 were shared ownership.

Performance Analysis

The majority of new affordable units completed in 2011/12 were for social/affordable rent (22 88%) with the rest as shared ownership. Core Strategy Policy SP3 requires a mix of onsite affordable units with at least 65% to be social rented.

Financial Contributions towards Affordable Housing <i>To show the financial contributions received under policy SP3 for offsite Affordable Housing</i>	
LDF Policy	SP3 Provision of Affordable Housing
Saved Local Plan Policies	Not Applicable
LDF Objective	To increase the proportion of affordable housing in new development in response to the level of local housing need from those unable to buy in the open market. To make specific provision for small scale affordable housing schemes to meet identified local needs in rural areas.
LDF Target	Financial contributions for the provision of affordable housing under policy SP3 to be received from all relevant schemes.
Performance summary	SDC received £206,144 in affordable housing contributions during the monitoring period 2011/12.

Performance Analysis

Core Strategy Policy SP3 states:

“In residential developments of less than 5 units that involve a net gain in the number of units a financial contribution based on the equivalent of 10% affordable housing will be required towards improving affordable housing provision off site”

Sevenoaks District Council has received £206,144 in affordable housing contributions between 1st April 2011 and 31st March 2012. This was all received in the last quarter of the year.

Sevenoaks District Council did not spend any of the contributions during 2011-12. Proposals for spending the contributions received have been agreed by the relevant Portfolio Holders.

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Gross Affordable Housing Completions in Rural Areas (Granted Under Policy SP4) <i>To show affordable housing delivery in rural areas</i>	
Saved Local Plan Policies	H9 Rural Exceptions Housing Provision
Relevant LDF Policy	SP4 Affordable Housing in Rural Areas
LDF Objective	To make specific provision for small scale affordable housing schemes to meet identified local needs in rural areas.
Current Target	Meet the needs of the District and the requirement for affordable housing as set out in the Housing Needs Survey.
Proposed LDF Target	None
Performance summary	15 units of affordable housing were provided through a Rural Exceptions Scheme during 2011-2012.

Performance Analysis

Government guidance allows for small scale affordable housing to be provided through the use of a “rural exceptions site policy” under which small sites that would not normally be suitable for development because of restraint policies can be developed solely for affordable housing to serve local communities. Policy SP4 seeks to ensure that affordable housing is delivered in rural areas where there is local need.

15 additional affordable housing units were completed at West Kingsdown in 2011/12 which had been granted under Policy SP4. An additional 5 on the same site were still under construction in March 2012 and have since been completed.

7. Housing Size, Type and Density

Net additional Pitches (Gypsy and Traveller) <i>To show the number of Gypsy and traveller pitches delivered</i>	
LDF Policy	SP6 Provision for Gypsies and Travellers and Travelling Showpeople
Saved Local Plan Policies	H16-19 Residential Caravan Sites and Mobile Home Parks
LDF Objective	To ensure that the form of future provision for housing meets the changing needs of the District's population and meets the needs of the Gypsy and traveller community.
Proposed LDF Target	To be set by the Allocations and Development Management Policies DPD
Performance summary	No permanent pitches were granted during 2011-2012 for Gypsy and Traveller use.

Performance Analysis

There were no additional permanent pitches provided for Gypsy and Traveller use during 2011-2012.

The Council will identify the number of pitches for Gypsies, Travellers and Travelling Showpeople required in the period to 2026 and potential development locations in the Gypsy and Traveller Plan.

The Council commissioned a Gypsy, Traveller and Travelling Showpeople Local Needs Assessment to identify the need for pitches in the District over the remainder of the plan period.

The Council will now consult on a proposed number of additional pitches and potential locations.

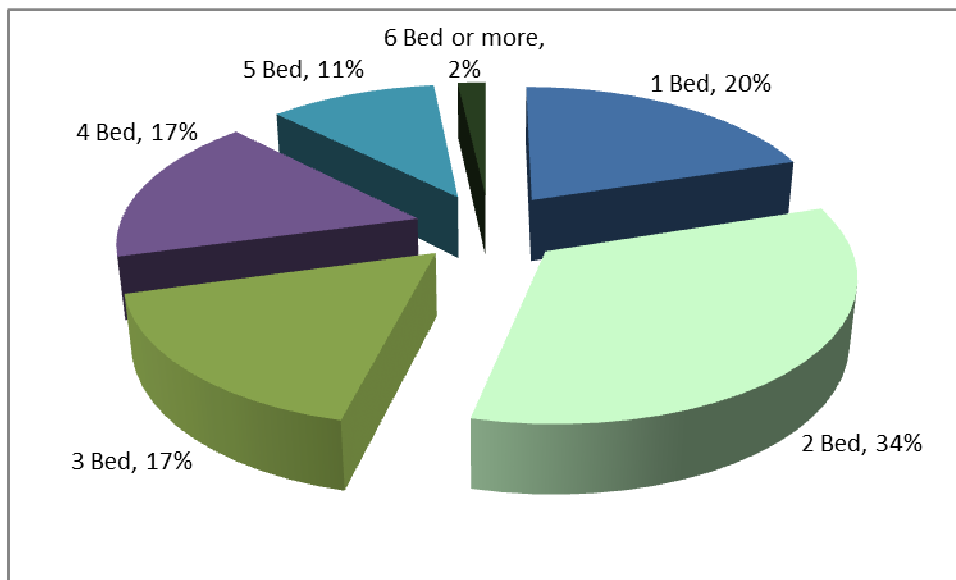
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Proportion of New Dwellings of Different Sizes <i>To show the size of dwellings being completed</i>	
LDF Policy	SP5 Housing Size and Type
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that the form of future provision for housing meets the changing needs of the District's population, including provision for a greater proportion of older people and small households.
LDF Target	None
Performance summary	54% of housing units completed during 2011-12 had less than three bedrooms

Performance Analysis

Core Strategy policy SP5 Housing Size and Type seeks to achieve a mix of different housing sizes in new developments. There is a particular emphasis on the inclusion of smaller units of less than three bedrooms in new schemes in order to increase the proportion of smaller units in the District housing stock. The composition of dwellings by bedroom size for housing units completed in 2011-12 can be seen in figure 7.1 below.

Figure 7.1: New Dwellings of Different Sizes by Number of Bedrooms



54% of the completed dwellings had less than three bedrooms, with a significant number built with two bedrooms (34%).

Additional Extra Care and Sheltered Housing <i>To show the number of sheltered housing and extra care units completed across the District</i>	
LDF Policy	SP5 Housing Size and Type
Saved Local Plan Policies	H8 Housing for Special Needs
LDF Objective	To ensure that the form of future provision for housing meets the changing needs of the District's population, including provision for a greater proportion of older people and small households.
LDF Target	None
Performance summary	Accommodation for 71 households within extra care and sheltered housing was completed in 2011/12. 37 additional extra care bedrooms were completed in 2011/2012 34 sheltered housing units were completed in 2011/12

Performance Analysis

There were an additional 37 bedrooms completed during the monitoring year which were for extra care or sheltered housing. These were all at the same existing extra care facility at Stangrove Lodge, Edenbridge.

There were 34 sheltered housing units completed at Penlee, Hawthorns and Eden Lodge in Edenbridge.

This is a great increase on last year when there were no additional units or bedrooms provided.

Lifetime Homes Standard <i>To show the percentage of completed units meeting the lifetimes home standard</i>	
LDF Policy	SP5 Housing Size and Type
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that the form of future provision for housing meets the changing needs of the District's population, including provision for a greater proportion of older people and small households.
LDF Target	None
Performance summary	11% of completed housing units were encouraged to achieve Lifetime Homes standard. 60% of these units achieved lifetime homes standard.

Performance Analysis

Ordinary homes built to the Lifetime Homes standard will have incorporated 16 design criteria that support the changing need of individuals and families at different stages of life. For more information please visit www.lifetimehomes.org.uk.

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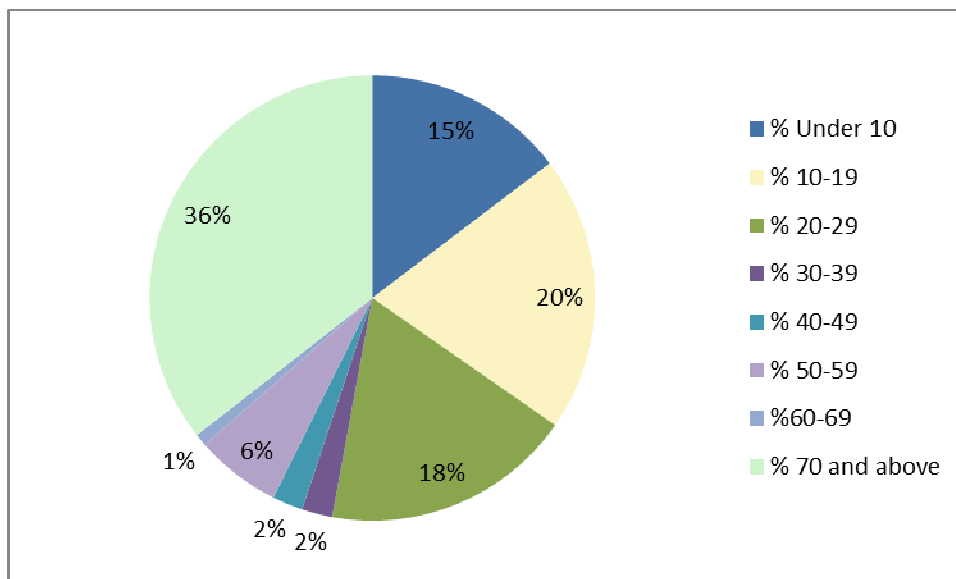
Core Strategy policy SP5 encourages new housing to be built to the Lifetime Homes standard. The policy was adopted on the 22nd February 2011 and for monitoring purposes only completed units which were granted from 1st March 2011 are monitored for the indicator.

Density of New Development <i>To show the density of housing completions</i>	
LDF Policy	SP7 Density of Housing Development
Saved Local Plan Policies	EN1 Development Control – General design/amenity principles
LDF Objective	To make efficient use of urban land for housing, with higher density development focussed on the most accessible locations in and adjoining town centres, through well-designed schemes that do not compromise the distinct character of the local environment. To increase the average density of housing development in areas of Sevenoaks with good access to the town centre and main line railway station through well designed schemes which do not compromise the distinct character of the local environment.
LDF Target	Average density of 40 dwellings per hectare across the District.
Performance summary	The average density of completed housing units across the district in 2011-2012 was 46.5 dwellings per hectare.

Performance Analysis

Core Strategy Policy SP7 seeks to ensure that all new housing will be developed at a density which is appropriate to the location and which achieves good design. The policy sets a target for the average density across the district to be 40 dwellings per hectare. This year the average housing density across the district was 46.5 dph, exceeding the LDF target.

