



DISTRICT COUNCIL

Despatched: 27.02.13

CABINET

07 March 2013 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

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

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes Minutes of the meeting of the Cabinet held on 7 th March 2013.	(Pages 1 - 12)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council None		
5. Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)		
6. Contract to Operate Sevenoaks and Swanley Markets - Results of Tender	(Pages 13 - 18)	Jim Latheron Tel: 01732 227209
7. Community Grant Scheme Draft Allocations 2013/14	(Pages 19 - 42)	Lesley Bowles Tel: 01732 227335



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 held on 7 February 2013 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

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

Cllrs. Davison and Mrs. Morris were also present.

73. Minutes

Resolved: That the minutes of the meeting held on 10 January 2013 be agreed.

74. Declarations of interest

There were no further declarations of interest.

75. Questions from Members (maximum 15 minutes)

A Member questioned whether Co-opted Members on Committees would have voting rights. In response, the Democratic Services Manager reported that in general, Co-opted Members on committees would not have voting rights, unless the terms of reference for individual Committees specifically made provision for the co-opted member to have voting rights.

76. Matters referred from Council

There were no matters referred from Council.

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

(a) Treasury Management Strategy 2013/14

This was considered under Minute 83.

(b) Sevenoaks District Tenancy Strategy and Sevenoaks District Housing Register Allocations Policy

This was considered under Minute 79.

(c) Community Infrastructure Levy Charging Schedule

This was considered under Minute 82.

78. Annual Review of Parking Charges for 2013/14 - Results of Public Consultation

The Portfolio Holder for The Cleaner and Greener Environment introduced a report summarising the outcomes of the public consultation for the proposed increases to car park and on-street parking charges for 2013-14. The Portfolio Holder reported that responses to the consultation had been received from Sevenoaks Town Council who had expressed some concerns regarding the price rises, from Westerham Town Council regarding the 10p increase and from a season ticket holder in the Sennocke car park. Responses had also been received from the Police who had made no specific comments on the proposals. In response to the issues raised by Sevenoaks Town Council, the Portfolio Holder highlighted that the down turn was in line with the national trend for footfall and that the costs to Sevenoaks District Council of maintaining the car parks had continued to rise year on year.

The Parking and Amenity Manager advised that the Sevenoaks Town Council had clarified that their comments related to both the on-street and the car park proposals, and that they had expressed their thanks for the making the car park usage information available.

Members noted that there was a low risk that any of the options presented would have an adverse impact on people with protected characteristics under the Equality Act.

The Portfolio Holder for the Cleaner and Greener Environment reported that the free Christmas parking initiative had been well received in the towns. The initiative had received favourable publicity in the local newspaper and had helped to support Christmas trading.

The Chairman thanked Members of the Environment Select Committee for the work they had undertaken in reviewing and developing the proposals.

Resolved: that

- (a) the proposed increases to car park and on-street parking charges for 2013-14 be implemented on or soon after 1 April 2013.
- (b) Council be requested to confirm that the cost of the free Christmas Parking for 2012, estimated at £15,000, be funded from Supplementary Estimates.

79. Sevenoaks District Tenancy Strategy and Sevenoaks District Housing Register Allocations Policy

The Portfolio Holder for Housing and Balanced Communities introduced a report presenting the District Council's proposed housing strategy developed in response to welfare reform and to ensure that the District's limited affordable housing supply was targeted at those deemed in most need (with more emphasis on local connection and employment) and future rent revenues were maximised to generate funding for the provision of new social sector housing.

Members noted that two in-depth equality impact assessments had been undertaken and were available on the Council's website. The impact assessments had highlighted

that the Tenancy Strategy took the needs of people with disabilities, carers and older people into account.

In response to a question from the Chairman, the Head of Housing and Communications reported that consultation responses had supported proposals to introduce a requirement for a link to the District.

The Head of Housing and Communications also reported that a review of the Housing Register would be undertaken with a view to reduce it from 2000 to 1000. Officers would communicate with people who were removed from the register as a result of the review to outline the alternative options that were available to them. The Chairman also noted that if people's circumstances changes they could be placed back onto the Housing Register.

In response to a question from a Member, the Head of Housing and Communications reported that Sevenoaks was part of the County-wide housing register scheme "Kent Home Choice". This provided a joined-up approach across the County and ensured that administration of the scheme was the same in all Kent Authorities. In response to a further question, the Housing Manager outlined how Officers worked with landlords in the private rented sector to ensure that accommodation was of a reasonable standard. The Housing Manager also reported that a consultation had been undertaken with landlords in the private rented sector to identify their key needs in order to retain the valuable accommodation that they provided.

In considering under-occupation, the Chairman noted that in future, one of the main drivers for managing under-occupation would be the benefits cap as tenants would not be able to afford the additional rooms.

The Chairman noted that in developing the new policies, Officers had responded to the concerns expressed by Members surrounding recognising employment and local connections.

Resolved: that the adoption of the Sevenoaks District Tenancy Strategy and Sevenoaks District Housing Register Allocations Policy be endorsed and both documents be recommended to Full Council for approval as District Council policy.

80. Community Right to Bid

The Portfolio Holder for Planning and Improvement introduced a report summarising the duty placed on local authorities in the Localism Act 2011 to administer Assets of Community Value. Assets of Community Value, also known as the Right to Bid, allowed relevant bodies to request that a local building or area of land was added to a list for having a value to the community. The report provided an update on the Council's procedures for administering the Right to Bid and proposed that a Members Advisory Group be established to assist the Council in making a decision on each nomination it received.

