



Sevenoaks

DISTRICT COUNCIL

Despatched: 29.05.13

CABINET

06 June 2013 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming

Cllrs. Bosley, Hogarth, Ms. Lowe and Ramsay

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes Minutes of the meetings of the Cabinet held on 11 April 2013 and 14 May 2013.	(Pages 1 - 8)	
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 Audit Committee, Scrutiny Committee and the Cabinet Advisory Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)	(Pages 9 - 10)	
6. Review of Big Community Fund Guidelines	(Pages 11 - 58)	Lesley Bowles Tel: 01732 227335
7. Provisional Outturn 2012/13 and carry forward requests	(Pages 59 - 70)	Helen Martin Tel: 01732 227483

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)



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 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 11 April 2013 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

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

Apologies for absence were received from Cllr. Ramsay

Cllr. Fittock were also present.

95. Minutes

Resolved: That the minutes of the Cabinet meeting held on 7th March 2013 be approved and signed as a correct record.

96. Declarations of interest

There were no further declarations of interest.

97. Questions from Members (maximum 15 minutes)

There were no questions.

98. Matters referred from Council

No matters were referred from Council.

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

- (a) Renewal of Swanley Local Office Contract (*Services Select Committee – 4 April 2013*)

This item was considered at minute 100.

- (b) Review of Pest Control Services (*Social Affairs Select Committee – 26 March 2013*)

This item was considered at minute 101.

- (c) Declaration of Air Quality Management Areas (*Environment Select Committee – 19 March 2013*)

This item was considered at minute 102.

- (d) Community Plan 2013-2016 and 15 Year Vision (Social Affairs Select Committee – 26 March 2013)

This item was considered at minute 103.

100. Renewal of Swanley Local Office Contract

The Customer Services Manager introduced a report seeking approval for the renewal of the Local Office Contract for a further three years with Swanley Town Council. The report set out the benefits in continuing to provide the service and highlighted the risks in not doing so. The Customer Services Manager reported that research had shown that it was a highly valued service and it was emphasised that costs would be met from existing budgets.

In response to a question regarding Swanley Gateway, the Customer Services Manager reported that options were being explored with Kent County Council.

The Chairman noted that the Services Select Committee had supported proposals for negotiations.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the Council renew the provision of a Local Office Contract for a further three years with Swanley Town Council based on the current contract terms and value.

101. Review of Pest Control Services

The Portfolio Holder for the Cleaner and Greener Environment introduced a report which provided details of a full review of pest control services currently provided by the Council. The report also outlined for consideration proposals for future service delivery with effect from April 2014. The Portfolio Holder noted that pest control was not a statutory service but highlighted the importance of keeping homes free from pests and thanked Officers within the service for the innovative and proactive approaches that had been taken in reducing the costs of the service. Members noted that despite the financial challenges faced by the service in 2012 the Trading Accounts would end the year with a surplus higher than budget, despite a loss in the pest control service. Officers were thanked for the efforts that had been made to reach this position.

The Head of Environmental and Operational Services explained that if the service was externalised the Council would still incur costs in the region of £6,000. The Chairman asked for these costs to be included in the next report presented to Members.

The Chairman noted that the commitment to the two current staff was until 2014 and that the report showed that there had been a decline in all pests.

The Chairman also suggested that the script used by staff in the Contact Centre should be reviewed to ensure that people enquiring about the service are being given correct information. Other suggestions made by Members included making the information on

the website more interesting, enhancing the advert currently appearing in InShape magazine, providing information on the pest control service to the Town and Parish Councils and asking reporters from *The Chronicle* to spend a day with the pest control service. The Chairman suggested he should work with the Council's Communications Team to identify ways to promote the Service.

A visiting Member highlighted that the service fitted well with the health prevention agenda and suggested that information should be provided to partners working within health prevention.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the Service be continued, as existing until 2014, maximising income by charges and additional commercial sector work, whilst remaining competitive, but accepting that the Service will produce a net deficit on the trading accounts of an average of £12,000 per annum; and that the Social Affairs Committee carry out a further review of the Service in October 2013 to consider exposing the Service to competitive tender.

102. Declaration of Air Quality Management Areas

The Portfolio Holder for the Cleaner and Greener Environment introduced a report outlining the results of the detailed Air Quality Assessment that was completed in 2012 and the outcome of the public consultation that was carried out in February 2013. The report recommended that the existing Air Quality Management Areas (AQMAs) along the A25 be merged and replaced by one AQMA running the length of the A25 based on monitored exceedances of the nitrogen dioxide (NO₂) annual mean objective and that an additional AQMA be declared at the junction of Birchwood Road and London Road, Swanley.

Members noted that the Environment Select Committee had supported the proposals in the report.

The Chairman questioned whether there would be an opportunity to use funding from the new Community Infrastructure Levy to help finance enhanced monitoring equipment. The Head of Environmental and Operational Services reported that this funding would help to fund monitoring equipment in any future large scale developments where there was currently no monitoring equipment.

In response to a question surrounding joint working with Tonbridge and Malling Borough Council, the Head of Environmental and Operational Services suggested that once an AQMA had been declared in Borough Green there may be potential for the two Council's to work together across the boundary.

Resolved: That orders be declared to extend the following Air Quality Management areas to include the following:

- (a) The existing Air Quality Management Areas (AQMAs) along the A25 are merged and replaced by one AQMA running the length of the A25 based on monitored exceedances of the air quality nitrogen dioxide (NO₂) annual mean objective.
- (b) An additional AQMA declared at the junction of Birchwood Road and London Road, Swanley.

The geographical locations of these AQMAs are defined in Appendix A to the report.

103. Community Plan 2013-2016 and 15 year vision

The Head of Community Development introduced the final draft of the three year Community Plan and the fifteen year vision. The document and its supporting action plan were developed following comprehensive consultation with Members, residents, a wide range of voluntary and community organisations and partner agencies. The Head of Community Development emphasised that an extensive consultation had taken place and the comments arising from the consultation had been appended to the report. There had been a suggestion that there should be a specific indicator on fly tipping and this would be drawn out through one of the existing indicators and included in the version of the Community Plan considered by Council.

Members highlighted that the Community Plan set the agenda for Council services the next three years but that issues would evolve and change over time. It was noted that annual updates would be provided.

The Head of Community Development reported that the printed Community Plan would include a simple summary, rather than the detail, of the performance indicators.

Members gave consideration to the cost of producing a large number of copies of the Community Plan (which ran into 97 pages) for the Full Council agenda. As the document had already had a very wide circulation and had been considered by a number of bodies including the Sevenoaks District Kent Locality Board and the Social Affairs Committee, Members suggested that only the report should be included in the papers for Full Council with the appendices being published on the Council's website and two copies being placed in the Member's Room prior to the meeting.

Resolved: That

- a) Full Council be recommended to approve the final Community Plan and its supporting Action Plan before partner agencies are invited to sign off the document.
- b) For the Full Council meeting on 23 April 2013 Members will be provided with the covering report only, the appendices will be provided electronically on the Council's website with two copies being placed in the Member's Room five clear days before the meeting.

THE MEETING WAS CONCLUDED AT 7.35 PM

CHAIRMAN

CABINET

Minutes of the meeting held on 14 May 2013 commencing at 7.30 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Hogarth, Ramsay, Bosley and Ms. Lowe

1. Declarations of interest

There were no additional declarations of interest.

2. To appoint the Membership of Advisory Committees for the ensuing year

Members considered a report outlining the Membership and terms of reference of the Cabinet Advisory Committees. The report proposed that the election of a chairman should be the first item of business at the first meeting of the municipal year for each of the Advisory Committees, and the quorum for each Advisory Committee should be 6 voting members.

The Democratic Services Manager tabled the two changes to the report:

(a) Housing and Community Safety Advisory Committee – Membership:

Deputy Cabinet Members: Cllrs *Mrs* Clark and Firth

(b) Local Planning and Environment Advisory Committee – Membership

Cllrs. Clark, Mrs Dawson, Gaywood, Mrs Morris, Mrs Purves, Mrs Sargeant and Williamson.

Resolved: That the quorum, memberships and terms of reference for the Cabinet Advisory committees be agreed as set out in paragraphs 2-7 of the report.

3. To appoint representatives on outside organisations

Resolved: That the appointments to outside bodies, as contained in Appendix A to these minutes, be agreed.