Figure 7.2: Proportion of New Dwellings at different Densities (dwellings per hectare)



45% of new dwellings completed in the reporting year were built at 40 dph or above with most of them at densities of 70dph and above. This includes 18 units at Horton Kirby Paper Mills, South Darenth which were built at a density of 71dph and 34 retirement units at Penlee, Hawthorns and Eden Lodge, Edenbridge built at 103dph.

55% of completions were below 40 dph. 35% of new dwellings completed in 2011-2012 were at densities of below 20 dwellings per hectare. This percentage of low density development is to be expected, given the established character of the towns and villages and the rural nature of the district.

Core Strategy Policy SP7 also requires specific densities to be met in certain areas subject to qualifications in the policy. The targets and performance for 2011-12 is outlined in table 7.1.

Table 7.1: Housing Units Completed at Different Densities across the District

	Main Settlements	Sevenoaks Urban Area	Sevenoaks Town Centre	Swanley	Swanley Town Centre	Edenbridge	Rest of District
Target	40dph	40dph	75dph	40dph	75dph	40dph	30dph
Density	65.5dph	50.9dph	94.9dph	51.0dph	n/a*	90.7dph	26.6dph

* There were no completions in Swanley Town Centre

Almost all of the density targets were exceeded across the District. This is not surprising given that the average density of new dwellings in the District also exceeded the target.

The average density of completed housing units within the “Rest of District” was lower than the target of 30dph. This is due to the large number of replacement dwellings on large plots, usually within the Green Belt. In previous years the large number of units completed at each year at approx. 70dph at Horton Kirby Paper Mills has led to a consistently higher average density.

In future years replacement dwellings will no longer be monitored to prevent them skewing the gross housing completion figures. Replacement dwellings give a net change of zero.

The average density of development in Edenbridge is unusually high this year due to 35 of the 41 gross units completed built at approximately 100dph. 34 of these were retirement flats at Penlee, Hawthorns and Eden Lodge, Edenbridge.

8. Employment Land

Change in Employment Floor space – by Type <i>To show the amount and type of completed employment floor space (gross and net)</i>	
LDF Policy	SP8 Economic Development and Land for Business
Saved Local Plan Policies	EP1 Employment Allocations EP8 Business Areas
LDF Objective	<p>To provide land for employment development to support the future development of the District's economy.</p> <p>To retain the number of job opportunities on regenerated and redeveloped employment sites within the town and provide well designed modern premises</p> <p>To regenerate existing employment areas within the town and provide additional opportunities for new jobs in well designed modern premises.</p> <p>To retain the role of Edenbridge as a rural service centre with a successful town centre and regenerated employment sites avoiding development in areas of the town liable to flood.</p>
LDF Target	The overall stock of employment land to be maintained
Performance summary	In 2011/12 there was a net gain of 3155sq m of employment floorspace across the District.

Performance Analysis

In the year April 2011 – March 2012 there was a gain of 4670sqm and a loss of 1515sq m giving a net increase of 3155 sq m of employment floor space across the District.

Table 8.1: Change in Employment Land Supply – Amount and Type

	B1a	B1b	B1c	B2	B8	BX*	Total
Gain	1141	0	0	37	0	3492	4670
Loss	393	0	740	362	20	0	1515
Net	748	0	-740	-325	-20	3492	3155

* Mixed B uses. See Appendix 3 for description of use classes.

There were significant gains in the B1a and BX use classes. 2942sq m was gained at Upper Hockenden Farm on the outskirts of Swanley which changed use from agricultural to a mixture of B1, B2 and B8 uses. A unit at Enterprise Way in Edenbridge also changed uses from B1c to include B2 and B8 uses. During the monitoring period 2011-2012, 274sq m of B1a employment floorspace was changed to residential use in 4 separate developments across the District.

Change in Employment Floor space in the Main Settlements <i>To show the amount and type of completed employment floor space in the main settlements</i>	
LDF Policy	L02 L04 L06
Saved Local Plan Policies	EP1 Employment Allocations EP8 Business Areas
LDF Objective	<p>To provide land for employment development to support the future development of the District's economy.</p> <p>To retain the number of job opportunities on regenerated and redeveloped employment sites within the town and provide well designed modern premises</p> <p>To regenerate existing employment areas within the town and provide additional opportunities for new jobs in well designed modern premises.</p> <p>To retain the role of Edenbridge as a rural service centre with a successful town centre and regenerated employment sites avoiding development in areas of the town liable to flood.</p>
LDF Target	The overall stock of employment land to be maintained
Performance summary	<p>There was a net loss of 95 sqm employment floorspace in the main settlements.</p> <p>There was a net increase of 3250 sqm in employment floorspace across the rest of the District.</p>

Performance Analysis

In 2011-2012 there was an overall loss of 95 sqm in employment floorspace within the main settlements. A breakdown of the change in employment floorspace across the district is shown in Table 8.2.

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Table 8.2: Net change in employment floorspace across the District

	B1a	B1b	B1c	B2	B8	BX*	Total
Sevenoaks Urban Area	-132	0	0	0	0	0	-132
Swanley	0	0	0	0	0	0	0
Edenbridge	0	0	-550	37	0	550	37
Main Settlements	-132	0	-550	37	0	550	-95
Rest of District	880	0	-190	-362	-20	2942	3250
TOTAL	748	0	-740	-325	-20	2997	3155

* Mixed B uses. See Appendix 3 for description of use classes.

There was no net change in employment floorspace within Swanley during the monitoring period in any of the use classes. Edenbridge had a small gain of 37sqm and a change of use of 550sqm from solely B1c to a mix of B1c, B2 and B8 at Enterprise Way.

Within Sevenoaks Urban Area 132sq m net has been lost in the B1a use class with no change in the other use classes.

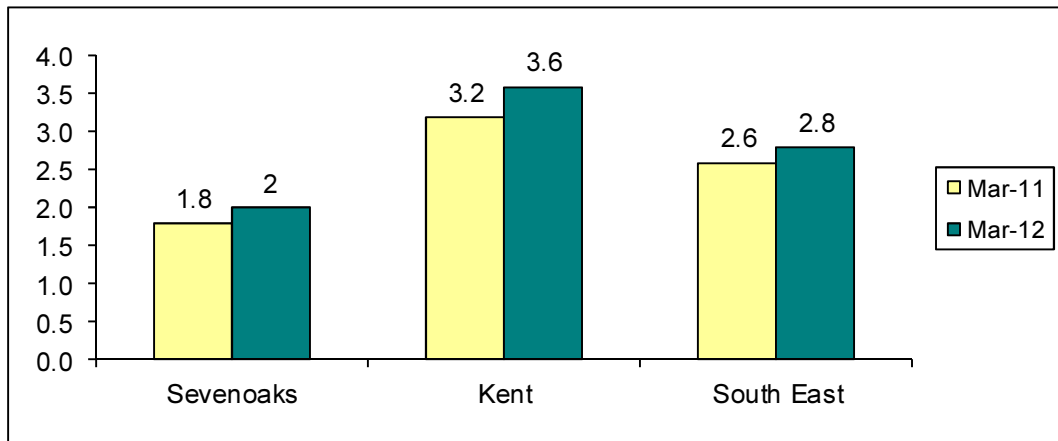
District Unemployment <i>To measure the levels of District unemployment</i>	
LDF Policy	SP8 Economic Development and Land for Business
Saved Local Plan Policies	EP1 Employment Allocations EP8 Business Areas
LDF Objective	<p>To provide land for employment development to support the future development of the District's economy.</p> <p>To retain the number of job opportunities on regenerated and redeveloped employment sites within the town and provide well designed modern premises</p> <p>To regenerate existing employment areas within the town and provide additional opportunities for new jobs in well designed modern premises.</p> <p>To retain the role of Edenbridge as a rural service centre with a successful town centre and regenerated employment sites avoiding development in areas of the town liable to flood.</p>
LDF Target	None
Performance summary	<p>2% of the district were unemployed as at March 2012</p> <p>The district unemployment level was 1.6% lower than the Kent Average at March 2012</p>

Performance Analysis

Unemployment

In March 2012 2% of the working age population in Sevenoaks were unemployed. This was an increase of 0.2% since March 2011.

Figure 8.1: Percentage of Working Age Population Claiming Unemployment Benefit



Source: Unemployment change in Kent, KCC Monthly Bulletin

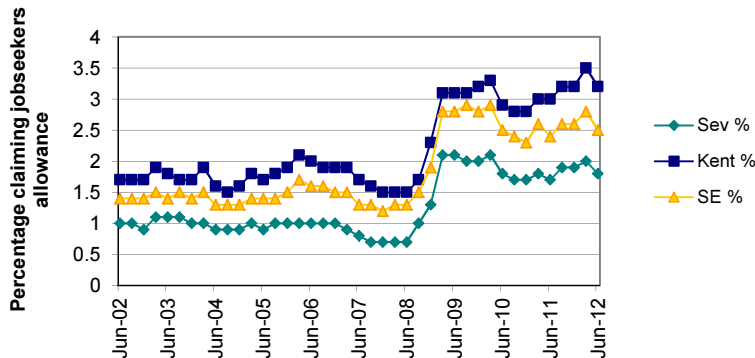
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In September 2012 1.7% of the working age population in Sevenoaks District were unemployed. This was the second lowest level in Kent.

Jobseekers Allowance

In March 2012 2% of the population of Sevenoaks claimed jobseekers allowance which, although higher than pre Jan 2009, is still significantly lower than the Kent and South East percentages.

Figure 8.2: Percentage of Population Claiming Jobseekers Allowance



Source: NOMIS official labour market statistics, ONS

Proportion of Workforce with No Qualifications <i>To measure the percentage of the District workforce with no qualifications</i>	
LDF Policy	SP8 Economic Development and Land for Business
Saved Local Plan Policies	EP1 Employment Allocations EP8 Business Areas
LDF Objective	To provide land for employment development to support the future development of the District's economy.
LDF Target	None
Performance summary	11.9% of the resident workforce in Sevenoaks district have no qualifications.

According to data collected from the Annual Population Survey in 2011 11.9% of the total workforce within Sevenoaks District do not have any qualifications.

This level is higher than the average for the South East (7.9%) and for Kent (10.5%) and across Great Britain (10.6%). Data is not available for Ward or Parish qualification levels. However, as with the Indices of Multiple Deprivation data (See the Population and Social Profile 2010), it is likely that the level of qualification amongst the resident workforce varies across the District. Further detail may be available when the Census 2011 figures are released.