Members noted that it was unlikely that the proposals would have an adverse impact on people with protected characteristics under the Equality Act.

Members welcomed the proposal for Councillor involvement in determining nominations under the Right to Bid. There was consensus that the Member Advisory Panel should be drawn from the whole Membership of the Council. Members would need training on the Community Right to Bid processes but local Ward Members would have valuable local knowledge that could be used to assess specific applications.

The Chairman advised Officers that any applications that were received before training could be provided should put in front of local ward Members. This would assist with the confirmation of facts and would provide valuable local knowledge.

Members noted that the rules governing the Community Right to Bid were complex and highlighted the need to ensure that all parties involved in the process understood the rules. If misunderstandings did occur, there could be frustration amongst communities if property sales became delayed unnecessarily.

Resolved: that:

- (a) The Council's procedures for the administration of the Right to Bid process be endorsed;
- (b) That until all Members of the Council are trained in the Community Right to bid, local Members should be approached to provide advice to Officers on ward specific applications; and
- (c) That when once members have had training a group of three members, to include the local members be called upon to advise officers

81. Allocations and Development Management Plan

The Portfolio Holder for Planning and Improvement introduced a report presenting the Allocation and Development Management Plan (ADMP) Pre-Submission document for approval prior to public consultation and submission to an independent inspector. The report also contained a draft Green Belt Supplementary Planning Document (SPD) for approval prior to public consultation. When adopted, the SPD would supplement the ADMP with more details about how the Council would consider applications in the Green Belt but it would not contain separate policies. The ADMP and Green Belt SPD had been considered by the Local Development Framework Advisory Group with very few changes being made. The minutes from the Advisory Group were tabled at the Cabinet meeting for Member's information along with some additional maps showing the minor amendments that had been proposed by the Advisory Group. In addition to this the Chairman consented to a letter from Pro Vision being circulated amongst Members of the Cabinet for consideration. The Pro Vision letter objected to undeveloped Land at Broom Hill, Swanley being included in the ADMP as protected "natural/semi-natural open space which would preclude some housing development on the land which had previously been promoted for some housing. The Pro Vision letter complained about lack of public consultation for this change and considered if the Council were to include the Land as currently proposed the decision may be susceptible to Judicial Review.

Members noted that the Equalities Impact Assessment concluded that the ADMP and the SPD would not have a differential impact which would adversely affect any groups in the community.

The Group Manager – Planning outlined a number of site specific issues that had emerged during the consultation process. Officers had been working with stakeholders to address and resolve the issues. In relation to the Pro Vision letter and in general Members were reminded that there would be two further opportunities to make representations on the ADMP, through the consultation to be arranged following the publication of the draft plan and through the examination in public.

Councillor Roddy Hogarth, speaking on behalf of Sevenoaks Town Council, reported that in respect of Greatness Cemetery, it was the opinion of the Town Council that the land had historically been included in the Green Belt in error. As a result of this, the Town Council was asking that a correction be made and that the land be removed from the green belt to enable it to be developed, if necessary, for housing in the future. In the response, the Chairman reported that he had some local knowledge of the area and noted that there appeared to be some errors in the map provided. The Chairman suggested that the best course of action would be for the Town Council to make further representations to the Independent Inspector and through the examination in public.

The Chairman thanked Officers for their extensive work on the ADMP.

Resolved: That

- (a) The Pre-Submission version of the Allocations and Development Management Plan be approved and recommended to Full Council for pre-submission publication;
- (b) The draft Green Belt Supplementary Planning Document be approved for public consultation;
- (c) The Portfolio Holder for Planning and Improvement be authorised to agreed minor presentational changes and detailed amendments to assist the clarity of the document; and
- (d) Copies be made available for sale at a price to be agreed by the Portfolio Holder for Planning and Improvement.

82. Community Infrastructure Levy Charging Schedule

The Portfolio Holder for Planning and Improvement introduced a report setting out the Draft Charging Schedule for the Community Infrastructure Levy (CIL). This set out what developers would need to pay in £ per sq m of new buildings and any variations by area or type of development. If agreed, the Draft Charging Schedule would be published for interested parties to comment on and would then be submitted for independent examination. If found sound, it was likely that the Council would be in a position to adopt the Charging Schedule in late 2013/early 2014.

The Portfolio Holder reported that one of the main issues with the Charging Schedule was the split between £75/m² and £125/m² for residential development in different parts of the District. The split was the result of differences in the value of development and the consultants that had carried out the Council's Viability Assessment were confident that £125/m² was a viable charge for the South and the East of the District.

The Chairman reported that he had been approached by a number of Members with a variety of issues which included:

- Concerns surround a split by ward boundaries rather than parish boundaries;
- Concerns that development would be concentrated in the areas with a £75/m² charge as the cost of development would be a lot less;
- Concerns that vital infrastructure proposed by the Parish had been omitted from the list of infrastructure considered to be required by providers; and
- Concern that small and medium sized developers had not responded to the consultation.
- The difference between the amounts that developers would pay through CIL compared with Section 106 agreements.
- Whether social housing would pay CIL.