THE MEETING WAS CONCLUDED AT 7.45 AM

CHAIRMAN

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**APPOINTMENTS TO OTHER ORGANISATIONS 2013/14 – EXECUTIVE –
TO BE APPROVED BY CABINET**

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2013/14</u>
Becket Trust Housing Association	1	Annual	May 2014	P.C.R. Cooke
Council for the Protection of Rural England – Sevenoaks Branch	1	Annual	May 2014	Miss. L.T.A. Stack
District Councils Network Assembly	1	Annual	May 2014	P. M. Fleming
Eden Valley Museum Trust - Executive Committee	1	Annual	May 2014	J. Scholey
High Weald Area of Outstanding Natural Beauty – Joint Advisory Committee	1	Annual	May 2014	Mrs. G.P.E. Davison
Kent Downs Area of Outstanding Natural Beauty Forum	1	Annual	May 2014	J. Bovington
Local Government Association (LGA) – General Assembly	1	Annual	May 2014	P.M. Fleming
LGA: Rural Commission	2	Annual	May 2014	Mrs. A.J. Cook Cam. Clark (non-voting)
LGA: Urban Commission	2	Annual	May 2014	P.M. Fleming Chief Executive (non-voting)
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)	1	Annual	May 2014	Mr. R. Hogarth
Sevenoaks District Arts Council	6	2 years	May 2015	Mrs. A. Cook S. Raikes L. A. Ball C. K. D. Brown Mrs. E. A. Purves J. A. Underwood

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<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2013/14</u>
Sevenoaks District Sports Council	3	Annual	May 2014	L. Ball M. Fittock R. Walshe
Sevenoaks Town Council Town Partnership Executive	1	Annual	May 2014	A. D. Hunter
South East Employers	2	Annual	May 2014	R. Hogarth I. Bosley
Upper Medway Internal Drainage Board	1	Annual	May 2014	J. Scholey

Matters referred from the Audit Committee, Scrutiny Committee and the Cabinet Advisory Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)

- (a) Big Community Fund Review
(Finance Advisory Group – 23 April 2013, Minute 52)

The Head of Community Development presented a report informing Members of the results of a review of the Council's Big Community Fund.

In response to questions she advised that more than half of the Members consulted thought it should be mandatory to have support from all Members in multi-Member wards. However, many had commented that this would disadvantage some wards where Members may not be able to agree. It was therefore recommended that the applicants should continue to seek support from fellow-Members. However, where this was not forthcoming, Officers should ensure that any Member in a Ward who has not signed the application form is made aware of the application and given an opportunity to comment.

Members discussed and agreed that landowner should be replaced by delivery organisation in the recommendations.

It was noted that the report would go to Cabinet in June as the meeting in May had now been cancelled.

Resolved: That Cabinet be RECOMMENDED to agree that:

- a) the Guidelines be amended to include specific mention that the work involved is not the responsibility of the delivery organisation;
- b) the appraisal score sheet be revised to place most importance on physical improvements and even more than the current emphasis on whether an application should more appropriately be funded elsewhere; and
- c) the application form be revised to ask applicants specifically to address how a proposed application is additional to usual maintenance arrangements and landowner responsibilities to help Members during the appraisal process.

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BIG COMMUNITY FUND REVIEW

Cabinet – 6 June 2013

Report of the: Chief Executive Designate

Status: For Consideration

Also considered by: Finance Advisory Group – 23 April 2013

Key Decision: No

Executive Summary:

This report informs Members of the results of a review of the Council’s Big Community Fund. The Big Community Fund was set up in 2011 to help Members to work with their communities to improve the local area. A summary of grants made to February 2013 is appended.

The review has included analysis of the monitoring information received from Members who have completed projects. Members who sit on the Appraisal Panel and Members who have applied to the Scheme have also been consulted by survey. Approximately 50% of Members consulted have responded to the survey.

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

Portfolio Holder Cllr. Roddy Hogarth

Head of Service Lesley Bowles, Head of Community Development

Recommendation to Cabinet: That

- (a) the Guidelines be amended to include specific mention that the work involved is not the responsibility of the landowner or delivery organisation;
 - (b) the appraisal score sheet be revised to place most importance on physical improvements and even more than the current emphasis on whether an application should more appropriately be funded elsewhere; and
 - (c) the application form be revised to ask applicants specifically to address how a proposed application is additional to usual maintenance arrangements and landowner responsibilities to help Members during the appraisal process.
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Reason for recommendation: To reflect the views of Members who were consulted as part of this review. Members consulted were those Members who sit on the appraisal panel and those who have submitted applications to the Scheme.

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Introduction

- 1 The Big Community Fund was set up in 2011/12 using funding from the New Homes Bonus Scheme. It was agreed that £10,000 each month would be available to the Fund and that unspent funds in any month should be rolled forward. The first monthly round of the Big Community Fund was September 2011.

Aims of the Scheme

- 2 The aims of the Big Community Fund are to help Members to work with their local communities to improve the area. In particular:
 - To make physical improvements to the area;
 - To strengthen local communities;
 - To help more vulnerable people in local communities;
 - To improve safety and well-being in local communities.

Scheme Guidelines and Application Form

- 3 The Big Community Fund Guidelines set out eligibility for applications to the scheme. A copy of the Guidelines and Application Form are set out at Appendix A.
- 4 The maximum grant available for any single application is £3,000, but Members can work with Members in another ward and submit an application for a maximum of £6,000.
- 5 Members can put forward applications for a project to be delivered by any “not for profit” organisation offering open access to the community, unless they are schools or parent teacher associations, Church councils or individuals seeking sponsorship.
- 6 Examples of eligible delivery organisations include charities, residents associations or town or parish councils. Any delivery organisation other than the District Council, town or parish councils must have a constitution and a bank account.

Decision-making Process

- 7 Applications are referred to an Appraisal Panel made up of Members who have been trained in appraisal techniques and who follow an approved appraisal process. Members sit on the Panel on a rotating basis, with a minimum quorum of five.
- 8 Awards are made by the Portfolio Holder for Community Wellbeing. Decisions relating to her ward or applications in which she has an interest are made by the Leader of the Council. When both the Portfolio Holder and the Leader both have an interest in an application, the decision is made by Cabinet.

- 9 Decision making takes account of the following:
- The extent to which the application meets the Aims of the scheme.
 - Value for money.
 - The extent to which the application has involved local people and meets identified local need.
 - The feasibility, long-term sustainability and innovation of the project.
 - The extent to which the ward has already benefitted from the scheme.
- 10 A copy of the Scoring Sheet is set out at Appendix B.

Summary of Grants

- 11 A summary of grants allocated from September 2011 to February 2013 is set out at Appendix C.
- 12 From September 2011 a total of 56 projects have received funding. 37 Members, from 26 wards, have submitted successful applications and received a total of £104,133.62 for their projects.

Summary of Monitoring

- 13 Performance monitoring is “light touch”. The Project Appraisal Panel sets simple performance indicators for each project recommended for approval.
- 14 6 months after the grant has been paid out, the delivery organisation is sent a simple monitoring form, copied to the Member who applied, asking them to report on progress against the indicators.
- 15 As of March 2013, 40 applications have been completed and paid out. Of these, 25 applications have been completed at least 6 months ago and have been sent monitoring forms to complete. To March 2013, a total of 15 monitoring forms have been received as completed. All monitoring forms show that the project work has been completed to the satisfaction of the delivery organisation. 91% of the indicators set out on the monitoring forms have been achieved.
- 16 A number of indicators were not achieved. Delivery organisations for Jubilee and Torch Relay events were asked to provide photographs taken by residents, but some were not able to provide these, although many delivery organisations did provide their own photographs. Some delivery organisations were asked to provide residents’ comments regarding new facilities, but were not able to provide these.

Consultation with Appraisal Panel as part of this review

- 17 Members who had been trained to sit on the Appraisal Panel were asked to complete a short questionnaire about their experience of the Appraisal Panel. 8 Members (42.1%) responded. The following is a summary of their responses:

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- 85.7% of Members who responded said that they felt the system of recruiting Members to an Appraisal Panel monthly by their eligibility had worked.
- 100% said they thought officers had been helpful with the appraisal process.
- 85.7% said they thought that the appraisal template was clear.
- 100% said they thought it was important that the appraisal template considered Value for Money, the feasibility, long term sustainability and innovation of the project and the extent to which the application had involved local people and meets an identified local need.
- 84% said they thought the Cost Benefit Analysis on the appraisal form was important.
- Only 28.6% said they thought the extent to which a Ward had already benefitted from the Scheme was an important consideration on the Appraisal template.

Consultation with Members regarding their experience of the scheme

18 Members who had submitted an application to the Scheme were asked to complete a short questionnaire about their experience of the Scheme. 20 Members (51.2%) responded. The following is a summary of their responses:

- 77.8% of Members who responded said they found it easy or somewhat easy to access the application form and guidelines on the Members' Portal.
- 100% said they thought the Scheme guidelines were clear.
- 88% said they thought the application form was easy to complete.
- 55.5% said they thought it should be mandatory to have support from all of the Members in multi-Member wards. This is currently not an absolute requirement.
- 33.3% said they thought the maximum grant amount of £3,000 should be reduced.
- 82% said they thought it was important that the Scheme was only for Members to bid, rather than for other organisations. 72% thought it was important that Members can work with other wards to submit applications for a maximum of £6,000.
- 88.9% said they thought it was important that projects must be delivered by not for profit organisations.
- 100% thought it was important that projects should have a lasting positive effect in their ward.

- 100% thought it was important that the Scheme does not contribute to ongoing running costs.
- 89% thought it was important that applications are appraised by a panel of at least 5 Members trained for the purpose.

Key Implications

Financial

- 19 The scheme is funded from the New Homes Bonus scheme. The total amount available each month is £10,000. The scheme started in September 2011 and £180,000 has therefore been available. Any funds unallocated in a given month are rolled forward to the next month.