9. Town Centres and Shopping

Change in Retail Floorspace in the Main Settlements <i>To measure the change in A1 floorspace within Sevenoaks Urban Area, Swanley and Edenbridge</i>	
LDF Policy	L03 Development in Sevenoaks Town Centre L05 Swanley Town Centre L06 Development in Edenbridge
Saved Local Plan Policies	ST1A-2 Sevenoaks Town Centre SW1 Swanley Town Centre EB1-3 Edenbridge Town Centre
LDF Objective	To sustain the role of Sevenoaks town centre and its continued vitality and viability whilst maintaining and enhancing the quality of the environment of the town centre area. To regenerate and transform Swanley town centre with a high quality new shopping, business and housing hub with an improved environment and public spaces. To retain the role of Edenbridge as a rural service centre with a successful town centre and regenerated employment sites avoiding development in areas of the town liable to flood.
LDF Target	Approximately 4,000 sq m net of additional retail floorspace to be provided in Sevenoaks town centre by 2026.
Performance summary	There was a net addition of 3654 sqm of retail floorspace within the main settlements

During the monitoring year there was an additional 3626 sqm of retail floor space across the District, 3654sqm in the main settlements and a loss of 28sqm in the rest of the District. This includes an additional 3108sqm at Sainsbury's in Otford.

Since the beginning of the plan period there has been a net gain of 1996 sqm of retail floorspace in Sevenoaks Town Centre, this includes an additional 1371sq m in 2011-2012 of which 1132sq m is additional retail space at Waitrose.

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Town Centre Health Checks <i>To monitor the vitality of Sevenoaks, Swanley and Edenbridge Town Centres</i>	
LDF Policy	L03 Development in Sevenoaks Town Centre L05 Swanley Town Centre L06 Development in Edenbridge
Saved Local Plan Policies	ST1A-2 Sevenoaks Town Centre SW1 Swanley Town Centre EB1-3 Edenbridge Town Centre
LDF Objective	To sustain the role of Sevenoaks town centre and its continued vitality and viability whilst maintaining and enhancing the quality of the environment of the town centre area. To regenerate and transform Swanley town centre with a high quality new shopping, business and housing hub with an improved environment and public spaces. To retain the role of Edenbridge as a rural service centre with a successful town centre and regenerated employment sites avoiding development in areas of the town liable to flood.
LDF Target	None
Performance summary	Please see table 9.1

Performance Analysis

Previously Kent County Council performed Town Centre Health Checks on Town Centres across Kent. However, this service has now ceased. The District Council is intending to continue the monitoring of Sevenoaks, Swanley and Edenbridge town centres through its own Town Centre Health Checks.

This year data has been collected for Sevenoaks, Swanley and Edenbridge Town Centres as set out in Table 9.1

Additional information will be collected in subsequent years.

Table 9.1: Town Centre Health Check results for Sevenoaks, Swanley and Edenbridge

	Sevenoaks Town Centre											Swanley Town Centre											Edenbridge Town Centre										
Proportion of Vacant Units	18/335 units are vacant = 5%											5/107 units are vacant = 5%											10/140 units are vacant = 7%										
Proportion of use classes* (%)	A1	A2	A3	A4	A5	B1	C3	D1	D2	SG	A1	A2	A3	A4	A5	B1	C3	D1	D2	SG	A1	A2	A3	A4	A5	B1	C3	D1	D2	SG			
	50	11	7	2	1	7	14	2	1	3	35	14	8	2	6	4	13	7	0	11	39	12	5	3	4	7	23	3	0	4			
Change in Retail floorspace	Increase of 1371sq m											Decrease of 38sqm											Decrease of 74sqm										
Changes in Public Transport Services	Town served by 8 buses with varying frequencies.											Town served by 5 buses with varying frequencies.											Town served by 7 buses with varying frequencies.										
Car Parking Survey information (Nov 2011)*	995 council owned parking bays in car parks. On average over three week days: AM - 79 (8%) spaces free PM - 163 (16%) spaces free											229 council owned parking bays in car parks. On average over two week days: PM - 51 (22%) spaces free											Information not available. No council owned car parks.										

*see Appendix 3 for description of use classes

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Swanley Regeneration Scheme <i>To monitor the progress of the regeneration of Swanley Town Centre</i>	
LDF Policy	L05 Swanley Town Centre
Saved Local Plan Policies	Not Applicable
LDF Objective	To regenerate and transform Swanley town centre with a high quality new shopping, business and housing hub with an improved environment and public spaces.
LDF Target	A town centre regeneration scheme, consistent with the Core Strategy, to be approved within five years and completed within ten years of the Core Strategy adoption.
Performance summary	No regeneration scheme has been approved.

Performance Analysis

Policy LO 5 of the Core Strategy sets out that Swanley Town Centre will be regenerated to better meet the needs of the population it serves. The Council continues to work with key stakeholders in delivering a regeneration scheme, however a formal scheme is yet to be approved.

New Ash Green Village Centre <i>To measure the number and proportion of Vacant units in New Ash Green Centre</i>	
LDF Policy	L07 Development in Rural Settlements
Saved Local Plan Policies	Not Applicable
LDF Objective	To support new housing in local service centres and service villages of a design, scale, character and tenure appropriate to the settlement and support the provision and retention of services and facilities that meet a local need and existing employment opportunities.
LDF Target	None
Performance summary	At July/August 2012 there were 6 vacant units in New Ash Green. This accounts for 19% of the total units in the Village Centre.

Performance Analysis

The Core Strategy requires the annual monitoring of the vacant units in New Ash Green Centre.

The Council is currently undertaking surveys of all the Town and Village centres for the evidence base of emerging Development Management Policies. In July/August 2012 there were 6 (19%) vacant units in New Ash Green, this is slightly reduced from last year when 8 units were vacant.

10. [Infrastructure](#)

Infrastructure Delivery Schedule <i>To measure the progress in implementing the Infrastructure Delivery Schedule</i>	
LDF Policy	SP9 Infrastructure Provision
Saved Local Plan Policies	Not Applicable
LDF Objective	To ensure that any infrastructure and service improvements needed to support delivery of Core Strategy objectives and policies or resolve existing deficiencies are brought forward in a co-ordinated and timely manner and that new development makes an appropriate contribution towards any improvements required as a result of new development.
LDF Target	None
Performance summary	Some of the schemes identified have been completed

The Infrastructure Delivery Schedule lists schemes that have been identified by infrastructure providers as being likely to be completed during the Core Strategy period. To date, the proposed improvements at Sevenoaks Station have been completed and work has been started at Swanley Station. In addition, the Library and History Centre in Maidstone, which KCC see as an important part of providing an effective library service for the whole of Kent, has been completed.

The Infrastructure Delivery Schedule is a 'live' document and will be periodically updated. The first update of the schedule will need to reflect the fact that Government support for dualling the A21 between Tonbridge and Pembury is unlikely to occur before 2014 but may happen, subject to funding, after this date and that the Building Schools for the Future programme has been dropped.

The Council is developing a Community Infrastructure Levy (CIL) Charging Schedule to provide funding for infrastructure in the district. A consultation on a Preliminary Draft Charging Schedule was undertaken between June and August 2012. The Council will continue to work with infrastructure providers to provide further details of local requirements. The CIL charge will be subject to viability testing, to ensure that the Levy is set at a level that will provide contributions to strategic infrastructure without inhibiting development. It is anticipated that the CIL Charging Schedule will be adopted in late 2013 or early 2014.

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11. Green Infrastructure, Open Space and Biodiversity

Additional Publically Accessible Open Space <i>To measure the amount of publically accessible open space provided through new development</i>	
LDF Policy	SP10 Green Infrastructure, Open Space, Sport and Recreation Provision
Saved Local Plan Policies	Not Applicable
LDF Objective	To safeguard existing open spaces, sport and recreational facilities that meet community needs and improve provision where necessary.
LDF Target	None
Performance summary	No additional publically accessible open space was granted during 2011/12

Performance Analysis

There was no additional publically accessible open space granted during 2011/12.

There were improvements to existing publically accessible open space at New Barn Park, Swanley have also gained planning permission during the monitoring year.

Open Space Allocations <i>To monitor the number of Open Space allocations</i>	
LDF Policy	SP 10 Green Infrastructure, Open Space, Sport and Recreation Provision
Saved Local Plan Policies	EN9 Greenspaces and the Urban Fringe
LDF Objective	To safeguard existing open spaces, sport and recreational facilities that meet community needs and improve provision where necessary.
LDF Target	To maintain the Open Space allocations
Performance summary	Unable to monitor in 2011-2012

Performance Analysis

Sites for Open Space provision will be allocated in the Allocations and Development Management Plan. Once this Plan has been adopted this indicator can be monitored.

Green Infrastructure Network <i>To measure the change in the Green Infrastructure Network</i>	
LDF Policy	SP 10 Green Infrastructure, Open Space, Sport and Recreation Provision
Saved Local Plan Policies	Not Applicable
LDF Objective	To safeguard existing open spaces, sport and recreational facilities that meet community needs and improve provision where necessary. To maintain and enhance the biodiversity of the District including provision of a network of habitat corridors as part of the Green Infrastructure Network.
LDF Target	None
Performance summary	Unable to monitor in 2011-2012

Performance Analysis

The Green Infrastructure Network will be defined through the Allocations and Development Management Plan therefore until this Plan is adopted it is not possible to monitor this indicator.

Local Wildlife Sites <i>To measure the change in the number of Local Wildlife Sites across the District</i>	
LDF Policy	SP 11 Biodiversity
Saved Local Plan Policies	EN17B Nature Conservation
LDF Objective	To maintain and enhance the biodiversity of the District including provision of a network of habitat corridors as part of the Green Infrastructure Network.
LDF Target	None
Performance summary	59 Local Wildlife Sites are located in or partially in the Sevenoaks District, no new sites in the period 2011-2012.

Performance Analysis

Sevenoaks District contains 59 separate Local Wildlife Sites. Local Wildlife Sites (LWSs) are areas which are important for the conservation of wildlife. They may support threatened habitats, such as chalk grassland or ancient woodland, or may be important for the wild plants or animals which are present.

Local Wildlife Sites in Kent are selected by reference to a clear set of criteria, based on the importance of the sites for particular wildlife habitats or wild species.