In response to the first point, the Principal Planning Officer reported that Ward boundaries had been proposed on the basis that the consultants appointed to undertake the CIL Viability Assessment found data of house prices by ward and house prices per m² by ward readily available. This information was critical in carrying out a viability assessment of this type. Boundaries within CIL Charging Schedules had to be based on viability evidence. The fact that certain ward boundaries probably do not reflect a clear distinction in viability was acknowledged. However, it was considered that boundaries drawn on any basis, such as Parish boundaries, ran the risk of not being able to fully reflect differences in property values and viability. Any proposal to replace an existing dwelling with new dwellings or convert a building that had recently been in use to a dwelling would only pay CIL on the net increase in floorspace. Therefore, the amount of CIL charged in areas with little opportunity for new development may be found to be negligible and the difference in charge between the two areas of little impact. This was something that Officers would monitor.

In response to the second point, the Principal Planning Officer explained that the Viability Assessment sought to identify levels of CIL that were equally affordable within different areas in the District. Therefore, on the basis of prices that developers could expect to sell new dwellings for, which varied across the District, the different charges should prove to be equally challenging but generally affordable in these areas. The CIL Charging Schedule would be just one consideration that a developer will need to take into account when deciding where to seek to develop. Planning policy constraints, including Green Belt, Conservation Areas and Protected Open Space, as well as the availability of development land would all continue to be major drivers of where developments were located.

In response to the third point, the Principal Planning Officer highlighted that Officers believed that no infrastructure schemes that were proposed had been excluded from the Draft Infrastructure Plan. However, the schemes had been separated into different lists. The list on which the calculation of the infrastructure funding gap was based (Appendix A of the Draft CIL Infrastructure Plan – Background Paper 3) primarily included those schemes that the Council expected to deliver or provide funding for other organisations to deliver. A separate list of the majority of schemes that the Council anticipated town and parish councils may wish to fund through the proportion of CIL that would be paid directly to them was also set out (Appendix B of the Draft CIL Infrastructure Plan – Background Paper 3). There was no requirement for the Council to decide what it should

fund from CIL in advance of the collection of the money and no restriction on the Council transferring further funds to town and parish councils for infrastructure proposed by them at the time that development came forward. The primary purpose of the Draft CIL Infrastructure Plan was to prove to an Inspector that a funding gap existed that justified charging CIL.

The Principal Planning Officer reported that the Council had consulted all organisations and individuals that were on its LDF mailing list and publicised the document in the same way that other LDF documents had been, including through a press release and public notice. The LDF mailing list included numerous developers and agents that had requested to be on the mailing list, made representations as part of the LDF previously or had proposed developments in the plan. Of those few developers that did respond some raised either general or specific objections to the charges, whilst others did not object to the proposals at all. Officers did not consider the low response rate to be a result of the failure of the consultation process.

The Principal Planning Officer reported that it was not straightforward to compare CIL and Section 106 contributions. Whilst CIL is charged on the basis of m² of development, is not levied on affordable housing and is only based on the net increase in floorspace, charges in Section 106 agreements have been negotiated on the basis of all dwellings (market and affordable), are generally calculated on the basis of number of dwellings rather than floorspace and do not take account of existing buildings on the site. Members were directed to p8 of Background Paper 5, which set out the infrastructure contributions that had been secured through s106 agreements for 5 recent developments and the CIL charge that would be levied on the basis that all dwellings were built at the national average size for new builds and that CIL was only levied on market housing. Section 106 contributions ranged from £1,608 to £5,369, whilst CIL ranged from £2,850 to £7,600. The CIL calculation did not take account of the floorspace of existing buildings on the sites which would reduce the charges, in some cases substantially.

The Principal Planning Officer confirmed that a 100% relief from CIL for social housing was built into the CIL Regulations.

In response to a further question, the Principal Planning Officer reported that the Charging Schedule could be reviewed at any time. Any changes that were decided upon would have to be subject to a detailed consultation process. In addition to this, a decision to stop charging could be taken at any time through a resolution of Full Council.

The Chairman requested that a review of the impact of the CIL by ward boundary be undertaken, following implementation, and that the review incorporate historical data. Officers were also requested to investigate the possibility of increasing the funding to Parishes within the £75/m² boundary, following the publication of the regulations to introduce the proportion to be paid to town and parish councils.

Members noted that the Environment Select Committee had requested that the Implementation Plan be presented to the Committee for review.

Resolved:

- (a) That Council be recommended to agreed the Community Infrastructure Levy Draft Charging Schedule for publication and submission for independent examination;
- (b) That the Portfolio Holder for Planning and Improvement be authorised to agree minor presentational changes and detailed amendments to the Charging Schedule to assist the clarity of the document;
- (c) That the consultation document be published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder;
- (d) That the scheme is monitored to understand its impact on development across the District and held under review
- (e) That, subject to the awaited Ministerial Guidance, Cabinet is minded to recommend that the Council provides top up funding to Parishes within the £75/m² boundaries; and
- (f) That the Implementation Plan be presented to the Environment Select Committee for review.

83. Treasury Management Strategy 2013/2014

The Portfolio Holder for Finance and Value for Money introduced the Treasury Management Strategy 2013/14 setting out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments. The Portfolio Holder explained that the Local Government Act 2003 required the Council to set out its treasury strategy for borrowing each year and to prepare an Annual Investment Strategy which set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

The report had previously been considered by the Performance and Governance Committee and the Finance Advisory Group who had considered that the maximum investment period should be for one year and the maximum investment in a single institution should be a limit of 25% of the Fund at the time the investment was made. There should also be a further limit of £5m per counterparty except for call accounts where the limit was £6m, and deposits with the Lloyds banking group and Royal Bank of Scotland where the limit was £8m. Finally, Building Societies with assets in excess of £9bn were to be included in the lending list with a maximum investment limit of £2m and a maximum duration of 3 months.