Community Impact

- 20 The Scheme's aims ensure that each grant positively addresses local needs, ensuring a good impact on the community.

Legal, Human Rights etc.

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

Resource (non-financial)

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

Value for Money

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

Equality Impacts

- 24 An Equalities Impact assessment has been completed. All applicants are asked to sign an Equalities Statement. The aims of the Scheme include helping more vulnerable people in local communities and consideration of this forms part of the appraisal process.

Conclusions

- 25 Comments from Members have included that the Guidelines are clear, that the scheme is well-used and has been beneficial to local communities. However, it would be helpful to make some changes.
- 26 More than half of the Members consulted thought it should be mandatory to have support from all Members in multi-Member wards. However, many commented that this would disadvantage some wards where Members may not be able to

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agree. It is recommended that applicants should continue to seek support from fellow-Members. However, where this is not forthcoming, Officers should ensure that any Member in a Ward who has not signed the application form is made aware of the application and given an opportunity to comment.

- 27 Members responding to the survey have attached great importance to projects having a lasting impact. The grant guidelines make it very clear that projects should have a lasting positive effect. The appraisal scoresheet also addresses this and it is recommended that the number of points available for this should be increased.
- 28 Members responding to the survey have commented that lasting physical improvements are of the greatest value. It is therefore recommended that the appraisal scoresheet used by the Members Panel should reflect the importance that consultees have attached to this by increasing the number of points available for this part of the appraisal.
- 29 Members' responses attached importance to the fact that grants should not support ongoing maintenance or revenue costs. The guidelines are very clear on this and the appraisal scoresheet reflects this.
- 30 Members' responses included that the scheme should not be used to subsidise the work of other authorities.
- 31 The appraisal process currently asks Members to consider, under four headings, whether the scheme should more appropriately be funded by the landowner or delivery organisation. Given the importance attached to these factors by Members, it is recommended that the appraisal scoresheet should be revised to place most importance on physical improvements and even more emphasis on whether an application should more appropriately be funded elsewhere. It is also recommended that the guidelines reflect this and that application form asks applicants specifically to address how an application is additional to usual maintenance arrangements and landowner responsibilities.
- 32 The suggested changes are noted in the attached Guidelines and application form and appraisal scoresheet.

RISK ASSESSMENT STATEMENT

Risk	Mitigation	Residual Risk
Approved projects may not be delivered	Capital grants are only paid on completion of projects. Performance indicators are included as a condition of the grant and these are monitored. Monitoring takes place 6 months after completion of completion of the project. The Council will reserve the right to claw back	There may be some projects that are completed but do not meet all of the performance indicators. In all cases, the appraisal process takes into account the strength of the delivery organisation and likelihood of the project proceeding well.

	funding when the project has not been completed.	
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Appendices

Appendix A – Guidelines and application form

Appendix B – Appraisal scoring sheet

Appendix C – Summary of grants allocated.

Appendix D – Press Cuttings

Background Papers:

The Council’s Grant-Making Code of Practice.

Contact Officer(s):

Lesley Bowles, ext 7335

Simon Davies, ext 7374

**Dr. Pav Ramewal
Chief Executive (Designate)**

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Sevenoaks District Council

The Big Community Fund 2012/13
Scheme Guidelines**1 Aims of the scheme**

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

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

2 Maximum grant available

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

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

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

3 Eligibility

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

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

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

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

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4 What the scheme will fund

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

5 The Local Members' role

Local Members can:

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

6 The decision-making process

Applications will be referred to a Project Appraisal Panel made up of Members. The Project Appraisal Panel will consist of 15 Members who have been trained in appraisal techniques and who will follow an approved appraisal process. Members will sit on the Panel on a rotating basis and a minimum of 5 Members will form a quorum.

Decision-making will take account of the following:

- 6.1 The extent to which the application meets the Aims of the scheme;
- 6.2 Value for money. This will take account of the cost and benefit of the scheme, including whether the project will attract funding from elsewhere;
- 6.3 The extent to which the application has involved local people and meets an identified local need;
- 6.4 The feasibility, long-term sustainability and innovation of the project;
- 6.5 The extent to which the application is a one off project with no on-going need for running costs and the work involved is not the responsibility of the landowner or delivery organisation.
- 6.6 The extent to which the ward has already benefitted from the scheme.

Where applications are not approved, the Project Appraisal Panel will recommend clear reasons for refusal. The Panel may invite re-submission of applications if insufficient

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funds are available in any one month or if a minor change in the project would increase its chances of success.

Performance monitoring

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

Submitting completed application forms

- 8 Please note that original signatures are required on the application form.

Please return this form by post or by hand to:
Simon Davies
Partnership & Project Officer
Community & Planning Services Department
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1GP

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Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward:
2	Name of Member:
3	Name of delivery organisation: Address of delivery organisation: Name of the main contact who will be accountable for the delivery of the project: Telephone number of main contact:
4	Description of Project:
5	Total project cost: £ How will the money be spent? If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met: Amount requested from the SDC Big Community fund: £
6	Your community How have you been able to involve the local community in planning this project?

7	What is the need for the project?						
8	Long term benefits Please comment on the lasting effects of the project:						
9	The impact of your project How will you know whether the project has been a success?						
10	Ongoing costs If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded? The extent to which this project is in addition to work that is more appropriately funded by the landowner, the delivery organisation or another agency.						
11	Supporting statement from the sponsoring Local Member: Signed (sponsoring Local Member)						
12	Agreement of other Local Members that they are happy with the proposed project: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">SIGN NAMES:</td> <td style="text-align: center;">PRINT NAMES:</td> </tr> <tr> <td style="padding-top: 10px;">..... (Local Member)</td> <td></td> </tr> <tr> <td style="padding-top: 10px;">..... (Local Member)</td> <td></td> </tr> </table>	SIGN NAMES:	PRINT NAMES: (Local Member)	 (Local Member)	
SIGN NAMES:	PRINT NAMES:						
..... (Local Member)							
..... (Local Member)							
13	Declaration by project delivery organisation: I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement. SignedDate PRINT NAME: Please remember to include the following documents with your application: <ul style="list-style-type: none"> • A copy of the constitution of the delivery organisation 						

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

Sevenoaks District Council - Big Community Fund – 2012/13

Appraisal template for use by the Members' Appraisal Panel

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available		
			1	2	3	4	5	6	7	8	9			
6.1	The extent to which the application meets the aims of the Scheme	Aim 1: To make physical improvements to the area; for example this project will improve an area that people are not happy with or will introduce a new piece of equipment,											20	
		Aim 2: To strengthen local communities; for example, there will be a legacy to this project because it leaves the community with a physical or other resource that will have a lasting benefit or it ensures that local people will continue to be involved in the future,												20
		Aim 3: To help more vulnerable people in local communities; for example, this project is aimed at a particular group in the community, eg older people,												10

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available
			1	2	3	4	5	6	7	8	9	
		those who cannot travel, etc.,										
		Aim 4: To improve safety and well-being in local communities. For example, this project will help people to have a greater sense of safety, security or general well-being,										10
6.2	Value for Money	The project attracts funding from elsewhere.										10
		The project is more appropriately funded by the landowner, delivery organisation or another agency. (There is a separate calculation around the cost and benefit at the end of the template)										-50
6.3	The extent to which the application has involved local people and meets an	The planning of the project has involved local people										10
		The project meets an identified										10

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available
			1	2	3	4	5	6	7	8	9	
	identified local need	community need										
6.4	The feasibility, long-term sustainability and innovation of the project	The project is feasible, eg there is a strong delivery partner, any other required funding is in place, the project is definitely achievable. (If there are significant doubts concerning the feasibility of the project, the Appraisal Panel may wish to reject the project at this stage but will need to justify doing so.)										10
		The project demonstrates innovation – eg, this could include a new approach to an existing problem or an innovative piece of equipment										20
6.5	The extent to which the application is self-sustaining with no on-	There is no on-going need for running costs										20
		OR This project will need to be sustained in the long-term and										10

Criteria Number	Criteria Description	Detail	Applications Points Allocated									Points Available	
			1	2	3	4	5	6	7	8	9		
	going need for running costs	funding is in place											
		OR This project will need long-term input and there is no long-term funding plan in place											-50
6.6	The extent to which the Ward has already benefitted from the scheme	The fact that the ward has already benefitted is not a reason for refusal. However, where there are many competing schemes of similar value, the appraisal panel can award additional points to applications from wards who have not previously received grants.											20
		TOTAL POINTS ALLOCATED											
		TOTAL APPLIED FOR											
		COST/BENEFIT											