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APPENDIX 1 - Five-Year Housing Supply

Table A1: Outstanding Planning Permissions (Sites of less than 0.2Ha)

Address	Parish	Planning Ref	Site Area	Phasing Yr 1 12/13	Phasing Yr 2 13/14	Phasing Yr 3 14/15	Phasing Yr 4 15/16	Phasing Yr 5 16/17
8 High Street	Edenbridge	SE/10/02343	.01	0	1	0	0	0
The Flat Above Options 35A High Street	Edenbridge	SE/11/02657	.01	0	1	0	0	0
Appledore High Street	Farningham	SE/09/00099	.01	0	1	0	0	0
1 Church Road	Hartley	SE/11/01056	.01	0	1	0	0	0
Land Adjoining 4 Heathfield Road	Sevenoaks	SE/10/02883	.01	0	1	0	0	0
17 The Briars	West Kingsdown	SE/10/01675	.01	0	1	0	0	0
Newman House Fullers Hill	Westerham	SE/09/01672	.01	0	2	0	0	0
4 West End	Brasted	SE/11/02235	.02	1	0	0	0	0
Land at Forge Cottages Hill Hoath Road	Chiddingstone	SE/08/03410	.02	0	1	0	0	0
9 Wickenden Road	Sevenoaks	SE/11/02288	.02	1	0	0	0	0
135 Archer Way	Swanley	SE/10/01559	.02	0	1	0	0	0
Land adjacent to 27 Greenacre Close	Swanley	SE/10/02856	.02	0	1	0	0	0
4 - 6 High Street	Westerham	SE/11/03258	.02	0	1	0	0	0
The Chequers High Street	Farningham	SE/09/02144	.02	0	2	0	0	0
Land adj to 11 Parkside	Halstead	SE/08/03275	.02	0	2	0	0	0
48 High Street	Swanley	SE/10/00939	.02	0	2	0	0	0
Herald House 4-6 High Street	Westerham	SE/11/01531	.02	2	0	0	0	0
3-7 Station Road	Edenbridge	SE/07/02374	.02	0	3	0	0	0
10 High Street	Swanley	SE/09/03022	.02	0	4	0	0	0
Land adjacent 17 Rye Lane	Dunton Green	SE/09/01315	.03	0	1	0	0	0
17 Springfield Road	Edenbridge	SE/10/02803	.03	0	1	0	0	0
33 Glebe Place	Horton Kirby & South Darent	SE/11/01656	.03	0	1	0	0	0
2 Dynes Road	Kemsing	SE/10/01812	.03	1	0	0	0	0
12 Farm Road	Sevenoaks	SE/11/02570	.03	0	1	0	0	0
26 Woodside Road	Sundridge	SE/11/01651	.03	0	1	0	0	0
Norwood House 1-2 Church Road	Halstead	SE/10/03211	.03	2	0	0	0	0
2 Cherry Avenue	Swanley	SE/09/00866	.03	0	3	0	0	0
Land North West of 1 Bevan Place	Swanley	SE/09/02187	.03	0	6	0	0	0
Lane South of Lavender Cottage Church Road	Brasted	SE/09/02792	.04	1	0	0	0	0
29-31 High Street	Edenbridge	SE/11/01588	.04	0	1	0	0	0
Land Adjacent to Arosa Gresham Avenue	Hartley	SE/10/03069	.04	0	1	0	0	0
Terrys Farm	Hever	SE/10/01362	.04	1	0	0	0	0

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Rectory Lane								
32 London Road	Riverhead	SE/10/02288	.04	1	0	0	0	0
10 Cranmer Road	Riverhead	SE/11/00896	.04	0	2	0	0	0
Land Rear of 29-31 High Street	Edenbridge	SE/09/02375	.04	0	3	0	0	0
Marlpit Hill Baptist Church Hilders Lane	Edenbridge	SE/11/00939	.04	0	3	0	0	0
Land Rear of 1 Dynes Road	Kemsing	SE/11/00348	.05	0	1	0	0	0
4 The Green Lane	Leigh	SE/10/00444	.05	0	1	0	0	0
10 Wickenden Road	Sevenoaks	SE/10/01728	.05	0	1	0	0	0
37 Weald Road	Sevenoaks	SE/09/00789	.05	0	1	0	0	0
27 Lynden Way	Swanley	SE/10/02630	.05	0	1	0	0	0
3 St Edmunds Cottages Fawkham Road	West Kingsdown	SE/11/02837	.05	0	1	0	0	0
Land adj to 13 Westways	Edenbridge	SE/11/02489	.05	0	2	0	0	0
Land at Station Road	Edenbridge	SE/10/01285	.05	0	2	0	0	0
23 Dynes Road Kemsing	Kemsing	SE/03/00670	.05	2	0	0	0	0
35-37 Quaker Hall Lane	Sevenoaks	SE/10/01737	.05	6	0	0	0	0
Timbers Station Road	Edenbridge	SE/10/01020	.06	0	1	0	0	0
High Wills Hays Main Road	Knockholt	SE/11/02698	.06	0	1	0	0	0
80 St Johns Road Sevenoaks	Sevenoaks	SE/03/02900	.06	0	2	0	0	0
Beechwood Four Elms Road	Edenbridge	SE/07/03609	.06	3	0	0	0	0
49 Chipstead Lane	Chevening	SE/11/01419	.07	0	1	0	0	0
Bat & Ball High Street	Leigh	SE/08/02946	.07	1	0	0	0	0
Joh San Ash Road	Hartley	SE/10/01686	.08	0	1	0	0	0
Letitia Botsom Lane	West Kingsdown	SE/09/01828	.08	0	1	0	0	0
67 High Street	Edenbridge	SE/07/03631	.08	11	0	0	0	0
The Barn Sharps Place Baileys Hill Road	Chiddingstone	SE/09/02295	.09	0	1	0	0	0
Crockenhill Cp School Stones Cross Road	Crockenhill	SE/10/01451	.09	1	0	0	0	0
Anvil House Station Road	Eynsford	SE/10/00758	.09	0	1	0	0	0
Woodlands 42 Childsbridge Lane	Kemsing	SE/11/03068	.09	0	1	0	0	0
Ringfield Cottage Main Road	Knockholt	SE/09/01115	.09	1	0	0	0	0
29 Uplands Way	Riverhead	SE/11/01881	.09	1	0	0	0	0
Former Dukes Factory Chiddingstone Causeway	Chiddingstone	SE/11/02613	.09	0	4	0	0	0
96 High Street	Sevenoaks	SE/05/00521	.09	0	10	0	0	0
Eccles End Main Road	Edenbridge	SE/10/02349	.10	0	1	0	0	0
Chelsham Church Road	Hartley	SE/10/03522	.10	0	1	0	0	0
Lydens East Barn Lydens Barn	Hever	SE/10/00564	.10	0	1	0	0	0

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Lydens Lane								
Wendys Bough Beech Road	Hever	SE/11/01005	.10	1	0	0	0	0
1 Oakhill Road	Sevenoaks	SE/11/01662	.10	0	1	0	0	0
28,30 and 32 Bowers Road	Shoreham	SE/11/02180	.10	0	1	0	0	0
The Smokery Ide Hill	Sundridge	SE/09/00794	.10	1	0	0	0	0
Former Elands Veterinary Clinic Station Road	Dunton Green	SE/11/01831	.10	0	4	0	0	0
West Kingsdown Village Hall Fawkham Road	West Kingsdown	SE/10/00764	.10	0	0	6	0	0
94 - 96 London Road	Sevenoaks	SE/10/02968	.10	0	0	12	0	0
1 and 2 South Ash Manor Cottages South Ash Road	Ash-cum-Ridley	SE/11/01326	.11	0	-1	0	0	0
8 Chipstead Lane Sevenoaks	Riverhead	SE/09/02041	.11	0	1	0	0	0
Land to the rear of 68/70 St. Johns Road	Sevenoaks	SE/11/00675	.11	0	1	0	0	0
104 Seal Road	Sevenoaks	SE/12/00108	.11	0	3	0	0	0
Land North of Presbytery Catholic Church of St Laurence High Street	Edenbridge	SE/10/01018	.11	0	5	0	0	0
Beeches Mount Harry Road	Sevenoaks	SE/09/02415	.11	11	0	0	0	0
Homeland The Grove	West Kingsdown	SE/07/00281	.12	1	0	0	0	0
11 London Road	Riverhead	SE/10/01931	.12	3	0	0	0	0
Sunnyside High Street	Seal	SE/08/03034	.12	7	0	0	0	0
Falconers Down (Plot 2) Pilgrims Way	Kemsing	SE/09/00646	.13	0	1	0	0	0
Land Adj to 12 Vine Court Road	Sevenoaks	SE/11/01355	.13	0	1	0	0	0
Building South of the Granary Brasted Road	Westerham	SE/09/00842	.13	0	1	0	0	0
Oakenshaw Copse Bank	Seal	SE/08/02280	.13	0	2	0	0	0
2 Crownfields	Sevenoaks	SE/10/02682	.13	0	3	0	0	0
South Park Medical Practice South Park	Sevenoaks	SE/07/01359	.13	6	0	0	0	0
Seafield Malthouse Road	Ash-cum-Ridley	SE/10/02030	.14	1	0	0	0	0
Southview Butterwell Hill	Cowden	SE/08/01946	.14	1	0	0	0	0
The Old Oast House Shoreham Road	Otford	SE/11/02555	.14	1	0	0	0	0
22 White Hart Wood	Sevenoaks	SE/11/02298	.14	1	0	0	0	0
Flat 2 73 Bradbourne Park Road	Sevenoaks	SE/11/02999	.14	0	2	0	0	0
Land West Of 96 - 98 High Street Edenbridge	Edenbridge	SE/10/00847	.14	6	0	0	0	0
Polefields Cottage Spode Lane	Cowden	SE/08/02771	.15	1	0	0	0	0
1 And 2 Singles Cross Cottages Blueberry Lane	Knockholt	SE/09/02485	.15	1	0	0	0	0
Downsview	Otford	SE/10/00224	.15	0	1	0	0	0

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Shoreham Road								
61 Oakhill Road	Sevenoaks	SE/10/00170	.15	1	0	0	0	0
101 High Street	Westerham	SE/11/01709	.15	0	1	0	0	0
Brooklands Church Road	Halstead	SE/11/01514	.17	1	0	0	0	0
Gaywood Bungalow Hole Lane	Edenbridge	SE/09/02966	.19	1	0	0	0	0
The Vicarage Rowhill Road	Hextable	SE/09/02377	.19	0	2	0	0	0
65 - 67 Bradbourne Vale Road	Sevenoaks	SE/08/00399	.19	2	0	0	0	0
Railway & Bicycle P.H. 205 London Road Sevenoaks	Sevenoaks	SE/06/02156	.19	24	0	0	0	0
TOTAL				107	115	18	0	0
TOTAL minus non-implementation rate				96	104	16	0	0

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Table A2: Outstanding Planning Permissions (Sites of 0.2Ha or more)