Members agreed that these proposals would increase opportunities for the Council to invest wider.

Resolved: That Council be recommended to approve the Treasury Management Strategy for 2013-14.

84. Capital Programme and Asset Maintenance 2013-16

The Portfolio Holder for Finance and Value for Money introduced a report setting out the proposed 2013/16 Capital Programme, with supporting documentation in a standard format for individual scheme bids. The schemes included were the annual schemes for commercial vehicles and Housing Improvement Grants.

The report also set the Asset Maintenance budget. The Portfolio Holder reported that there was an error in the recommendation; the asset maintenance budget for 2013/14 should be £427,000 as shown in paragraph 17 of the report.

The Chairman noted that the imbalance between the Disabled Facilities Grant received by the Council and the overall costs of service provision to the Council. The Chairman highlighted that a key issue was that the Council had very little control over how the grant was allocated and the costs incurred as decisions were taken by Officers at another Local Authority.

Resolved: That

- (a) The Capital Programme 2013/16 and funding method set out in Appendix B be approved; and
- (b) The proposed Asset Maintenance budget of £427,000 be agreed for 2013/14.

85. Revenue Budget and Council Tax 2013/14

The Portfolio Holder for Finance and Value for Money introduced a report setting out the proposed budget and required level of Council Tax for 2013/14. The report detailed changes to the draft budget since the previous Cabinet meeting on 10th January 2013.

The Council had continued with the 10-year budget strategy that had been used over the previous two years. This included a four year savings plan which had resulted in very few new changes being made in this budget cycle. The proposed net expenditure for 2013/14 was £13.8m with the District's Council Tax increasing by 1.98% to £185.49 for a Band D property.

The Group Manager – Financial Services reported that since the budget process had started in September, Cabinet and other Committees had received various reports resulting in the budget proposed in this report. Cabinet's recommendations would go on to Full Council on 19 February 2013.

The final settlement figures had been received from Government, and were the same as those included in the budget. The Council had also been informed of some new one-off grant funding, however one of these funding streams had since been removed so Officers did not yet have complete assurance as to any additional amounts that the Council was likely to receive.

The Group Manager – Financial Services also highlighted that following a Member suggestion, Cabinet may wish to amend the first part of recommendation (b) to: "The 10-

year budget 2012/13 to 2022/23 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix A..." This amendment was agreed.

The Chairman highlighted that raising the tax levied on residents, especially in the current financial climate was never easy, however the rises had to be balanced against the savings that were being made across all services. The Chairman also highlighted the reduction in the central government funding received by the Council. Local Authorities were facing a fundamental shift in the way that they were financed and needed to adapt to the changes that were taking place.

Resolved: That Council be recommended to:

- (a) Approve the summary of Council Expenditure and Council Tax set out in appendix C of the report;
- (b) Approve The 10-year budget 2012/13 to 2022/23 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix A to the report, including the growth and savings proposals set out in Appendix B to the report, and where possible any variations during and between years be met from the Budget Stabilisation Reserve; and
- (c) Approve the changes to reserves set out in Appendix F of the report.

86. Discretionary Rate Relief

The Portfolio Holder for Finance and Value for Money introduced a report setting out proposals for awarding discretionary rate relief for 2013-14. The report provided Members with a list of applicants wishing to receive Discretionary Rate Relief. Previously any awards decided had been approved for two years, but in light of the introduction of Business Rates Retention the report only set out recommendations for one year. A further review would be carried out prior to the award of any relief for 2014-2015.

Officers tabled updated appendices to the report as the information that had been included with the agenda was out of date.

Resolved: that the proposals for granting relief from business rates for 2013-2014 set out in the updated appendix B to the report be approved.

87. Council Tax Discounts Resolution

The Portfolio Holder for Finance and Value for Money introduced a report setting out resolutions to Council to formally determine the level of council tax discounts (if any) to be applied from 1 April 2013 to prescribed classes of dwellings and to formally determine the percentage level of additional council tax payable in respect of long-term empty dwellings.

The Portfolio Holder reported that the Local Government Finance Act had given Council's the ability to change some Council Tax discounts with effect from 1 April 2013.

It was recommended that:

- No discount be given to second homes;
- Unoccupied properties receive 100% discount for three months then nothing after that;
- Council Tax be increased to 150% for properties unoccupied for over two years,

The benefits of these changes should be to encourage owners of empty properties to bring them back into the housing market, and for the extra Council Tax income obtained to help support the Local Council Tax Support scheme.

The Chairman requested that further investigation be made into the Single Persons Discount. The Chief Executive Designate reported that Officers had been undertaking work on this and approximately 2000 cases were subject to further investigation.

A Member also suggested that more should be done to encourage the development of sites that had received planning permission but were yet to be developed. Members noted that there were a number of sites across the District where buildings had been demolished and planning permission had been granted for developments but work had not yet commenced.