Appendix C

Name of Applicant	Ward	Amount Awarded	Project
September 2011			
Cllr Ryan	Hever & Cowden	£3,000.00	Replacement windows at Hever Village Hall
Cllr Mrs Morris	Hextable	£2,000.00	Power source on village green
Cllr Mrs Clark	Ash & New Ash Green	£2,500.00	Repairs to New Ash Green Youth Centre
		£7,500.00	
October 2011			
Cllr Bosley	Fawkham & West Kingsdown	£3,000.00	Construction of adiZone
Cllr Dickins	Sevenoaks Northern	£1,068.00	Litter bins at Mill Pond
Cllr Mrs Firth	Brasted, Chevening & Sundridge	£3,000.00	Resurfacing and upgrading Brasted Tennis Courts
		£7,068.00	
November 2011			
Cllr Brown	Dunton Green & Riverhead	£1,271.00	Bench, tree and a planter at White Hart Parade
Cllr Davison	Edenbridge South & West	£3,000.00	New LED Christmas lights for south end of High Street & enhancement of existing lights
Cllr Williamson	Halstead, Knockholt & Badgers Mount	£1,500.00	Halstead Queen's Diamond Jubilee events
Cllr Raikes	Sevenoaks Town & St Johns	£500.00	Replace light fittings at Sevenoaks Cricket Club
Cllr Miss Thornton	Seal & Weald	£2,000.00	Underriver Diamond Jubilee Village Event
Cllr London	Brasted, Chevening & Sundridge	£1,000.00	Torch Relay Dressing
		£9,271.00	
December 2011			
Cllr Mrs Parkin	Fawkham & West Kingsdown	£3,000.00	Install play equipment at recreation ground, Hever Road, West Kingsdown
Cllr Horwood	Eynsford	£1,000.00	Eynsfest
Cllr Horwood	Eynsford	£1,000.00	Clear additional allotment space
Cllr Mrs Ayres	Hextable	£1,750.00	Replace chairs in Five Wents Hall
Cllr Miss Thornton	Seal & Weald	£1,800.00	Olympic Torch activities in July 2012
Crockenhill	Crockenhill & Well Hill	£3,000.00	Repairs to Crockenhill War Memorial
		£11,550.00	
January 2012			
Cllr Walshe	Sevenoaks Eastern	£2,000.00	Producing "The Sevenoaks Book"
Cllr Mrs Morris	Hextable	£2,000.00	Window in the Art Exhibition Room of "The Gallery"
Crockenhill	Crockenhill & Well Hill	£3,000.00	To create a pathway connecting village hall to car park
Cllr Maskell	Westerham & Crockham Hill	£500.00	To install bollards along a track on King George's Field
		£7,500.00	
February 2012			
Cllr Mrs Lowe	Oxford & Shoreham	£2,738.99	Play equipment at Hale Lane Recreation Ground

Appendix C

Cllr Cooke	Penshurst, Fordcombe & Chidding	£3,000.00	Repairs to Chiddingstone war memorial
Cllr Mrs Hunter	Sevenoaks Kippington	£750.00	Purchase and installation salt bins
		£6,488.99	
March 2012			
Cllr Mrs Firth	Brasted, Chevening & Sundridge	£3,000.00	Replace gas heaters at Toys Hill Village Hall
Cllr Mrs Lowe	Otford & Shoreham	£2,600.00	Create a youth area and one tennis court from two tennis courts
Cllr Miss Stack	Kemsing	£3,000.00	Kemsing Boxing Club
Cllr Mrs Cook	Leigh & Chiddingstone Causeway	£3,000.00	Upgrade lighting at Chiddingstone Causeway Village hall
Cllr Mrs Dawson	Sevenoaks Town & St Johns	£1,200.00	Celebration events on Vine around Torch Relay
		£12,800.00	
April 2012			
Cllr Scholey	Edenbridge North & East	£2,000.00	Jubilee clock on Edenbridge High Street
Cllr Mrs Morris	Hextable	£810.00	Purchase of tables for Heritage Centre
Cllr Ball	Swanley wards	£1,650.00	Swanley Jubilympics Festival
Cllr Abraham	Hartley & Hodsoll Street	£2,000.00	Jubilee Festival
		£6,460.00	
May 2012			
Cllr Brown	Dunton Green & Riverhead	£1,150.00	Torch Relay & Olympic Event
Cllr McGarvey	Farningham, Horton Kirby & South	£500.00	Farningham Village Jubilee Celebrations
Cllr Butler	Kemsing	£125.00	Noah's Ark Residents Association Christmas Community Event
Cllr Edwards-Winser	Otford & Shoreham	£630.77	Otford twinning projects. NB: was awarded £700
Cllr Williamson	Halstead, Knockholt & Badgers M	£600.00	Knockholt Jubilee Celebrations
Cllr Cooke	Penshurst, Fordcombe & Chidding	£2,200.00	Repairs to Fordcombe Village Hall
Cllr Brown	Dunton Green & Riverhead	£1,500.00	Dunton Green Jubilee Celebrations
		£6,705.77	
June 2012			
Cllr Edwards-Winser	Otford & Shoreham	£2,000.00	Purchase of Speedwatch Equipment to monitor traffic
Cllr Mrs Sargeant	Swanley White Oak & St Mary's	£2,696.86	Bartholomew Park clearance work
		£4,696.86	
July 2012			
No allocations made			
August 2012			
Cllr George	Swanley White Oak	£3,000.00	Play Pens - Russet Way
Cllr Mrs Bosley	Fawkham & West Kingsdown	£300.00	Paralympic Celebration Event
Cllr Mrs Purves	Sevenoaks Eastern	£2,600.00	Cycle Racks in four locations
Cllr Mrs Morris	Hextable	£2,500.00	Parking spaces in front of Heritage Centre

Appendix C

		£8,400.00	
September 2012			
Cllr Piper	Brasted, Chevening & Sundridge	£2,750.00	Sundridge Recreation Ground playing area
		£2,750.00	
October 2012			
No allocations made			
November 2012			
Cllr Mrs Ayres	Hextable	£638.00	Upgrade stage, replace stairs and flooring at Four Wents Hall
Cllr Ramsay	Hartley & Hodsoll Street	£3,000.00	Play equipment at Woodland Avenue Recreation Ground
Cllr Maskell	Westerham & Crockham Hill	£1,000.00	Construction of town noticeboard
Cllr Edwards-Winser	Otford & Shoreham	£200.00	Purchase of 2 mobile hearing loops
		£4,838.00	
December 2012			
Cllr Maskell	Westerham & Crockham Hill	£3,000.00	Alterations to Westerham Hall
		£3,000.00	
January 2013			
No allocations made			
February 2013			
Cllr Mrs Bayley	Riverhead & Dunton Green	£2,000.00	Grasscrete geo-textile path
Cllr Mrs Dibsdall	Crockenhill & Well Hill	£1,368.00	Provision of public defibrillator
Cllr Miss Thornton	Seal & Weald	£1,737.00	Re-establish football pitch on Weald Recreation Ground
		£5,105.00	
Total allocations made to February 2013		£104,133.62	

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Edenbridge Reports

Summer 2012



Reviewing first year of the new council

Town Council chairman Clive Pearman at the 2012 Annual Town Meeting hailed the “commitment and dedication” of the majority of people in the parish who create a feeling of community and friendliness.

With a history of resilience and self-reliance, and more than 80 voluntary organizations covering nearly all aspects of local life, the town was well placed to take on any new responsibilities which may lie ahead in the move towards “localism”, he said.

The 2011 election had seen the arrival of six new faces as councillors, bringing knowledge and skills from the business world in particular, and representation

from Marsh Green for the first time in many years. The election also marked the retirement of former members Peter Deans, Liz Gray, Liz Plant, Lennox Cato, and Barry Neville-Robinson, who were thanked for their contributions over past years.

A number of Council projects had come to fruition over the year– some, such as redecoration of the Market Yard toilets, were swift to finish, others had been longer-term achievements, such as the safe walking route from Market Yard to the primary school opened last year, and the three new historic trail leaflets launched this year for visitors, to help develop tourism in the area.

Time for a summer of fun and celebrations...

Rounding off the Diamond Jubilee month the Town Council unveiled a new clock in the High Street on NatWest bank. It replaced the existing clock for King George V Silver Jubilee which was beyond economical repair, and was a project part funded by a £2,000 grant from the Big Community Fund at Sevenoaks DC. The new clock records the 2012 Diamond Jubilee of Queen Elizabeth II on one face, and the original 1935 Jubilee on the other, and was commissioned from specialist makers Gillett and Johnston based at Bletchingley. *(Pic right:) Time to celebrate with a new High St Jubilee clock*







WESTERHAM TOWN COUNCIL

**Russell House,
Market Square,
Westerham
Kent TN16 1RB
Tel 01959 562147
Fax 01959 569373**

Email westerhamtowncouncil@btconnect.com



Simon Davies,
Partnership & Project Officer,
Community Development Department,
Sevenoaks District Council, Argyle Road,
Sevenoaks, Kent TN13 1HG

25th September 2012

Dear Simon,

King George's Field, installation of bollards

I confirm that the work to install the bollards along the bank of the Bowling Club on King George's Field was completed during July. I enclose the invoice for the work, a letter of appreciation from the Treasurer of the Bowling Club, and two photographs. One of these shows the site before this work was carried out, the other once it was complete.

I am also sending you the Grant Claim Form for the Big Community Fund. Please note that although we have made the transition from being a Parish to being a Town our bank account is still called Westerham Parish Council! Please do contact me if you should need any further information.

On behalf of the Councillors here please accept our thanks for Sevenoaks District Council's contribution to this project.