Address	Parish	Planning Ref	Site Area	Phasing Yr 1 12/13	Phasing Yr 2 13/14	Phasing Yr 3 14/15	Phasing Yr 4 15/16	Phasing Yr 5 16/17
Perivale Church Road	Hartley	SE/10/02740	.20	1	0	0	0	0
Dawning House Seal Hollow Road	Sevenoaks	SE/08/01393	.20	0	1	0	0	0
Cross Keys House Ashgrove Road	Sevenoaks	SE/10/02023	.21	2	0	0	0	0
Land Rear of Stable Court (Summerbank) Rockdale Rockdale Road	Sevenoaks	SE/10/02461	.21	0	0	10	0	0
Kilndown Gorsewood Road Hartley	Hartley	SE/10/00080	.23	0	1	0	0	0
The Oast House Great Hollanden Farm	Seal	SE/10/01014	.23	0	1	0	0	0
St Idolphs Egg Pie Lane	Sevenoaks Weald	SE/11/03347	.23	1	0	0	0	0
22 St. Georges Road	Sevenoaks	SE/11/00608	.23	6	0	0	0	0
The Farmers London Road	Sevenoaks	SE/04/00526	.23	0	0	0	23	0
Land North of 48 Green Court Road Crockenhill	Crockenhill	SE/09/03030	.24	0	1	0	0	0
Kentish Yeoman The Kentish Yeoman 10-12 High Street	Seal	SE/11/01735	.24	0	5	0	0	0
Sundridge House 73 Main Road	Sundridge	SE/10/02143	.26	0	1	0	0	0
Burgate Solefields Road and Penryn Grassy Lane	Sevenoaks	SE/09/02482	.26	3	0	0	0	0
Rosewood Stonehouse Road	Halstead	SE/11/01885	.27	1	0	0	0	0
Rockdale Rockdale Road	Sevenoaks	SE/10/02457	.29	19	0	0	0	0
Gilridge House & Gilridge Cottage Spode Lane	Cowden	SE/09/02383	.30	1	0	0	0	0
Falconers Down (Plot 1) Pilgrims Way	Kemsing	SE/08/02146	.32	0	1	0	0	0
Little Julians Little Julians Hill	Sevenoaks	SE/07/01558	.34	2	0	0	0	0
Woodland Chase Blackhall Lane	Sevenoaks	SE/11/01002	.36	0	1	0	0	0
1-7 Moreton Close & 1-47 Bonney Way	Swanley	SE/10/03262	.37	0	0	-2	0	0
West Cross Keys House Ashgrove Road	Sevenoaks	SE/10/02732	.39	3	0	0	0	0
167 Hever Avenue	West Kingsdown	SE/11/01422	.39	0	3	0	0	0
4 Hillydeal Road	Otford	SE/10/02606	.40	2	0	0	0	0
31-37 Park Lane	Kemsing	SE/08/02245	.43	0	5	5	0	0

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Clatfield Bungalow Shernden Lane	Edenbridge	SE/11/02078	.44	1	0	0	0	0
Tubs Hill House North London Road	Sevenoaks	SE/10/00600	.46	0	0	18	0	0
Achieved Well Hill	Shoreham	SE/10/01103	.47	1	0	0	0	0
Land adj Whyteladies Wilderness Avenue Sevenoaks	Sevenoaks	SE/10/00462	.49	0	1	0	0	0
Blackhall Spinney Blackhall Lane Sevenoaks	Sevenoaks	SE/10/02327	.50	0	1	0	0	0
Hollym Clenches Farm Lane	Sevenoaks	SE/10/00553	.50	0	2	0	0	0
Upper Austin Lodge Farm Upper Austin Lodge Road	Eynsford	SE/10/02776	.50	0	4	0	0	0
To the Rear of Tamerton Castle Hill Barn	Fawkham	SE/10/02743	.58	1	0	0	0	0
Harmans Orchard Cottage Froghole Lane	Westerham	SE/10/03209	.60	1	0	0	0	0
Elmwood Tudor Crescent	Otford	SE/10/01971	.60	2	0	0	0	0
Land South of Richardson's Farm and North of Twin Oaks Crowhurst Lane	West Kingsdown	SE/11/00087	.71	5	0	0	0	0
Bambi Cottage Parkfield	Sevenoaks	SE/11/00374	.73	0	1	0	0	0
Land Rear of High Trees Wilderness Avenue	Sevenoaks	SE/10/03347	.74	0	1	0	0	0
Green Coppers Wilderness Avenue	Sevenoaks	SE/09/02899	.85	1	0	0	0	0
Sevenoaks Police Station Morewood Close	Sevenoaks	SE/11/02471	.95	0	0	26	26	0
Garden Cottage Hartfield Road	Cowden	SE/11/00826	1.00	1	0	0	0	0
Eden Valley School Four Elms Road	Edenbridge	SE/10/01735	1.00	19	21	0	0	0
Packway Bayleys Hill	Sevenoaks	SE/11/02366	1.10	1	0	0	0	0
Pasadena Park East Hill Road Knatts Valley	West Kingsdown	SE/07/03205	1.34	7	0	0	0	0
Park House Farm Bower Lane	Eynsford	SE/10/02353	1.70	1	0	0	0	0
Highfield The Avenue	Westerham	SE/08/03384	2.00	1	0	0	0	0
Stacklands Retreat House School Lane	West Kingsdown	SE/09/01319	2.70	0	14	0	0	0
1 Fountain Cottage Westerham Road	Westerham	SE/08/02784	3.30	5	0	0	0	0
Lakesview (formerly Alderwood House) Penshurst Road	Penshurst	SE/11/00994	5.18	1	0	0	0	0
West Kent Cold Store Rye Lane	Dunton Green	SE/09/02635	7.70	53	90	75	75	75
TOTAL				142	155	132	124	75
TOTAL minus non- implementation rate				136	149	127	119	72

Agenda Item 10

Table A3: Identified Sites within the 5 year Land Supply

Site Address	Settlement	5-yr land supply contribution
Cramptons Road Water Works	Sevenoaks UA	50
Hitchen Hatch Lane	Sevenoaks UA	17
Land West of Bligh's Meadow	Sevenoaks UA	22
Greatness Mills, Mill Lane	Sevenoaks UA	20
United House, Goldsel Road	Swanley	250
Bevan Place (Outside LP Allocation)	Swanley	46
Land West of Cherry Avenue	Swanley	50
Station Approach, Edenbridge	Edenbridge	20
Land rear of Garden Cottages, Leigh	Rest of District	13
Foxs Garage, London Road, Badgers Mount	Rest of District	15
Glaxo Smith Kline, Leigh	Rest of District	75
Manor House, New Ash Green	Rest of District	30
Warren Court Farm, Halstead	Rest of District	15
Land West of London Road, Westerham	Rest of District	30
TOTAL		653

Sites are as at 31st March 2012. These are sites which do not have planning permission but have been identified as being consistent with the Core Strategy for potential housing allocation. All sites are above 0.2ha within existing urban areas. See the emerging Allocations and Development Management Plan for detail.

APPENDIX 2 – North West Kent Countryside Projects 2012/2013

Project	Project Summary
Water Framework Directive Delivery	
Seed funding - hosting the river catchments for the Darent and Cray	Bringing together local stakeholders to develop an action plan for the river to improve the WFD status and potential
Darent Valley River Restoration	Working with Darent Angling Associations to improve the in channel and bank habitats for fish migration. Future developments with Wild Trout Trust
Habitat Enhancement, Restoration and Creation	
Site based enhancements	Hollows Wood, Saxtens Wood,
Magnificent Meadows	A partner in the Plantlife led HLF bid
Big Tree Plant	Delivery of a West, North and Mid Kent community tree planting scheme planting 15000 trees over 2 years.
Living Churchyards	Biodiversity management of closed churchyards with local communities. Increased community involvement through training and education.
Kents Orchards	Focussing on community managed traditional orchards
Accessibility and Community Involvement	
Naturally Active Phase 2	Part of the Chances for Change portfolio bid - community support and development in accessing the outdoors to include Sevenoaks District.
Delivering community wildlife events, training and volunteering opportunities.	Delivering events for partners (e.g. Woodland Trust, National Trust).
Practical conservation bringing together local communities	Through our Volunteer Groups
Darent Valley Path Steering Group	Supporting the DVP to improve accessibility along the route for walking and shared use

Agenda Item 10

Landscape Enhancement	
Kent Downs Bid	Through a dedicated Officer providing training and practical support to communities across the Downs to manage their sites and utilising their produce (orchard, woodlands, meadows)
Catchment Scale Plant Invasive Species Control Programme	Led by MVCP, a coordinated programme providing advice and practical support over 200km of river systems.
Darent Valley Landscape Partnership Scheme	Supporting the Kent Downs with the developing LPS

APPENDIX 3 – Use Classes

Use Class	Description
A1	Shops eg. Shops, retail warehouses, hairdressers, undertakers, travel agencies, post offices (but not sorting offices), pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes.
A2	Financial and professional services - Financial services such as banks and building societies, professional services (other than health and medical services) including estate and employment agencies and betting offices.
A3	Restaurants and cafés - For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.
A4	Drinking establishments - Public houses, wine bars or other drinking establishments (but not night clubs).
A5	Hot food takeaways - For the sale of hot food for consumption off the premises.
B1	Business (a) Offices (other than those that fall within A2), (b) research and development of products and processes, (c) light industry appropriate in a residential area.
B2	General industrial - Use for industrial process other than within class B1
B8	Storage or distribution - This class includes open air storage.
C1	Hotels - Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
C2	Residential institutions - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
C2a	Secure Residential Institution - Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, or use as a military barracks.
C3	Dwellinghouses
C4	Houses in multiple occupation - small shared dwelling houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
D1	D1 Non-residential institutions - Clinics, health centres, day nurseries, day centres, schools, art galleries museums, libraries, halls, places of worship, church halls, law court. Non residential education and training centres.
D2	Assembly and leisure - Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations
Sui Generis	Sui Generis - Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, laundrettes, taxi businesses, amusement centres and casinos.

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ESTABLISHING A POLICE AND CRIME PANEL FOR KENT AND MEDWAY

Cabinet – 8 November 2012

Report of the:	Chief Executive
Status:	For Decision
Key Decision:	Yes
Portfolio Holder	Cllr. Fleming
Head of Service	Head of Legal and Democratic Services – Mrs. Christine Nuttall

Recommendation

That:

- (a) the Leader, Councillor Peter Fleming, be nominated to the Police and Crime Panel and that the Head of Democratic Services at Kent County Council be notified of that nomination.
 - (b) the arrangements and rules proposed in Appendix A to the report, which will enable the Police and Crime Panel for Kent and Medway to be formally constituted by November 2012, be agreed.
-

Reason for recommendation: the Police Reform and Social Responsibility Act 2011 places a statutory duty on local authorities to collectively establish a Police and Crime Panel for their force area.

Introduction

1. The report attached at Appendix A asking Sevenoaks District Council to agree the arrangements and rules for the Kent and Medway Police and Crime Panel has been received from Kent County Council.
2. The report also asks for a Councillor nomination to represent the Sevenoaks District Council on the Kent and Medway Police and Crime Panel.
3. A Shadow Police and Crime Panel has been in operation for several months and the Council has been represented on that Panel by the Leader of the Council.

Key Implications

Financial

As set out in attached report

Agenda Item 11

Legal, Human Rights etc.

As set out in attached report

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The decision is an internal procedural matter for the Council.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable

Appendices

Appendix A – Kent and Medway Police and Crime Panel report provided by Kent County Council

Background Papers:

None

Contact Officer(s):

Philippa Gibbs Ext. 7247

Robin Hales
Chief Executive

From: Peter Sass – Head of Democratic Services, KCC

To: Cabinet – 8 November 2012

Subject: Establishing a Police and Crime Panel for Kent and Medway

Summary: This report invites Sevenoaks District Council to approve the establishment of a Police and Crime Panel for Kent and Medway, including the terms of reference, panel arrangements and rules of procedure.