Resolved: That the following resolutions be recommended to Council:

- (a) That from 1 April 2013, the council tax discount applied to second homes (prescribed Classes A & B) in accordance with Section 11A of the Local Government Finance Act 1992, is set at 0%.
- (b) That from 1 April 2013, the council tax discount applied to unoccupied and substantially unfurnished dwellings (prescribed Class C) in accordance with Section 11A of the Local Government Finance Act 1992, is set at 100% for a maximum period of three months and that following the expiry of the three month period; the discount is set at 0%.
- (c) That from 1 April 2013, the council tax discount applied to vacant dwellings requiring or undergoing major repairs, undergoing structural alteration or which have undergone such repairs/alterations (prescribed Class D) in accordance with Section 11A of the Local Government Finance Act 1992, is set at 100% for a maximum period of twelve months.
- (d) That from 1 April 2013, in accordance with Section 11B of the Local Government Finance Act 1992, no council tax discount shall be applied to dwellings that are unoccupied and substantially unfurnished for more than two years and that the council tax payable on such properties is increased from 100% to 150% (except for those properties which fall into prescribed Classes E & F).

Implementation of Decisions

This notice was published on 11th February 2013. The decisions contained in Minutes 78, 79, 81, 82 and 86 take effect on 18th February 2013 and the decision contained in Minutes 80, 83, 84, 85 and 87 take effect immediately.

THE MEETING WAS CONCLUDED AT 9.20 PM

CHAIRMAN

CONTRACT TO OPERATE SEVENOAKS AND SWANLEY MARKETS - RESULTS OF TENDER

CABINET – 7 MARCH 2013

Report of the: Corporate Resources Director

Status: For Decision

Key Decision: Yes

This report supports the Key Aim of a Dynamic and Sustainable Economy

Portfolio Holder Cllr. Ramsay

Head of Service Head of Legal & Democratic Services – Mrs Christine Nuttall

Recommendation to Cabinet: It be RESOLVED that:

- (a) The contract to operate the market at Swanley on Wednesdays be awarded to Ritagate Limited for a period of 5 years from 1st April 2013 and an initial rent of £260,000 p.a.
 - (b) The contract to operate the markets at Sevenoaks on Wednesdays and Saturdays be awarded to Sevenoaks Town Council for a period of 5 years from 1st April 2013 at an initial rent of £32,000
-

Reason for recommendation: to ensure that the markets operated on behalf of Sevenoaks District Council contribute to the economic wellbeing of the area and satisfies the District Council's aims and objectives.

Introduction

- 1 The District Council has, in the past, appointed market management companies to operate the general markets located at Swanley Centre (Wednesdays) approximately 60 stalls, Sevenoaks High Street (Saturdays) approximately 10 stalls and Buckhurst 1 car park, Sevenoaks (Wednesdays) approximately 20 stalls. The Saturday market is the historic charter market which has been operated in its present form since the 1920's although the charter goes back many hundreds of years.
- 2 The contracts to operate the markets are usually re-tendered every 5 years, the current contract having commenced in April 2011 but due to uncertainty relating to the financial status of the current operator, the company having entered

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voluntary liquidation in July 2012 the contracts for all three markets have been re-tendered to commence 1st April 2013

- 3 Currently Swanley, Sevenoaks (Saturday) and Sevenoaks (Wednesday) markets are operated by Wendyfair Markets Ltd by way of a subsidiary company not affected by the voluntary liquidation.
- 4 The tender procedure was split into two parts as Swanley Market contract would require any re-tendering to follow the EU tendering procedures whereas the two Sevenoaks markets income is below the EU threshold. 18 sets of tender documents were sent to interested parties
- 5 The results of the valid tenders received by the deadline are shown in the table below.

No.	APPLICANT	SEVENOAKS SATURDAY (Current £15,630)	SEVENOAKS WEDNESDAY (Current £31,256)	SEVENOAKS COMBINED (Current £46,886)	SWANLEY (Current £265,682)
1	Sevenoaks Town Council	£13,000	£19,000	£32,000	Did not bid
2	Hughmark Continental	£2,600	£7,800	£10,400	£240,864
3	Charfleet Markets	Did not bid	Did not bid	Did not bid	£175,000
4	Ritagate Ltd	£12,015	£12,015	£24,030	£260,000
5	Apps Court Farm	£7,200	£10,000	£17,200	£212,000
6	Wendy Fair (Wembley) Ltd	£17,138	£14,241	£31,379	£276,192
7	Saunders Markets	£10,000	£24,000	£34,000	£225,000
8	Gerauld Markets	Did not bid	Did not bid		£255,000

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- 6 The above financial bids were then evaluated in accordance with a number of predetermined criteria relating to the bidders financial submission, credit rating, financial standing, risk, compliance with legislative and employment issues, equalities, experience and environmental awareness.
- 7 Other than the financial implications of the various bids and the evaluation criteria as described above there are advantages to two markets in one town being operated by the same organisation and it is recommended that the bids for the two Sevenoaks markets be combined and that combined bid be evaluated to provide the most advantageous position to benefit the town.
- 8 The scores of the bidders following the evaluation exercise are as follows:

Swanley Market		
Applicant	Adjusted score out of 100	Position
Hughmark Continental	79	4
Charfleet Markets	71	7
Ritagate Ltd	91	1
Apps Court Farm	76	5
Wendy Fair (Wembley) Ltd	80	=2
Saunders Markets	75	6
Gerauld Markets	80	=2
Sevenoaks Markets (combined Wednesday and Saturday))		
Applicant	Adjusted score out of 100	Position
Sevenoaks Town Council	85	1
Hughmark Continental	50	6
Ritagate Ltd	79	3
Apps Court Farm	63	5

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Wendy Fair (Wembley) Ltd	76	4
Saunders Markets	84	2

- 9 All tenderers were supplied with a copy of the Heads of Terms which form the basis of the operational side of the formal contract. These Heads of Terms were discussed with the relevant town councils.