With kind regards,



Christina Wilton
Assistant Clerk

Enc.

27.07.12

WESTERHAM BOWLING CLUB

Derek Edwards
Hon. Treasurer
5 Quebec Avenue
Westerham
Kent
TN16 1BJ

Telephone 01959 564482

Mrs. Christina Wilton
Assistant Clerk
Westerham Parish Council.

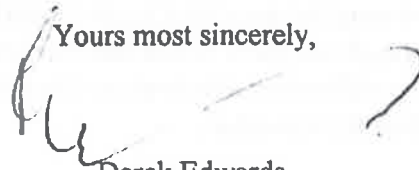
Dear Christina

King George Playing Field

The Officers, Committee Members and Playing Members would like express their appreciation and thanks to Westerham Parish Council for installing the posts along the driveway to the playing field at the bottom of the bank up to the bowling green. As you were aware the Bowling Club were very concerned about the damage being done to the bank by the parking of cars and vans in particular in the winter. The club were worried that if this practice was allowed to continue there could be severe damage to the bowling green in the course of time. If this did happen the cost to repair the green would be considerable. Major damage could involve a cost of £40,000. We are sure neither the Parish Council or the Bowling Club would desire to be involved in such expenditure.

Once again the Bowling Club would like to say how very much your support in taking the action you have is very much appreciated, and hopefully will help maintain the very good relationship that we enjoy between our two organisations.

Yours most sincerely,



Derek Edwards
Hon. Treasurer.





Eynsford Parish Council – New Allotments Project 2012



This is how the plots looked after Community Payback had cleared them.



New trench for the water pipe.



New allotment area during digging



Newly installed water trough donated by local farmer.

Eynsford Parish Council – New Allotments Project 2012



New Allotment Plots being well cultivated.

HALSTEAD JUBILEE CELEBRATIONS – IN PICTURES

The following photographs capture the spirit of a special weekend in the history of Halstead, where our village joined the rest of the country and the Commonwealth in celebration.

Preparing to party!

To host a successful party, preparation is key. A Royal Scarecrow and Bunting-making Workshop was held in Halstead Village Hall in March and run by Dot Woolder (scarecrows) and Val Dennett (bunting).



Parliament background: © Figure - Fotolia.com

Meanwhile in Halstead and Badgers Mount...

Sunday 13th May
Royal Scarecrows went on show in individual gardens around the village which was also decorated with over 2,500 metres of bunting made by local people.

Saturday 2nd June
2.00pm
Badgers Mount Residents Association held a 1950s themed event.

7.00 for 7.30pm
Tiaras & Tuxedos – and three-course meal with wine was held in a marquee at the rear of Halstead Village Hall followed by a disco. Tickets were £2.5 each.

Sunday 3rd June
10.30am
A Diamond Jubilee Service in the marquee was followed by a Hog Roast (tickets were £5 each) and Bring & Share lunch. Then on a Big Screen villagers watched The Thames Diamond Jubilee Pageant.

Monday 4th June
12 noon–4.00pm
Family Funday at Halstead Community Primary School with all Royal scarecrows on display.
7.30pm
'A Right Royal Review' by Halstead Players was held at Halstead Village Hall.
10.00pm
Lighting of the Halstead Beacon at Southdene.

Sunday 1st July
A time capsule was buried in St. Margaret's churchyard containing a copy of this booklet and other items.

Also in 2012...

27th July–12th August London 2012 Olympics.
28th October
The Bishop of Rochester to conduct Confirmation Service at St. Margaret's Church.

The Scarecrows

In the two or three weeks before the Jubilee weekend the over 40 scarecrows could be seen all around the village at the houses of the people who created them. On Monday 4th June they all came together to be displayed at the village Fun Day where they were judged.

Queen Elizabeth I won Joy-Ann Hemmings of Oiford Lane a Highly Commended prize.



The Spurrer Family of Station Road were awarded Highly Commended for Jim Royle of BBC's The Royle Family.



Members of the Herbert family of Knockholt Road and friends celebrating First Prize (Juniors) for their King Harold scarecrow.



Chrissie Blundell of Church Road won First Prize (Adults) for her Pearly Queen which she made from scratch. All the embellishments were hand-sewn - it must have taken ages!



'The Queen' presenting Edna Parker (centre) and Anita Wilkins (right) with a Highly Commended for Queen Victoria who was displayed in Meadway.



Fun Day

On Monday 4th June a Village Fun Day was held on the playing field of Halstead Community Primary School. The programme included tug of war, egg and spoon races, face painting and a 'Name the Bear' contest. Crowds were entertained with children from Primary School singing 'God Bless The Queen'. Jean Peel was made a Honorary Dame by 'The Queen' (Barbara Jones) for her services to Halstead in organising the Jubilee weekend events.



IN SHAPE MAGAZINE
MARCH 2013

Big Community Fund is a hit with residents

Kemsing Boxing Club looks to be going the distance since it opened its doors last May thanks in part to a grant from our Big Community Fund.

The Club was the brainchild of life-long boxing fan Kenny Libretto. His vision was to set up a club that was accessible to young people from every background.

Kenny contacted one of his local District Councillors, Lorraine Stack, and last April she secured £3,000 from Sevenoaks District Council's Big Community Fund to pay for equipment, including head guards, gloves and punch bags.

The Club meets three times a week at St Edith Hall and has 25 regulars aged eight to 26 charging just £2 a session, making it affordable for most people. Sessions are run by qualified boxing trainers, including Kenny and his fitness trainer Simon Kingy.

Kenny Libretto told In Shape why he set up the club, and why it's proving so popular: "Being local I could see there was a need for extra activities for youngsters and, with my love of boxing, this seemed the ideal thing.

"We offer youngsters a fun, safe environment where they can channel their energy in a positive and constructive way. Thanks to the two councils' funding, the young people do not need their own expensive specialist equipment - they can just turn up and train.



"I've been overwhelmed by the community's support. Many locals are giving up their time and raising money and without them, the club would not be possible.

"We're now running at full capacity so we're looking at options to expand to keep up with demand. In less than a year we've already produced winners and in January we held our first ever boxing tournament for clubs in the area."

Cllr Lorraine Stack adds: "This has been one of my most proud achievements since I was elected in 2005. The Club appeals to many and is affordable and accessible to most children, whatever their parents' income or background."

The club is also popular with the community, including the local PCSO, and since it began there's been a reduction in anti-social behaviour in the village.

The Big Community Fund was launched in 2011 to offer local people, groups and town and parish councils funds for local improvements.

Since its beginnings, we've made nearly £100,000 available to 53 local projects. Applications are made via a local District Councillor and grants worth up to £3,000 for individual projects are available. Neighbouring Councillors bid for up to £6,000 for joint projects.

To be successful, applications should demonstrate the benefits to the community, value for money, how locals have been involved and long-term sustainability.

For details of the Big Community Fund visit www.sevenoaks.gov.uk/bcf. To contact your local District Councillor go to www.sevenoaks.gov.uk/councillors or call us on 01732 227000.



Cash grant to fund repairs for centre

A YOUTH centre, which has 700 people pass through its doors each week, will receive £2,500 for urgent structural repairs.

Money from the Big Community Fund will be used to make essential improvements to the roof, doors and windows of the hall in New Ash Green.

Carol Clark, councillor for Ash and New Ash Green, put in a successful bid for the sum and thinks the youth centre is very deserving.

"It is at the heart of the community and we need to make sure that it stays open," she said.

"Members of the community recognised the need for the community centre about 30 years ago and that was the reason it was built. This money will keep it going."

Organised

The venue in Ash Road is home to many organisations such as a pre school, dance clubs, an elderly lunch club organised by the parish council and also HAWK (Harley, Ash and West Kingsdown youth project).

HAWK provides services for those aged between 11 and 25 and leader Matthew Butt said: "It's a massive amount of money to be given to us and it's really needed because the centre has been in need of financial support for a long time. It's the hub of the community."

The money will be used to fix a leak in the roof causing damage and damp, and to replace rotted windows and doors, some of which can no longer be opened.

Dawn Hunt, manager of the pre-school which uses the facility, said: "We are really pleased - the place has needed money spent on it for a long time. It has been a part of the community since 1976, and everybody in New Ash Green paid for a brick back in the 70s."

For more information about the Big Community Fund visit www.sevenoaks.gov.uk

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Press release

Residents worried housing plan unsuitable for village

Application is lodged to build four homes on site of Georgian pub

Application for two detached and two semi-detached houses on green-belt land that worries residents.

Appeals

Genma Wilson, 29, recently moved to Church Road and was attracted by the listed buildings and proximity to countryside.

"I'd definitely want them to keep the appeals of the area - I have a young baby and it's nice to go walking up behind there, it would be a shame if they ruined that view and the public foot-



BUILT ON: Sunbridge House

path," she said. Sunbridge Parish Councillor Michael Stokes said that while Mr Joseph Kong, the applicant, had

outlined his proposals to the council, no formal application had been received and so he could not comment on their behalf.

Regret

However, Mr Stokes did say: "One expresses regret that the pub closed initially and that the restaurant could not survive financially. It was an asset and also brings losses of employment."