Unrestricted

1. Background

- 1.1 The Police Reform and Social Responsibility Act 2011 places a statutory duty on local authorities to collectively establish a Police and Crime Panel for their force area. It also introduced the new role of the Police and Crime Commissioner. Police and Crime Commissioners will be directly elected by the public, with the elections taking place in November 2012.
- 1.2 At its meeting on 8 February 2012, the Kent Forum agreed to ask Kent County Council (KCC) to act as the host authority for the Shadow Police and Crime Panel for the purposes of planning and delivering the Panel's work programme and to provide administrative and other support for Panel meetings. There have been two meetings of the Shadow Police and Crime Panel for Kent and Medway (on 10 May and 24 July 2012), which have discussed and agreed to recommend the attached terms of reference/panel arrangements and procedure rules.
- 1.3 KCC, Medway Council and all Borough/District Councils in Kent are now being asked to obtain agreement to these arrangements and rules (attached as appendices) to enable the Police and Crime Panel to be formally constituted by November 2012; it being noted that, in the absence of any specific regulation to the contrary, the establishment of the panel is deemed to be a function of the executive under the Localism Act 2011.

2. Membership of the Kent and Medway Police and Crime Panel

- 2.1 The Shadow Police and Crime Panel agreed to recommend that the membership of the Kent and Medway Police and Crime Panel would be an elected member from each of the local authorities (14 leader appointments) with four additional councillor co-optees and two compulsory independent persons. The two independent persons will be appointed by the Panel following a public recruitment process.

- 2.2 One co-opted councillor will be from Medway Council to meet the requirements of geographical balance (mid 2010 estimates produced by the Office for National Statistics give an overall population of 1,434,044 for the 12 Kent Districts and a population of 259,895 for Medway). The three remaining co-opted councillor seats will meet the political balance objective. Following leader appointments to 15 seats of the Police and Crime Panel (including 2 seats from Medway Council), the three additional councillor co-optees will aim to meet the 13 (cons): 3 (labour): 2 (lib dem) political balance of the fourteen authorities in Kent when taken together. It is expected that the leader of each authority will nominate the 1 or 2 panel members from their ruling group (where a single ruling group exists) and in that case the three co-optees will be one labour nomination and 2 lib dem nominations which will be sought from the relevant Councils once the relevant county political associations have agreed the Councils to which these additional Labour and Liberal Democrat seats are to be allocated. However, the Leader nominations are required in the first instance before the additional 3 co-opted councillor seats can be filled
- 2.3 The leaders of KCC, and each Borough/District in Kent should be asked to nominate one member (and Medway Council 2 members) onto the Police and Crime Panel. Following this the remaining three co-opted members will be sought from relevant Councils following discussion with and agreement by the relevant county political associations to the Councils to be invited to make these nominations.

3. Legal and financial implications

- 3.1 The Home Office is expected to provide £53,330 plus up to £920 towards expenses per panel member, for at least the first year and thereafter, if no funds are provided by the Home Office, or if those funds are insufficient to cover the costs of running the Police and Crime Panel, all councils will be invited to contribute equally towards the actual costs incurred by the Host Authority. The budget for the panel will be agreed annually and the Police and Crime Panel will operate within the allocated budget.
- 3.2 In the absence of any specific regulation to the contrary, the establishment of the panel is deemed to be a function of the executive under the Localism Act 2011.

4 Recommendations

- 4.1 KCC, Medway Council and all Borough/District Councils in Kent be asked to obtain agreement to these arrangements and rules to enable the Police and Crime Panel to be formally constituted by November 2012;
- 4.2 The leader of Sevenoaks District Council be asked to notify the Head of Democratic Services at KCC (peter.sass@kent.gov.uk) of their nomination Councillor Peter Fleming (one from KCC and each

borough/district or two in case of Medway Council) to the Police and Crime Panel.

Annexes

Annex 1 – Terms of Reference

Annex 2 – Panel Arrangements

Annex 3 – Procedure Rules

Background Documents

Report to Kent Forum – Police and Crime Panel in Kent – 8 February 2012

Report to Shadow Police and Crime Panel – 10 May 2012

Report to Shadow Police and Crime Panel – 24 July 2012

Kent and Medway Police and Crime Panel

Terms of Reference

Role

The Police Reform and Social Responsibility Act 2011 will replace the Police Authority with a directly elected Police and Crime Commissioner, with the aim of improving police accountability. The Police and Crime Commissioner will be elected in November 2012.

Each police force area will set up a Police and Crime Panel (Police and Crime Panel) to scrutinise and maintain a check and balance on the new Police and Crime Commissioner, although the Panel will not have direct control over the Police and Crime Commissioner's decisions. The Police and Crime Panel will have similar powers to an overview and scrutiny committee established in accordance with section 21 of the Local Government Act 2000, in that it will be able to require the Police and Crime Commissioner to attend public meetings; require information in the possession of the Police and Crime Commissioner; and make recommendations on the draft Police and Crime Plan (for which it is a statutory consultee) and expenditure proposals. The Police and Crime Panel will also have the ability to:

- (a) review and veto the proposed precept
- (b) review and veto the decision to appoint a Chief Constable
- (c) review but not veto the appointment of various other senior staff.

Status

The Police and Crime Panel will be established as a formal joint committee of KCC, Medway Council and all 12 District Councils in Kent. It will also include two independent members. The Police and Crime Panel will be bound by Schedule 12A of the Local Government Act 1972, as amended, in relation to the publication of agendas, minutes and reports.

In terms of the composition of the Police and Crime Panel, the guidance issued by the Local Government Association (LGA) on the role and composition of Police and Crime Panels states that there is no single, right approach to composition. In particular, it states that it would be possible to take a mixed approach, with the Police and Crime Panel comprising both executive and non-executive members. In addition, the Home Office and LGA guidance states that the councillor membership of Police and Crime Panels should reflect the geography, population size and political balance of the force area.. This is consistent with the legal requirement to meet the balanced appointment objective in the Police and Social Responsibility Act

Members of the Police and Crime Panel are expected to subscribe to and comply with the Code of Conduct adopted by their own authority. No code of conduct will have precedence over another. The Independent members will be

required to comply with a Code of Conduct selected by the Panel from among those adopted by local authorities in Kent and Medway.

Terms of Reference:

Italics refer to Police Reform and Social Responsibility Act 2011 and/or recommendation by Shadow Kent and Medway Police and Crime Panel

1. To review and make a report or recommendation on the draft Police and Crime Plan, or draft variation. *s28 (3)(a) & (3)(b)*
2. To hold a public meeting, question the Police and Crime Commissioner and make a report or recommendation on the annual report of the Police and Crime Commissioner. *s28 (4)*
3. To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the Police and Crime Commissioner. *s28 (5)*
4. To review and make a report and/or recommendation on the proposed appointment of the Chief Constable (the panel can veto the Police and Crime Commissioner's proposals on this with a two thirds majority vote). *s28 (5) and sch8*
5. To review and make a report and/or recommendation on the proposed precept (the panel can veto the Police and Crime Commissioner's proposals on this with a two thirds majority vote). *s28(5) and sch5*
6. To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Police and Crime Commissioner's functions. *s28(6)*
7. To make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the Police and Crime Commissioner's functions. *s28(7) to (9)*
8. To support the effective exercise of the functions of the Police and Crime Commissioner. *s28(2)*
9. To fulfil functions in relation to complaints against the Police and Crime Commissioner, in accordance with the responsibilities accorded to the Police and Crime Panel by the Police Reform and Social Responsibility Act 2011 and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012. *sch7 para3 (regs)*
10. To appoint an Acting Police and Crime Commissioner if necessary. *s62*
11. To suspend the Police and Crime Commissioner if it appears to the Panel that the Police and Crime Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years. *s30*

Annex 2

Kent and Medway Police and Crime Panel**Panel Arrangements****1. Operating Arrangements**

- 1.1 Kent County Council shall act as the host authority for the Police and Crime Panel for the purposes of planning and delivery of the Police and Crime Panel's work programme, the provision of accommodation and officer support. *Agreed by Kent Forum 08.02.12 and sch6 para 24*
- 1.2 The host authority will provide such administrative and other support as will be necessary to enable the Panel to undertake its functions. Home Office funding is expected for at least the first year (Panel Arrangements 6.2). Thereafter, if no funds are provided by the Home Office, or if those funds are insufficient to cover the costs of running the Police and Crime Panel, the Host Authority will defray and recover from the other members the costs of administrative support. The budget for the Police and Crime Panel will be agreed annually and the Police and Crime Panel will operate within the allocated budget. *(to be agreed by Shadow Police and Crime Panel)*
- 1.3 The Police and Crime Panel will comprise 14 local councillors (one representative from each council within the force area) and two independent members. *sch6 para 4*
- 1.4 Four additional Councillors will be co-opted onto the Police and Crime Panel with the agreement of the Secretary of State. One co-opted councillor will be from Medway Council to meet the requirements of geographical balance. The three remaining co-opted councillor seats will meet the political balance objective.

2. Membership

- 2.1 All county, unitary and district councillors are eligible to be members of the Police and Crime Panel. *sch6 para 5*
- 2.2 The Police Crime Commissioner and their deputy cannot be a member of the Police and Crime Panel. *sch6 para 21-23*
- 2.3 Sitting MPs, MEPs, staff of the Police and Crime Commissioner and civilian police staff may not be co-opted onto the Police and Crime Panel. *sch6 para 21-23*
- 2.4 All members of the Police and Crime Panel may vote in proceedings of the Police and Crime Panel *sch6 para 26*
- 2.5 Appointments of elected Members to the Police and Crime Panel shall be made by each of the councils in accordance with their own procedures provided that the balanced appointment objective is met. The balanced appointment objective requires that the local authority members of the Police and Crime Panel should:

- a) represent all parts of the police force area;
- b) represent the political make-up of the councils taken together; and
- c) have the skills, knowledge and experience necessary for the Police and Crime Panel to discharge its functions effectively

sch6 para 31-32

2.6 The Police and Crime Panel shall also include two independent Members appointed by the Police and Crime Panel. The Police and Crime Panel might decide to seek independent members from specific organisations to address any skills/knowledge/experience gaps, or following a public advertisement. *sch6 para 7*

2.7 The Police and Crime Panel will co-opt four further members with the agreement of the Secretary of State. One co-opted councillor will be from Medway Council to meet the requirements of geographical balance. Following Leader appointments to 15 seats of the Police and Crime Panel (including 2 seats from Medway Council), the appointment of three additional councillor co-optees will seek to top up the membership of the PCP to reflect the overall political balance of the membership of KCC, Medway and the 12 District Councils in Kent when taken together, insofar as this is possible. Only formally constituted political groups will be taken into account for the purposes of this calculation. The three top up seats will be sought from the relevant Councils once the Kent and Medway political associations have agreed the Councils to which these additional seats are to be allocated. However, the Leader nominations are required in the first instance before the additional 3 co-opted councillor seats can be filled

3. Casual Vacancies

3.1 A vacancy arises when a member resigns from the Police and Crime Panel.

3.2 Each council will fill vacancies in accordance with the arrangements in their Constitution. Vacancies for independent members will be filled in accordance with the selection process outlined in section 4. (*Shadow Panel*)

4. Independent Members *sch 6 para 4*

4.1 The Police and Crime Panel shall appoint two independent Members for a term of four years starting in November 2012. *Sch 6 para 4. Term for Shadow Panel*)

4.2 Information packs should be prepared and sent to those requesting application forms.

4.3 The applications will be considered against eligibility criteria agreed by the Police and Crime Panel and an Appointments Sub Committee will be established to consider applications and interview candidates.