Other Options Considered and/or Rejected

The alternative option to tendering the market contracts was to negotiate a revised fee with the current market operators but this would not satisfy the District Council's Financial or Contract Procedure Rules nor would it necessarily result in the level of financial returns generated by a competitive tender process.

Key Implications

Financial

The highest tender offers in respect of each market will generate a gross decrease in annual income to the District Council amounting to £20,560p.a. (£312,560 - £292,000) but the security of that income is greatly enhanced given the status of the recommended operators.

Community Impact and Outcomes

The three markets are extremely popular with residents and for attracting the public to the towns as well, in the case of the Sevenoaks Saturday market as continuing a historic part of the town's development.

Legal, Human Rights etc.

The tendering process was undertaken in accordance with the Council's procedures and the EU governing rules.

Resource (non-financial)

Although all market operators employ on site supervisors during the currency of each market it is considered prudent to ensure that the District Council's interests are protected by ensuring regular attendance and inspections are undertaken by Council staff.

Value For Money and Asset Management

The tendering process was undertaken in accordance with the Council's procedures and the EU governing rules to achieve both the best financial and operational terms.

Equality Impacts

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All market operators were required to provide copies of their equalities and equal opportunities policies as part of the pre-tender questionnaire process.

Does the activity have the potential to cause adverse impact or discriminate against different groups in the community? No, this provides a retail opportunity for all sectors of the community.

Does the activity make a positive contribution to promoting equality? No

Sustainability Checklist

All market operators were required to provide copies of their environmental policies as part of the pre-tender questionnaire process.

Conclusions

By undertaking a full tendering process the best value for money opportunities are identified and acted upon.

Risk Assessment Statement

Risk - By not undertaking the tendering process the District Council would be contravening its own procedures and may not maximise the income potential of the markets.

Mitigation - to adhere to the procedural rules.

Risk - All tenders are won by the same company, which could lead to a loss of the markets for a period should the operator cease to trade.

Mitigation - the highest bidder for Swanley market has a high credit rating Swanley and the highest bidder for the Sevenoaks Markets is a public body.

Risk - By not accepting the most advantageous tender evaluated in accordance with the criteria and that conforms to the tender requirements the District Council would be open to a challenge under the EU regulations and would be failing in its fiduciary duty to its ratepayers.

Mitigation - Ensuring that the most advantageous bidder satisfies the provisions of the pre-tender questionnaire.

Background Papers: Market contracts retendering file 2012

Contact Officer(s): Jim Latheron Extn 7209

Dr. Pav Ramewal - Chief Executive Designate

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COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2013/14

CABINET – 7 MARCH 2013

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

Status: For decision

Executive Summary:

This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2013/14.

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

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

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

This report supports the Key Aims of Effective Management of Council Resources and the Community Plan vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Mrs Pat Bosley

Head of Service Lesley Bowles, Head of Community Development

Recommendation to CABINET: That the Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 15.

Reason for recommendation: Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

Background

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

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Introduction

- 2 The grant guidelines were reviewed during 2010/11 and revised guidelines were agreed by Cabinet on 30 September 2010.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2012. The closing date was 16th November 2012. The total budget available for distribution in 2013/14 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to an existing three year Service Level Agreement (SLA), which ends in March 2015.
- 4 The 2013/14 budget available for voluntary sector organisations is as follows:-

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

- 5 A total of 36 grant applications have been received, representing total grant requests of £115,197.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Community Wellbeing Portfolio Holder has copies of all of the applications and a full set is available in the Member's Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.

Appraisal Process

- 9 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained by the University of the West of England in grant appraisal and a detailed consultation with the Community Wellbeing Portfolio Holder and the Housing & Balanced Communities Portfolio Holder. Recommendations have been made in accordance with the Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:
 1. the extent to which the applicant will achieve the Council's objectives set out in paragraph 1 of the Guidelines;
 2. the extent to which the application assists residents across the District and its impact;
 3. the extent to which the application should be funded by other organisations;

4. whether performance indicators are relevant and appropriate;
5. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
6. the level of reserves held by the applicant.

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

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

Grant Applications

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

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

Recommended Level of Grant

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

Total 2013/14 grant budget available to voluntary sector and youth groups, arts and sports councils and play schemes (subject to approval of budget)	£153,331
Grants to CABx for 2013/14 under the terms of the agreed SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,790
Total recommendations	£153,330

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- 13 A full list of grants recommended to voluntary and youth groups is attached at Appendix C.
- 14 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Voluntary Action Within Kent or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

Recommended Conditions

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

Key Implications

Financial

- 16 The level of funding recommended is in accordance with the 2013/14 budget of £153,331.

Non financial Resources

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

Community Impact and Outcomes

- 18 The Community Grant Scheme assists a wide variety of voluntary organisations across the District to provide services for residents in greatest need. Often the support of the District Council enables organisations to lever in additional funding, adding value for money. Examples of the types of services provided are given in paragraph 11.

Legal, Human Rights etc.

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

Sustainability Checklist

- 20 A sustainability checklist has been completed and no negative impact has been identified.