"The public footpath is also an important aspect as it is well used and provides one of the best views in the village."

The theme of retaining the village's character was again repeated by former Sundridge Parish Council chairman Nick White, a Main Road homeowner.

Mr White said: "Although it's not a beautiful or listed building, we ought to make sure everything is in keeping with the aesthetics and character of the village and it looks as though this latest proposal has gone way beyond that."

The application can be viewed on Sevenoaks District Council's website, where comments in objection or support can be made.

7 October 2011

Grant cash windfall will aid hall repairs

HEVER Village Hall has received a boost with the news it is in line for a cash windfall.

The hall is to receive a £3,000 grant under Sevenoaks District Council's Big Community Fund after it was put forward by the council's member for Hever and Cowden, Gerry Ryan.

The money will pay for replacing double-glazed windows because the current frames are rotting away.

The fund makes grants worth up to £3,000 available to help fund community projects and improvements.

Councillor Pat Bosley said: "The Big Community Fund has got off to a good start.

"We look forward to receiving further applications."

Applications for awards are made by Sevenoaks district councillors.

Anyone with ideas for worthy

causes should contact their councillor by visiting www.sevenoaks.gov.uk/ councillors or calling the council on 01732 227000.

Councillors then bid for fund grants on behalf of residents, community groups and parish councils.

A panel evaluates the applications once month.

The next deadline for nominations is November 7.



'GOOD START': Councillor Pat Bosley

Press release

Page 3



TEAM EFFORT: Traders hope to launch the loyalty card this month

The non profit-making project, backed by the Courier and supported by Sevenoaks District Council, is modelled on a similar scheme in Sevenoaks.

Traders pay £40 a year to be part of the scheme. They will receive a start-up pack with professionally-designed loyalty cards, a stamp and a window sticker saying they are a participant.

The Eden Valley scheme will launch this month and the first prize draw will take place at the start of December.

The intention is to expand soon after to Westerham, and encompass corner shops and stores in other villages in the Eden Valley.

To find out more contact edenvalleychamber@gmail.com

Front Page

Youth clubs in need of your voice

TIME is running out to get involved in a public consultation on changes to youth services.

Under plans put forward by Kent County Council, the number of employees working in youth services could be cut from 234 to 169.

The plans also propose cutting the number of youth centres across the county and replacing them with a new "youth hub" in each district.

The new youth hub in Tonbridge and Malling is being proposed for Avebury Avenue Adult Education Centre.

The Sevenoaks district youth hub is being planned for The Junction in Swanley, and the location of Tunbridge Wells' youth hub has not yet been identified.

The consultation will close on October 29. To participate, visit www.kent.gov.uk

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Traders to reward the loyalty of customers

A LOYALTY card scheme for Edenbridge shoppers is set to start this month.

The Eden Valley Chamber of Commerce has revealed details of the scheme, which aims to boost local trade by rewarding shoppers for spending money in the town.

Shoppers can get a card stamped whenever they spend above £10 at participating businesses, to a maximum of three stamps in any purchase. When all six boxes are filled, the cards can be dropped in to collection points at Magnolias or Edenbridge Florist.

Each month, a draw will be held and the winner will receive £50 of local shopping vouchers.

Front Page

Move to let toilet block go down the pan

EDENBRIDGE: Permission is being sought to convert an unused public toilet into an office.

The toilet building, which was decommissioned some years ago, would become a single lock-up office if permission is granted.

The toilet block is next to the main road roundabout beside the River Eden.

Sevenoaks District Council aims to make a decision by November 10.

Page 3

Dartford & Swanley News Shopper

12 October 2011

Speak out on open spaces in need of protection

SWANLEY residents are being asked to comment on open spaces which they feel need protecting.

The information is being collected as part of an open space allocations consultation run by Sevenoaks District Council.

The consultation is looking at areas greater than 0,2 hectares in

size which are not protected by the green belt or green belt planning policy.

Included on the list is the Swanley recreation ground play area and Bartholomew Way Park.

Other examples include churchyards, allotments and community gardens.

Protecting and retaining open spaces in areas not covered by green belt is seen as high priority for many.

The consultation is open from September 22 to November 3 and can be viewed at sevenoaks.gov.uk/ldfconsultations or in any of the districts libraries.

Press
release

Page 3

Solar plan for farm

SOLAR panels could be installed at a farm with a play area to help encourage children to be greener.

Guardtop Ltd, which owns Johnsons Farm in New Ash Green, has applied for permission to put 15 photovoltaic panels on the roof of its playbarn.

Sevenoaks Council is due to decide whether to allow the application in November.

Visit the planning pages at sevenoaks.gov.uk and search 11/02455/FUL to see the plans in full.



Page 4

Cash on offer to groups

COMMUNITY groups are celebrating after receiving cash from Sevenoaks District Council.

The council's Big Community Fund makes up to £10,000 a month available for projects. District councillors bid for the cash on behalf of residents, groups, and parishes.

Hextable will be a brighter place thanks to a successful bid for £2,000 from Councillor Dee Morris. The cash will go toward a permanent electricity supply to the village green to power Christmas lights.

Councillor Carol Clark, who represents Ash and New Ash Green, also successfully bid for £2,500 for urgent repairs to the New Ash Green Youth Centre.

The next deadline for applications is November 7. For information, visit sevenoaks.gov.uk/councillors or call 01732 227000.

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Press
release

Households which have not returned electoral registration forms face losing right to vote

SWANLEY residents can expect a knock at the door from the council if they have not returned their electoral registration forms.

The documents were sent out in early September and if they are not returned, people could lose their right to vote.

From October 14 Sevenoaks District Council will send out electoral canvassers who will collect forms

and answer any questions from people who have yet to respond.

Those whose details have not changed since they last registered can reply online, by text or free phone. Details are on the forms.

If you have not received the form, e-mail elreg@sevenoaks.gov.uk or call 01732 227000.

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Press
release

Sevenoaks Chronicle

26 January 2012

Disco will improve security

■ From page 1

Former district councillor Rachel Chard, who has children at the school, branded the incident as "disgusting". She added: "I have no concerns about the safety of my children under the school's care but people need to be aware this sort of thing goes on, even in Sevenoaks."

Warning

RocknRoller Disco refused to speak directly to the Chronicle but put a message on their Facebook page warning their clients about the incident.

It said: "A Word Of Caution. One of our staff's children was approached

within the centre at Sevenoaks.

"She was smart enough to get away but please be aware.

"With immediate effect there will be more security on hand at all RocknRoller events.

"It's an isolated incident, but one which we feel you should all be made aware of.

"Rest assured, all skaters' safety, both on and off the rink is paramount to us, and anyone crossing that line will be dealt with accordingly."

A spokesman for Sencio said: "We are working with the police to ensure all necessary measures are being taken to help this investigation."

Lake oil leak

SEVENOAKS: Residents around Bradbourn Lakes reported an oil leak in the water yesterday (Wednesday) and Tuesday.

The water is fed by a combination of rainfall, ground water springs and a culvert by Lake View Road. Sevenoaks District Council pumps more in dry weather.

Council officials told the Chronicle they are aware of the situation and have reported it to the Environment Agency.

Media enquiry

Page 3

Dunton Green

SPD consultation

SEVENOAKS District Council is conducting a consultation on the

Draft Residential Character Area Assessment SPD.

This document sets out to define the character of local residential areas and provide design guidance for areas including Dunton Green. It is important that residents view and comment on this assessment.

The Dunton Green portion of the document is on the Parish Council website, www.dgpc.org.uk, for residents to view and comment on. The closing date for comments is Thursday February 16.

Page 30

Press release

■ It seems district councillor Ian Bosley should have gone to Specsavers - at a Sevenoaks District Council meeting last weekend, he invited a female colleague to speak, addressing her more than once as "sir".

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Page 3



£5k boost for projects from fund

MORE details have emerged about the latest round of Sevenoaks District Council's local grants.

Last month's Big Community Fund decisions include £3,000 for a Thumper Tower addition to the recreation ground in West Kingsdown.

The idea for the multi-level apparatus, which includes classic playground features like swings and monkey bars, came from a young district councillor Faye I... n held recently with local schoolchildren and the parish council.

In addition, Seal and Weald district councillor Julia Thornton has been awarded £1,800 to help celebrate the Olympic Torch passing through to Seal on July 20.

SDC leader Peter Fleming said: "We've received a record number of applications for a wide range of community improvements and activities. I am very pleased that we've been able to provide funding for these exciting proposals."

■ For more information about the Big Community Fund visit www.sevenoaks.gov.uk/bcf

Page 9

Press release

Mayor has your cash

LAST week's Sevenoaks Town Council budget meeting exposed the fraud at the heart of local government finance. Tory town councillors who are also county and district councillors, stood up and boasted about how Kent and Sevenoaks District had frozen their council tax for 2012. What they failed to mention was the central government money they are given to do it!

So for example, Kent is getting £14 million from the Treasury to freeze its tax level. But we residents of Kent are paying for it through higher VAT and extra government borrowing. Just remember that when the council tax bill falls through the letter box!