4.4 Following the interviews, the Appointments Sub Committee will make recommendations to the Police and Crime Panel about membership.

4.5 The Police and Crime Panel may decide to recommend a change to either Independent Member at any point and on doing so shall give notice to the Head of Democratic Services (KCC).

5. Appointment of Members *sch6 para 4*

5.1 The councils shall each appoint an elected Member to be a Member of the Panel. Additional nominations will be invited to positions for co-opted members in line with the membership composition agreed by the Police and Crime Panel and each of the councils and subject to approval by the Secretary of State. Named substitutes may also be appointed and notified to the Head of Democratic Services (HDS) at KCC.

5.2 In the event that a council does not appoint a Member in accordance with these requirements, the Secretary of State must appoint a member to the Police and Crime Panel from the defaulting council in accordance with the provisions in the Act. *sch6 para 4*

5.3 Police and Crime Panel member term of office should be one year but renewable and independent co-opted members should be 4 years. (*Shadow Panel 10.05.12*)

5.4 A council may decide in accordance with its procedures to remove their appointed member from the Police and Crime Panel at any point and on doing so shall give notice to the Head of Democratic Services (KCC). (*Shadow Panel*)

5.5 An appointed member may resign from the Police and Crime Panel by giving written notice the Head of Democratic Services (KCC) and to their council. (*Shadow Panel*)

5.6 In the event that any appointed member resigns from the Police and Crime Panel, or is removed by a council, the council shall immediately take steps to nominate and appoint an alternative member to the Police and Crime Panel. Each Council should give notice that their member has been changed. (*Shadow Panel*)

5.7 Members appointed to the Police and Crime Panel may be re-appointed for a further term provided that the balanced appointment objective is met by that re-appointment. (*Shadow Panel*)

6. Support for the Panel

6.1 Any dedicated staff employed to support the Police and Crime Panel will be employed by the Host Authority, and their terms and conditions will be that of the Host Authority. (*Shadow Panel*)

6.2 The Home Office is expected to provide £53,330 plus up to £920 towards expenses per panel member, for at least the first year and thereafter, if no funds are provided by the Home Office, or if those funds are insufficient to cover the costs of running the Police and Crime Panel, all councils will be

invited to contribute equally towards the actual costs incurred by the Host Authority. The budget for the panel will be agreed annually and the Police and Crime Panel will operate within the allocated budget. *Sch 6 para 11(2b)*

6.3 In the event of the Police and Crime Panel being wound up the Host Authority will be invited to defray and recover from the other members any associated costs exceeding the funding provided by the Home Office. *(Shadow Panel)*

7. Allowances *sch6 para 28 (must make provision about payment of allowances – for local determination)*

7.1 Each council has the discretion to pay allowances to its representatives on the Police and Crime Panel. Any allowances payable to elected Members shall be determined and borne by the appointing councils.

7.2 The Host Authority, on behalf of the Police and Crime Panel, may pay an allowance to co-optees if this is agreed as part of the annual budget approved by the Police and Crime Panel.

8. Promotion of, and support for, the panel *sch6 para 29*

8.1 The Panel shall be promoted and supported by the Host Authority through:

- (a) the issuing of regular press releases about the Police and Crime Panel and its work;
- (b) the inclusion of dedicated web pages on the work of the Police and Crime Panel, with the publication of meeting agendas and minutes. All reports and recommendations made, with responses from the Police and Crime Commissioner will be published. Information on member attendance will be included.

8.2 Support and guidance shall be provided to Executive and non-Executive Members and officers of the councils in relation to the functions of the Police and Crime Panel by the provision of initial briefing sessions before the election of the Police and Crime Commissioner, and the provision of annual briefing sessions thereafter.

8.3 The Shadow Police and Crime Panel developed and agreed a communications protocol which the Police and Crime Panel may wish to adopt.

9. Validity of proceedings *sch6 para 30*

9.1 The validity of the proceedings of the Police and Crime Panel is not affected by a vacancy in the membership or a defect in the appointment of a member.

10 Amendments to Terms of Reference and Procedure Rules

10.1 Any proposed amendments to the Terms of Reference or the Procedure Rules of the Police and Crime Panel should be submitted to the Police and

Crime Panel and each authority for approval. The Police and Crime Panel will review and re-confirm the Terms of Reference and Procedure Rules annually. (*Shadow Panel*)

Kent and Medway Police and Crime Panel

Procedure Rules (*sch 6 para 25 (1)*)

1. Chairman and Vice Chairman of the Police and Crime Panel

1.1 The Chairman and Vice-Chairman of the Police and Crime Panel will be elected from its membership at the first meeting and thereafter annually immediately following the Annual Council meetings of each of the fourteen local authorities. *sch6 para 25 (2) (Shadow Panel decision to elect annually)*

1.2 The Chairman and Vice-Chairman remain in office until the election of their successors, they resign or the Police and Crime Panel votes their removal (in cases of misconduct or that the Chairman or Vice-Chairman do not allow the Police and Crime Panel to effectively deliver its functions as set out in the Terms of Reference). In the latter two cases, an election for their successor should be held as soon as possible. (*Shadow Panel*)

1.3 In the absence of the Chairman, the Vice-Chairman will preside, in the absence of the Chairman and the Vice-Chairman, the meeting will elect a chairman for that meeting only. (*Shadow Panel*)

2. Meetings (*Shadow Panel*)

2.1 The Police and Crime Panel will meet in public at least four times per year to carry out its functions.

2.2 Extraordinary meetings may also be called from time to time as the Police and Crime Panel considers is necessary.

2.3 An extraordinary meeting may be called by the Chairman or by four members of the Police and Crime Panel.

2.4 In exceptional circumstances, the Chairman may cancel or rearrange a meeting of the Police and Crime Panel.

3. Quorum

3.1 The quorum for a meeting of the Police and Crime Panel is one third of its total membership. (*Shadow Panel*)

4. Voting

4.1 All members of the Police and Crime Panel may vote in proceedings of the Police and Crime Panel subject to Code of Conduct and rules on declarations of interest *sch6 para 26*

4.2 One-third of the voting members present may require that the way all members cast their vote or against or to abstain shall be recorded in the

Minutes; such a request must be made before the vote is taken. (*Shadow Panel*)

5. Work Programme (*Shadow Panel*)

5.1 The Police and Crime Panel will be responsible for setting its own work programme, taking into account the priorities defined by the Police and Crime Commissioner. In setting the work programme, the Police and Crime Panel will also take into account the wishes of its members.

5.2 The work programme must include the functions described in the terms of reference for the Police and Crime Panel.

6. Agenda Items (*Shadow Panel*)

6.1 Any member of the Police and Crime Panel shall be entitled to give 9 clear working days notice to the Head of Democratic Services (KCC) that they wish an item relevant to the functions of the Police and Crime Panel to be included on the agenda for the next available meeting. This shall then be discussed with the Chairman and Vice-Chairman.

6.2 The Police and Crime Panel agenda will be issued to members at least 5 clear working days before the meeting. It will also be published on each council's website and by any other means the Police and Crime Panel considers appropriate.

7. Sub-Committees and Task Groups *sch6 para 25*

7.1 The Police and Crime Panel may establish sub-committees or task groups to undertake specific task based work.

7.2 The sub-committees and task groups may not undertake the Special Functions of the Police and Crime Panel referred to at paragraph 11.2 below. *sch6 para 27 (1)*

7.3 A sub-committee of the Police and Crime Panel may not co-opt members. *sch6 para 25(4)*

7.4 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work. (*Shadow Panel*)

8. Reports

8.1 Where the Police and Crime Panel makes a report to the Police and Crime Commissioner, it may publish the report or recommendations by sending copies to each of the councils, and by any other means the Police and Crime Panel considers appropriate. *s28 (7)*

8.2 The Police and Crime Panel must, by notice in writing, require the Police and Crime Commissioner within one month of the date on which they receive the report or recommendations to:

- a) consider the report or recommendations;
- b) respond to the Police and Crime Panel in writing indicating what (if any) action the Police and Crime Commissioner proposes to take;
- c) where the Police and Crime Panel has published the report or recommendations, publish the response from the Police and Crime Commissioner in the same manner
- d) where the Police and Crime Panel has provided a copy of the report or recommendations to a Police and Crime Panel member, provide a copy of the responses to the Police and Crime Panel member.

s29 although decision of Shadow panel

8.3 The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).

8.4 If the Police and Crime Panel cannot unanimously agree on one single final report to the Police and Crime Commissioner, then separate reports may be prepared and submitted for consideration along with the majority report. (*Shadow Panel*)

9. Police and Crime Commissioner and Officers giving account s29

9.1 The Police and Crime Panel may scrutinise and review decisions made or actions taken in the discharge of the Police and Crime Commissioner's duties and make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of those duties.

9.2 As well as reviewing documentation, in fulfilling its scrutiny role the Police and Crime Panel may require the Police and Crime Commissioner, and members of the Police and Crime Commissioner's staff, to attend before it (at reasonable notice) to answer questions which appear to the Police and Crime Panel to be necessary in order to carry out its functions.

9.3 Where the Police and Crime Commissioner, or a member of the Police and Crime Commissioner's staff, is required to attend the Police and Crime Panel in accordance with this provision, the Police and Crime Commissioner will be given, where practical, 15 working days notice of the requirement to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required for production for the Police and Crime Panel.

9.4 Where, in exceptional circumstances, the Police and Crime Commissioner is unable to attend on the required date, then an alternative date for attendance shall be arranged following consultation with the Chairman.

9.5 If the Police and Crime Panel requires the Police and Crime Commissioner to attend before it, the Police and Crime Panel may also (at reasonable

notice) request the Chief Constable to attend the Police and Crime Panel in order for it to carry out its functions.

10. Attendance by others s29

10.1 The Police and Crime Panel may invite but not require persons other than those referred to above to address it, discuss issues of local concern and/or answer questions. This may include, for example, residents, stakeholders, councillors who are not members of the Police and Crime Panel and officers from other parts of the public sector.

11. Special functions sch6 para 27

11.1 The special functions of a Police and Crime Panel may not be discharged by a committee or sub-committee of the Police and Crime Panel.

11.2 The Special Functions of the Police and Crime Panel are those functions conferred by:

- a) Section 28(3) (scrutiny of police and crime plan);
- b) Section 28(4) (scrutiny of annual report);
- c) Paragraphs 10 and 11 of Schedule 1 (scrutiny of senior appointments);
- d) Schedule 5 (issuing precepts);
- e) Part 1 of Schedule 8 (scrutiny of appointment of Chief Constables).