Equality Impacts

21 A full Equality Impact Assessment has been undertaken and is summarised below:

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 community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need. The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

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

RISK ASSESSMENT STATEMENT

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.
As a condition of grant any organisation allocating onward funding on behalf of the Council	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring

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to another organisation must check whether appropriate police checks and child or adult protection policies are in place.	process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

Appendices

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B – Community Grant Scheme guidelines

Appendix C – Full schedule of applications

Background Papers:

2013/14 Grant Application files

Grant scheme guidelines

Sevenoaks District Council Code of Practice for grant-making

Contact Officer(s):

Lesley Bowles, ext 7335

Simon Davies, ext 7374

Kristen Paterson

Deputy Chief Executive and Director of Community & Planning Services

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

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

Each grant scheme should have:

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

Principles

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

Eligibility

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

The application form should:

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

The application process;

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

Deadlines

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

Grants application appraisal

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

Approval

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

Payment

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

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

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

Promotion

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

Review

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

General

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

SEVENOAKS DISTRICT COUNCIL

COMMUNITY GRANT SCHEME GUIDELINES 2013/14

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

2 Which organisations can apply?

2.1 Any independently established organisation which:

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

This includes:

2.2 Sevenoaks District Sports and Arts Councils, to assist with developing sports and arts in the District.

2.3 Rural Parish Councils specifically engaged in partnership youth work across more than one parish.

2.4 Community Interest Companies (CICs) that can show that the organisation is established for community purposes and that an asset lock is in place to ensure that funding is ring-fenced for the purpose it has been granted for.

- Please note that *individual* sports and arts organisations should apply to the Sevenoaks District Sports Council and the Sevenoaks District Arts Council respectively. Please also see paragraph 6.8.

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

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

<p>Category A (Up to and including £500)</p> <p>Community Grants Scheme:</p> <ul style="list-style-type: none"> • Equipment • Training • Volunteers' travelling expenses • Hire of premises • Information or publicity • Other project costs 	<p>MONITORING</p> <p>The applicant will be asked to complete a short form towards the end of the financial year (March 2014) describing how the grant has been used</p>
<p>Category B (More than £500 & less than £5,000)</p> <p>Community Grants Scheme:</p> <ul style="list-style-type: none"> • Equipment • Training • Volunteers' travelling expenses • Hire of Premises • Information or publicity • Other project/service costs • Core costs which support the project/service for which funding has been applied 	<p>MONITORING</p> <p>The applicant should set out suitable performance indicators on the application form and will be asked to report progress against each indicator in September 2013 and March 2014</p>

Core Costs

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

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

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

4. Allocation of Grants

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

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

5. We will not grant-aid:

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

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

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

6 Additional information

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

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

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

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

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

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

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

6.8 Grants will not be made retrospectively;

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

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

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

Kent TN13 1AT

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

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

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
3	North West Kent Volunteer Centre (Northern Parishes)	To support volunteer community transport scheme throughout Northern Parishes of the Sevenoaks District	£5,000	£5,000	£5,000	£5,000		
8	Sevenoaks District Arts Council (District-wide)	To support arts and arts organisations across the Sevenoaks District. To provide grants and underwriting to support arts events	£5,000	£5,000	£5,000	£4,600		
21	Sevenoaks Area MIND (Sevenoaks and Southern Parishes)	To grow volunteer base and expand service provision	No application	No application	£4,800	£4,200		
23	Relate West & Mid Kent (District-wide)	To enhance the skills of Sevenoaks counsellors to offer greater diversity and a broader and more expansive service. To introduce young peoples' counselling in Sevenoaks.	£800	£750	£800	£800		
30	Sevenoaks District Sports Council (District-wide)	Group coaching and training in all sports, individual coaching and/or training, organised training/coaching courses, helping new sports clubs set up for the young/disabled, social sports for the older generation, helping all ages with disabled sports, individual grants for talented sports people	£5,000	£5,000	£5,000	£4,600		

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
44	Sevenoaks Christian Counselling Service (District-wide)	To provide confidential counselling to clients of all religious beliefs and none. To provide 30 counselling sessions.	£600	£600	£750	£750		
51	Family Matters (District-wide)	Support continuation of provision for clients in Sevenoaks District. Contributes towards costs of providing specialist therapeutic counselling to 20 survivors of childhood sexual abuse, sexual assault and rape	£1,000	£1,000	£3,000	£1,000		
58	CVSNWK (Swanley and the Northern Parishes)	To provide information, support, training to promote and increase capacity building and sustainability of the voluntary/community sector working in Swanley and the Northern Parishes	£1,300	£1,000	£3,600	£890		
66	Edenbridge Voluntary Transport Service	Contribute towards drivers' travelling expenses.	£500	£500	£500	£500		
83	Cruse Bereavement (Northern Parishes)	Provide books to schools as a resource for teachers and other professionals working with bereaved children and young people.	No application	No application	£250	£0	1	

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
85	VAWK (District-wide) - includes the former Sevenoaks Volunteer Development Agency - who merged with VAWK to become one agency in 2008, VSU Youth in Action (District-wide), who merged with VAWK in 2009 and 121 Youth Befriending, who merged with VAWK in 2009	CVS £5,000, Volunteer Centres £5,000, VSU £5,000, 121 Youth Befriending £5,000	£14,250	£14,250	£20,000	£13,500		£5,000 for Volunteer Centres, £3,000 for VSU, £2,750 for CVS, £2,750 for 1-2-1 Youth Befriending