Sevenoaks Town Council has no such cosy deal available. So to freeze council tax, the Conservative leadership has decreed that grants to voluntary and community bodies must be cut. Support to volunteers next year will be down by 15 per cent.

In real terms, allowing for inflation since 2006, community grants have been cut by 30 per cent.

But they still found money to raise the mayor's funding. This has gone up by 69 per cent since 2006, to almost £7,000.

So the message to volunteer groups in 2012 is clear. If you invite the mayor to an event, ask for a £100 entry fee.

He's got the money you are missing.

Tony Clayton
Bayham Road
Sevenoaks

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Page 49



page 16

New playground wins £3k grant from district council

Groups and projects encouraged to apply for share of special fund

By **Harriet Cooke**
harriet.cooke@sevenoaks-chronicle.co.uk

OTTORFORD village has been given a grant of £3,000 towards a new playground.

The funding from Sevenoaks District Council's Big Community Fund was set up last year to help worthy projects across the area.

District councillor Michelle Lowe successfully secured £3,000 from the pot for a play facility intended for two to eight-year-olds.

The planned new £36,000 project, in Hale Lane Recreation Ground, will also cater for the needs of disabled and visually impaired users.

It has been designed with the input of residents and will meet the need of a junior play area within easy walking distance of the village.

The project, led by the parish council, has already secured fundraising continues.

Richard Knight, chairman of the recreation committee, said: "We had to raise 11 per cent of the total amount before we could make a big application, and now we have exceeded that."

The Kippington area is also soon to benefit from the fund after

a successful bid by Avril Hunter for new salt bins.

Costing £750, the bins mean residents can help themselves during icy conditions.

They will be located by nine steep roadsides and will each have designated "road representatives".

The community will contribute to the total cost of the bins and buy their own salt.

The project is being managed by the Redlands Residents' Association.

Cllr Pat Bosley, cabinet member for community grants, said: "We are delighted at the response we have received and are looking forward to seeing these worthwhile projects being put into action."

Ideas

Residents, groups, and local people with ideas for the Big Community Fund can find out how to make an application by getting in touch with their district councillor.

Their contact details are available at www.sevenoaks.gov.uk/ councillors or by calling 01732 227000.

For more information about the Big Community Fund visit www.sevenoaks.gov.uk/bcf

The deadline for the next applications is April 2.



DELIGHTED: Pupils from Otford School at the Hale Lane recreation ground where the new play area will be built

press release

Sevenoaks Chronicle

7 June 2012



Projects benefit from community fund cash windfalls

MORE villages have benefited from Sevenoaks District Council's (SDC) Big Community Fund cash windfalls.

The authority's initiative makes available pots of money for local projects.

District councillors, on behalf of their wards, must apply to SDC with details of how the money would be used.

The latest round of grants are largely Diamond Jubilee and Olympic-themed.

Dunton Green received £1,500 to help stage a free Jubilee community entertainment event, with the remaining £1,150 going towards the purchase of street decorations, facilities and a memorial plaque to commemorate the Olympic Torch passing through Riverhead on July 20.

Meanwhile, councillor John Edwards-Winsor has been granted £700 to help commemorate the joining of Otford with its town Neufchatel-Hardelet in France.



COMMEMORATION: Julia Thornton on Underriver's new Jubilee bench

The money awarded from May's round of grants will be put towards new gateway signs and framed certificates declaring the twinning of the towns.

And Cllr Gary Williamson successfully secured £600 to help towards Knockholt's Jubilee celebrations.

Looking further ahead is Kemsing's dis-

trict councillor Mark Butler, who has secured £125 to go towards the Noah's Ark Resident Association's Christmas community event.

The money granted from May's Big Community Fund will help pay for insurance and the cost of an electrician, allowing this year's event to take place as planned.

Lastly, Farningham, Horton Kirby and South Darenth's councillor Philip McGarvey was granted £500 from May's Big Community Fund for Farningham's Jubilee celebrations.

Residents, groups and local people who would like to bid for a share of the Big Community Fund can find out how by getting in touch with their local district councillor.

Councillors' contact details are available at www.sevenoaks.gov.uk/councillors or by calling 01732 227000.

Press release

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Sky ride for all cyclists

RESIDENTS of Sevenoaks are invited to get on their bikes to join in a celebration of cycling.

Sky Ride, a national campaign from Sky and British Cycling, is being run in the area and aims to inspire and help everyone, regardless of their age or ability to cycle.

A programme of free rides with routes throughout Sevenoaks district is available and rides fall into four categories of difficulty: Ride Easy, Ride Steady, Ride Well and Ride Strong.

Sky Rides in the Sevenoaks area are co-ordinated by Sevenoaks District Council as part of the Paralympic Games road cycling event being held in the district in September.

Cllr Pat Bosley, the council's cabinet member for community wellbeing, said: "This is a bril-

liant opportunity for local residents to take advantage of a national scheme and embrace cycling in the year of the Paralympic Games coming to the District."

Places are limited to approximately 30 people per ride and are expected to fill up quickly, so interested residents are advised to book places as quickly as possible.

The next rides in the Sevenoaks area are Ride Easy - a spin around Knole Park and Ride Steady - a ride from New Ash Green to Stanstead, both on August 12.

For more details or to book a place on a ride, visit www.goskyride.com and search for Darent Valley on the Ride Finder or go to the Sevenoaks Cycle Forum website.

Alternatively, call the district council on 01732 227000.

Press release

Page 26

8 June 2012

Jubilee clock to be replaced

EDENBRIDGE: The town's historic clock will be replaced after two councillors managed to get funding from Sevenoaks District Council.

District councillors John Scholey and Jill Davison received £2,000 from the Big Community Fund to replace the broken clock which has hung from the Natwest Bank building in the High Street since 1935.

The clock was put there initially to celebrate King George V's Silver Jubilee. The new clock will be revealed as part of the upcoming summer festival and will celebrate both that Silver Jubilee and the current Diamond Jubilee.



press release.

page 3

Dartford & Swanley News Shopper

25 July 2012



Councillors' successful bid for park funds

TWO Sevenoaks District councillors have secured a grant of £2,700 for improvements to Bartholomew Park in Swanley.

Swanley White Oak ward councillor Janet Sargeant and Swanley St Mary's ward councillor Mark Fittock applied for the grant from the council's Big Community Fund.

It will be spent on a new bench and a bollard at the entrance to improve security with the remainder being put towards the cost of trimming the shrubs.

Cabinet member for community grants Councillor Pat Bosley said: "This month's applications continue to show how people are working with their district

councillors on projects which will benefit their communities."

The deadlines for the next applications are August 6 and September 3.

To bid for a share of the Big Community Fund, call your district councillor on 01732 227000 or visit the website at sevenoaks.gov.uk/councillors



Cllr Mark Fittock

page 11

Press release



Speed gear catching dangerous motorists

Volunteers in Otford on the streets to monitor traffic

By Kirsty Grimes

kirsty.grimes@sevenoaks-chronicle.co.uk

NEW fears have been highlighted over dangerous traffic in Otford after a neighbourhood group took the streets with a speed mon-

Volunteers from Otford Parish Council carried out checks on passing cars by the village station last Thursday.

Between 6.30 and 7.30pm, they recorded more than 60 vehicles travelling above the 30mph limit.

District councillor and parish council chairman John Edwards-Winsor said: "That evening we caught 60-plus offenders speeding at over 36mph, which is the reportable speed to the police.

"A fair number of them were driving at more than 45mph, and police send notices to offenders that break the limit like that.

Safety

"All of this was recorded in a 30mph zone and all within one hour.

"This shows how important it is to carry out speed watch, it is for the safety of the community.

"We now have 12 police-removed sites in Otford and once the word gets around I'm sure traffic will slow down."

He added the equipment was bought thanks to Sevenoaks District Council's Big Community Fund, which gave the group £2,000 to buy portable signs that monitor the speed of passing motorists.

Otford Parish Council, The



SPEED WATCHERS Cliff Ward, John Edwards-Winsor and Sue Stephenson

TWLD20120731A-002_C

Otford Society and the Historical Society also contributed towards the equipment.

The figures were revealed just a week after a horror crash in nearby Otford Road at lunchtime on July 21, which gridlocked traffic in the village for hours.

The Speedwatch group are also concerned about traffic on Sev-

enoaks Road, near to where the accident happened, and intend to investigate speed on this stretch.

A 51-year-old man from West-erham died in the collision.

Police are still investigating the incident, although there is no suggestion the accident was caused by excessive speed.

Brian Brauns, of The Old Walk,

Otford, suffered a punctured lung and shock in the crash.

His Sevenoaks Rotary Club colleague John Carrie, of Pilgrims Way East, Otford, said: "He is still in hospital but is progressing satisfactorily."

■ **What do you think of traffic in Otford?** Write to reporters @sevenoaks-chronicle.co.uk

page 7

Sevenoaks Chronicle

20 September 2012



Grants for community will bring cycle boost

POTS of cash have been handed out to village projects.

Sevenoaks District Council's (SDC) Big Community Fund aims to make surplus money available to benefit residents and delegates amounts to communities looking for a windfall every few months.