11.3 Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined at paragraph 8 – Panel Reports.

12. Police and Crime Plan s28 (3)

12.1 The Police and Crime Panel is a statutory consultee on the development of the Police and Crime Commissioner's Police and Crime Plan and will receive a copy of the draft Plan, or a draft of any variation to it, from the Police and Crime Commissioner.

12.2 The Police and Crime Panel must:

- a) hold a public meeting to review the draft Police and Crime Plan (or a variation to it), and
- b) report or make recommendations on the draft Plan which the Police and Crime Commissioner must take into account.

13. Annual Report s28 (4)

13.1 The Police and Crime Commissioner must produce an Annual Report about the exercise of their functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Police and Crime Panel for consideration.

13.2 The Police and Crime Panel must comment upon the Annual Report of the Police and Crime Commissioner, and for that purpose must:

- a) arrange for a public meeting of the Police and Crime Panel to be held as soon as practicable after the Police and Crime Panel receives the Annual Report;
- b) require the Police and Crime Commissioner to attend the meeting to present the Annual Report and answer questions about the Annual Report as the Members of the Police and Crime Panel think appropriate;
- c) make a report or recommendations on the Annual Report to the Police and Crime Commissioner.

14. Appointment of the Chief Constable s28 (5) and sch8

14.1 The Police and Crime Panel must review the proposed appointment by the Police and Crime Commissioner of the Chief Constable. *sch8 (4)(2)*

14.2 The Police and Crime Panel will receive notification of the proposed appointment from the Police and Crime Commissioner, which will include: *sch8 (3)(1-2)*

- (a) the name of the candidate;
- (b) the criteria used to assess the suitability of the candidate for the appointment;
- (c) why the candidate satisfies those criteria; and
- (d) the terms and conditions on which the candidate is to be appointed.

14.3 Within three weeks of the receipt of notification the Police and Crime Panel must consider and review the proposed appointment, and report to the Police and Crime Commissioner with a recommendation as to whether the candidate should be appointed. The three week period shall not include the 'post election period', being any period between the date of poll at the ordinary election of the Police and Crime Commissioner, and the date of declaration of acceptance of office of the Police and Crime Commissioner. *sch8 (4)*

14.4 Before reporting and recommending on the proposed appointment, the Police and Crime Panel must convene a public meeting ('confirmation hearing') of the Police and Crime Panel where the candidate must attend for the purposes of answering questions relating to the appointment. *sch8, (6)*

14.5 The Police and Crime Panel must publish the report by sending copies to each of the councils, and by any other means the Police and Crime Panel considers appropriate. *sch8, (4)(7)*

14.6 The Police and Crime Commissioner may accept or reject the Police and Crime Panel's recommendation and must notify the Police and Crime Panel accordingly. *sch8 (7)(10)*

- 14.7 In relation to the appointment of a candidate for the position of Chief Constable, the Police and Crime Panel also has the power to veto the appointment by the required majority of at least two thirds of the persons who are members of the Police and Crime Panel at the time when the decision is made. *sch8 (5)*
- 14.8 A confirmation hearing as in paragraph 14.4 must be held before an appointment is vetoed. *sch8 (6)*
- 14.9 If the Police and Crime Panel vetoes the appointment under paragraph 14.7, the report referred to at paragraph 14.3 above must include a statement to that effect. *sch8 (5)(2)*
- 14.10 If the Police and Crime Panel vetoes an appointment, the Police and Crime Commissioner must not appoint that candidate as Chief Constable. *sch8 (8)(2)*

15. Senior Appointments *sch1 para9-11*

- 15.1 The Police and Crime Panel must review the Police and Crime Commissioner's proposed appointments of Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner.
- 15.2 The Police and Crime Panel shall receive notification of the proposed appointments from the Police and Crime Commissioner including:
- (a) the name of the candidate;
 - (b) the criteria used to assess the suitability of the candidate for the appointment;
 - (c) why the candidate satisfies those criteria; and
 - (d) the terms and conditions on which the candidate is to be appointed.
- 15.3 Within three weeks of the receipt of notification, the Police and Crime Panel must consider and review the proposed appointment and report to the Police and Crime Commissioner with a recommendation as to whether the candidate should be appointed. The three week period shall not include the 'post election period'.
- 15.4 Before reporting and recommending on the proposed appointment, the Police and Crime Panel must convene a public confirmation hearing where the candidate must attend for the purposes of answering questions relating to the appointment.
- 15.5 The Police and Crime Panel must publish the report by sending copies to each of the councils, and by any other means the Police and Crime Panel considers appropriate.
- 15.6 The Police and Crime Commissioner may accept or reject the Police and Crime Panel's recommendation and must notify the Police and Crime Panel accordingly.

16. Proposed Precept sch 5

16.1 The Police and Crime Commissioner must notify the Police and Crime Panel of the precept which the Police and Crime Commissioner is proposing to issue for the financial year. The Police and Crime Panel must review the proposed precept and make a report which may include recommendations.

16.2 Having considered the precept, the Police and Crime Panel must:

- (a) support the precept without qualification or comment; or
- (b) support the precept and make recommendations; or
- (c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Police and Crime Panel at the time when the decision is made).

16.3 If the Police and Crime Panel vetoes the proposed precept, the report to the Police and Crime Commissioner must include a statement that gives the Police and Crime Panel's reasons and requires a response from the Police and Crime Commissioner to the report and any such recommendations.

17. Appointment of an Acting Police and Crime Commissioner s62

17.1 The Police and Crime Panel must appoint a person to act as Police and Crime Commissioner if:

- (a) no person holds the office of Police and Crime Commissioner
- (b) the Police and Crime Commissioner is incapacitated
- (c) the Police and Crime Commissioner is suspended s62 (1)

17.2 The Police and Crime Panel may appoint a person as acting Police and Crime Commissioner only if the person is a member of the Police and Crime Commissioner's staff at the time of appointment. s62 (2)

17.3 In appointing a person as acting Police and Crime Commissioner in a case where the Police and Crime Commissioner is incapacitated, the Police and Crime Panel must have regard to any representations made by the Police and Crime Commissioner in relation to the appointment. s62 (3)

17.4 The appointment of an acting Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events: s62 (6)

- (a) the election of a person a Police and Crime Commissioner;
- (b) the termination by the Police and Crime Panel, or by the acting Police and Crime Commissioner, of the appointment of the acting Police and Crime Commissioner;
- (c) in a case where the acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is incapacitated, the Police and Crime Commissioner ceasing to be incapacitated, or

- (d) in a case where the acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is suspended, the Police and Crime Commissioner ceasing to be suspended

17.5 Where the acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is incapacitated or suspended, the acting Police and Crime Commissioner's appointment does not terminate because a vacancy occurs in the office of Police and Crime Commissioner. s62 (7)

18. Complaints and suspension of the Police and Crime Commissioner

sch 7

18.1 Serious complaints which involve allegations which may amount to a criminal offence by the Police and Crime Commissioner or senior office holders are dealt with by the Independent Police Complaints Commission (the 'IPCC').

18.2 Non-criminal complaints in relation to the Police and Crime Commissioner or other office holder can be considered by the Police and Crime Panel through a hearing. The Police and Crime Panel can examine this through a sub-committee following Procedure Rule 7.

18.3 The Police and Crime Panel may suspend the Police and Crime Commissioner if it appears to the Police and Crime Panel that

- (a) the Police and Crime Commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
- (b) the offence is one which carries a maximum term of imprisonment exceeding two years.

18.4 The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earlier of these events:

- (a) the charge being dropped
- (b) the Police and Crime Commissioner being acquitted of the offence
- (c) the Police and Crime Commissioner being convicted of the offence but not being disqualified under Section 66 of the PR&SR Act by virtue of the conviction of
- (d) the termination of the suspension by the Police and Crime Panel

18.5 In this section reference to an offence which carries a maximum term of imprisonment exceeding two years are reference to:

- (a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- (b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment

18.6 Bankruptcy in itself is not a disqualification. If the Police and Crime Commissioner has been bankrupt he/she is not disqualified from

standing for election or remaining a Police and Crime Commissioner on that basis. Only those who are subject to a bankruptcy restrictions order or interim order, a debt relief order or interim order, or a debt relief restrictions undertaking are disqualified from standing for election or remaining as a Police and Crime Commissioner.

19. Suspension and Removal of the Chief Constable *sch 8 (11)*

19.1 If a Police and Crime Commissioner suspends a Chief Constable from duty the Police and Crime Commissioner must notify the relevant Police and Crime Panel of the suspension

19.2 A Police and Crime Commissioner must not call upon a Chief Constable to retire until the end of the scrutiny process which will occur:

- (a) at the end of six weeks from the Police and Crime Panel having received notification if the Police and Crime Panel has not by then given the Police and Crime Commissioner a recommendation as to whether or not they should call for the retirement or resignation; or
- (b) the Police and Crime Commissioner notifies the Police and Crime Panel of a decision about whether they accept the Police and Crime Panel's recommendations in relation to resignation or retirement.

19.3 The Police and Crime Commissioner must also notify the Police and Crime Panel in writing of their proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable and any representation from the Chief Constable in relation to that proposal.

19.4 If the Police and Crime Commissioner is still proposing to call upon the Chief Constable to resign, they must notify the Police and Crime Panel accordingly (the 'further notification').

19.5 Within six weeks from the date of receiving the further notification, the Police and Crime Panel must make a recommendation in writing to the Police and Crime Commissioner as to whether or not they should call for the retirement or resignation. Before making any recommendation, the Police and Crime Panel may consult the chief inspector of constabulary, and must hold a scrutiny meeting.

19.6 The scrutiny hearing which must be held by the Police and Crime Panel is a Police and Crime Panel meeting in private to which the Police and Crime Commissioner and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person, or participating by telephone or video link.

19.7 The Police and Crime Panel must publish the recommendation it makes by sending copies to each of the councils, and by any other means the Police and Crime Panel considers appropriate.

- 19.8 The Police and Crime Commissioner must consider the Police and Crime Panel's recommendation and may accept or reject it, notifying the Police and Crime Panel accordingly.
- 19.9 In calculating the six week period, the post election period is ignored. The post election period begins with the day of the poll at an ordinary election of a Police and Crime Commissioner under section 50 of the PR & SR Act 2011 and ends with the day on which the person elected as Police and Crime Commissioner delivers a declaration of acceptance of office under section 70 of the PR & SR Act 2011.
- 20 Any proposed amendments to the Terms of Reference or the Procedure Rules of the Police and Crime Panel should be submitted to the Police and Crime Panel for its approval. If an amendment is proposed the Head of Democratic Services would bring a report to the next meeting of the Police and Crime Panel for consideration. The Police and Crime Panel will review and re-confirm the Terms of Reference and Procedure Rules annually.