Community Grant Scheme - Schedule of Applications 2013/14

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
148	Sevenoaks Home Library Service (Sevenoaks and surrounding Parishes)	Annual costs of running and maintaining the van.	£100	£100	£200	£150		
195	Dartford, Gravesham & Swanley MIND	To continue low cost outreach counselling service in Swanley by 2-3 volunteer counsellors.	£2,390	£1,400	£1,800	£1,800		
196	Sevenoaks PHAB (District-wide)	To support the cost of running a weekly club at Mencap Hall for adults with physical and/or learning disabilities.	£300	£300	£300	£300		
199	Spring House Family Service (District-wide)	Resurface playground to ensure safety of children who use it. New storage facility for learning aids and toys.	No application	No application	£3,821	£900		
206	Sevenoaks Volunteer Transport Group	Running costs to support volunteer hospital transport service.	£500	£500	£500	£500		
242	St John Ambulance (Sevenoaks)	To purchase materials and paint to improve interior of St Johns Hall and interior repairs to fabric.	No application	No application	£500	£0	1, 2	
244	Roundash Pre-School (Hartley)	To improve outside play area. To repair or replace outside storage shed and to trim back trees.	No application	No application	£4,999	£0	3, 8	
255	Hi Kent	Local hearing advice clinics run by trained volunteers in several locations in Sevenoaks District, including Edenbridge, Westerham, New Ash Green, Swanley, Sevenoaks, Eynsford and Fawkham, plus a lipreading class in Westerham.	£0	No application	£4,240	£500		Funding to support hire of premises in Sevenoaks District

Community Grant Scheme - Schedule of Applications 2013/14

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
264	West Kent Mediation (District-wide)	Fund continuing provision of a free, impartial, professional, confidential community mediation service for SDC residents.	£5,000	£5,000	£5,000	£5,000		
316	Kemsing Open Door	Coach outings/theatre visits in 2013/14	£0	£0	£500	£0	8	
323	North Kent Crime Prevention Panel (District-wide)	Crime prevention advice in Sevenoaks District. To help keep Sprinter van on the road. To maintain stocks of shed alarms, purse chains, safecans, personal alarms, postcode marking kits.	£1,000	£850	£850	£450		
325	Brasted & Sundridge Evergreens	To help with travel expenses for members travelling to and from meetings. Cost of hiring village hall for meetings.	£0	£0	£250	£0	8	
344	Kent Friendz (District-wide)	To fund "Friday Fun Club" at Sevenoaks Leisure Centre for children and young adults with disabilities.	No application	£1,290	£1,910	£500		
378	10th Sevenoaks Scouts (Wealds Own) (Sevenoaks & Weald)	To refurbish village scout hut by replacing ceiling lighting system.	No application	£0	£4,904	£0	3, 8	
394	Bridges (Edenbridge)	Cost of three lounge chairs suited yo elderly/disabled visitors as part of a refurbishment scheme. Contribution to cost of hiring a minibus with driver for Holiday at Home scheme. Contribution to overheads of running pop-in centre Monday - Saturday.	£750	£500	£1,255	£1,000		

Community Grant Scheme - Schedule of Applications 2013/14

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
404	Kent Wildlife Trust (Sevenoaks area)	To deliver a range of environmental taster sessions and events within the Sevenoaks District. Activities will be aimed at schools, community groups and wider public.	No application	No application	£4,993	£300		Funding to support work with schools
409	Invicta Education Business Partnership (District-wide).	To provide a 2 week "Safety in Action" event to be held between 15-26 April 2013 for Year 6 students in West Kent.	£800	£800	£1,500	£800		
425	Play Place Innov8 Community Interest Company (Hartley, New Ash Green, West Kingsdown, Kemsing, Seal)	Youth Project work in Hartley, New Ash Green, West Kingsdown, Kemsing and Seal.	£0	£0	£4,853	£2,000		
428	Swanley Therapy Centre (Swanley & Northern Parishes)	To replace carpets in the centre.	£0	No application	£1,332	£0	4	
446	Domestic Abuse Volunteer Support Services (District-wide)	To enable provision of support services for women and men experiencing domestic abuse.	No application	£2,500	£5,000	£3,000		
450	Edenbridge Friendz	Room hire once a week at Self Unlimited and swimming pool hire at Edenbridge Leisure Centre once a week.	No application	No application	£1,500	£0	1	
451	RLSB (District-wide)	To recruit and engage volunteers as befrienders to young blind or partially sighted students and young people.	No application	No application	£4,725	£550		Funding to support equipment, training and publicity
452	Sunrise Parents Advisory Committee (District-wide)	To fund the 2TO1 project to provide two trained young volunteers to one partnered disabled young people to access self-determined activities not normally easily accessed alone.	No application	No application	£4,165	£1,000		

Ref No	Name of Organisation	Purpose			Grant app. 2013/14	Suggested allocations	Reason for refusal	Notes
			2011/12	2012/13				
453	Rotary Club of Sevenoaks	Fund up to four children from disadvantaged families an opportunity to take part in a week of offshore sailing with Rona Sailing Trust.	No application	No application	£2,400	£0	2, 3	
454	South of England Foundation (District-wide)	Work with young people and adults (14-65 yo) with mental health issues by delivering a project to help them with recovery process. Sports and arts based activities which will be delivered in Sevenoaks.	No application	No application	£5,000	£0	3	
TOTAL					£115,197	£54,590		

Refusal Reasons

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

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