Applicants must have the support for their local district councillor before entering.

The latest winners include the eastern ward of Sevenoaks, where £2,600 has been awarded to councillor Elizabeth Purves and the Hollybush Residents Association for eight bike racks.

The new racks will be at Hollybush Recreation Centre and aim to boost cycling in the area after hosting the Paralympic Games Road Cycling event.

Increasing the number of bike facilities is also in line with the Sevenoaks District Cycle Strategy.

Legacy

In addition, to further commemorate the legacy of the Paralympic Road Cycling event held in West Kingsdown, Cllr Pat Bosley has been awarded £300 to enable the parish council to buy a plaque to mark the occasion.

The plaque will be made by a local wood-turner and will be positioned in the entrance of the new village hall to be built on part of Gamecock Meadow.

The plaque will commemorate the Paralympic Games and cycling, with local primary school children involved in the design.

Swanley White Oak and Hextable also received handouts in the latest draw.

Peter Fleming, the leader of the council said: "All of these applications have had input from local communities and it's inspiring to see them applying for funds to improve their areas."

Residents, groups and local people who would like to bid for a share of the Big Community Fund should contact their local district councillor.

■ Their contact details are available online at www.sevenoaks.gov.uk/ councillors or by calling 01732 227000.

Press
release

Sevenoaks Chronicle

1 November 2012



GRANTED: The under 13s team at Chipstead Football Club

Recreation site receives a cash grant

A BELEAGUERED recreation ground will receive a much-needed makeover courtesy of a local grant.

Young footballers at Chipstead can now look forward to playing on new small-sized pitches following the £2,750 boost.

The grounds in Sundridge Rec have been vandalised countless times over the past year, and young footballers were being intimidated by older children.

Chipstead FC now plans to set up new under 7s and under 9s teams as a way of introducing more young people to the sport and it is hoped the new pitches will offer a safer environment for the young players.

Club chairman Alan Black said: "We're all very pleased about the grant - the parish council has been through some really tough times with the rec and we appreciate their help.

Intimidation

"Obviously, I'm hoping the new pitches will put an end to any intimidation to the younger players.

"We can't say for sure this will help, but we are looking at it very positively."

The total cost of the makeover is expected to be £5,750. The grant of £2,750 came following a bid to the Sevenoaks District Council Big Community Fund by Robert Piper, who represents Brasted, Chevening and Sundridge.

This money will be used to clear and level a derelict play area, so that the site can be seeded for the new pitches.

Additional security measures will also be installed to monitor the entire area.

■ Residents or groups who would like to bid for a share of the Big Community Fund should contact their local district councillor.

Individuals' contact details are available at www.sevenoaks.gov.uk/ councillors or by calling 01732 227000.

Extension to primary questioned by council

A PROPOSED extension to a Sevenoaks school has been thrown into doubt by the town council.

Members of the authority expressed concern over traffic congestion near Lady Boswell's Primary School.

The school in Plymouth Drive, Sevenoaks, is one of four in the district selected by Kent County Council to consider taking more pupils on a permanent basis.

It has been determined there is not enough educational availability to meet the number of school-age children in the district.

Numbers for Lady Boswell's could soar from 210 to 420 within seven years.

Councillors objected during the public consultation over the future of both Lady Boswell's and Sevenoaks Primary School, noting "the current road network" around the former "lacks the capacity to meet the increase in traffic movements which would result from the expansion", according to town clerk Ann White.

Councillors suggested that negotiations be entered into with Sevenoaks District Council to permit parents and guardians to park in the nearby SDC-owned car park, which has a direct access route through to the school, during drop-off and pick-up times, thus bypassing Plymouth Drive entirely.

However, they supported the expansion of Sevenoaks Primary School subject to the provision of an on-site turning area to alleviate the current congestion in Bradbourne Park Road during peak drop-off and pick-up times.

Page 10

Cycle commuters totally disregarded

ONE item looked forward to each week in the Chronicle, is discovering which item of local absurdity Christine Mackinnon has turned her acerbic journalistic skill to in the current issue. This week was a delight, where she contrasted the concert hall-like atrium at Sevenoaks station, with the removal and almost hiding of functional items like ATMs.

If Christine were to join the growing number of those who cycle to the station, she would in addition become aware of what amounts to utter disregard for the needs of cycle commuters in the station refurbishment.

Prior to the station revamp, the Sevenoaks Cycle Forum on a number of occasions asked that the cycle parking capacity be drastically increased.

This was in recognition that the facilities were inadequate and cyclists were dependent on the railings by the station to secure cycles.

It became all the more poignant when it looked as if Sevenoaks District Council (SDC) was going to remove most of the railings.

We rejoiced when it was announced that the storage space at the station was going to be increased to 300 cycles, and awaited the arrival of high quality, well designed and built, twin tier cycle racks on a par with those installed at many London stations.

The rejoicing soon ended though when the racks arrived and were installed.

They were not of the high quality seen in London, but a rather shoddy copy with a number of basic design flaws.

We succeeded in getting minor modifications to overcome the worst of the defects, but in essence Sevenoaks cyclists have been short-changed by the quality of cycle parking installed.

Further, the cycle forum has received a number of reports of how the upper racks descend without warning when loaded with a bike.

It is a considerable danger for anyone nearby.

It would seem that Network Rail are not prepared to discuss this dire situation any further.

Meanwhile, I would like to express on behalf of many cyclists our appreciation to SDC for not removing the expanse of railings around the station, as they are providing a much valued cycle securing facility, far superior to that supplied in the station refurbishment.

Reg Oakley
Nightingale Road
Kemsing

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page 3 Press release

1 November 2012



Recreation ground given revamp grant

Parish council secures £2,750 for football pitch

By Alice Hemmings

alice.hemmings@sevenoaks-chronicle.co.uk

A BELEAGUERED recreation ground is to receive a much-needed makeover courtesy of a local grant.

Sundridge Parish Council has successfully applied for a cash injection of £2,750 to spruce up Sundridge rec following months of antisocial behaviour from local youths.

The grounds have been vandalised countless times over the past year, with young footballers being intimidated by older children.

But thanks to Sevenoaks District Council's (SDC) Big Community Fund, new football facilities at the ground will be put in place.

Secured

District councillor Robert Piper, who represents Brasted, Cheyening and Sundridge, secured the funding, which is proposed to be used for creating a new dedicated playing area for younger boy and girl footballers at a total cost of £5,750.

Chipstead FC plans now to set up new under 7s and under 9s teams as a way of introducing more young people to the sport.

Club chairman Alan Black said: "We're all very pleased about the grant – the parish council over there have been through some really tough times with the rec and we appreciate their help.

"Obviously, I'm hoping it will put an end to any intimidation to the younger players. The problem really comes in the evening when there are 20 or so youngsters with just one manager.

"At the weekend, when there are parents there, it is easier to manage.



READY TO PLAY: The under 13s team who train at Sundridge recreation ground

"We can't say for sure this will help, but we are looking at it very positively."

Although Sundridge Recreation Ground has two full-sized football pitches used frequently by older junior, senior and veteran teams, young children under the age of 10 have previously been unable to partake in the sport due to regulations stating that younger players must play on smaller pitches.

The funding granted by the District Council along with funding from the Par-

ish Council, will be used to clear and level a derelict play area, so that they can then seed the site for the new ground. Additional security measures will also be added to the area.

Residents, groups and local people who would like to bid for a share of the Big Community Fund should contact their local district councillor.

■ Their contact details are available at www.sevenoaks.gov.uk/councillors or by calling 01732 227000.

Page 5

Press release

Parking not the big issue we thought?

■ Comment on Mixed fortunes for pre-Christmas trade from page 3

THERE was a mixed reaction from traders to the great Christmas rush.

With free parking on offer, the much-anticipated shopfest did not materialise for some store owners. Others in Sevenoaks say it brought many to the party and they were rushed off their feet.

It seems the great Sevenoaks issue - town centre parking - might not be the sole solution to traders' woes.

Page 2

Business owners' free conference

WEST KENT: A free conference is being held for the county's business owners.

The intention is to provide a forum for people to meet, hear from and question people working in economic development at a national, regional and local government level.

Sevenoaks MP Michael Fallon will be the keynote speaker at the event, called Stimulating Economic Growth, while Sevenoaks District Council leader Peter Fleming is chairman.

It will be held at the East Malling Conference Centre, from 9.30am to 1pm on January 18, and there will be numerous other speakers.

Anyone who wishes to attend the event can register their interest at www.eventzilla.net

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Page 7

Local projects receive total of £5,000

COMMUNITIES in Sevenoaks have received a share of £5,000 in grants for local projects.

The money has been dished out by Sevenoaks District Council in the latest round of the Big Community Fund.

Hartley and Hodsoll Street ward has been awarded £3,000 for new play equipment at the Woodland Avenue Recreational Ground for young children.

Pupils from Hartley Primary School said they wanted a new play area and used the project as part of their citizenship curriculum.

Hartley Parish Council and Hartley Community Group hope to provide equipment for under eights and children with special needs, and will be organising fundraisers.

The play area will include a climbing frame with slide, swings, a roundabout, a rocker and spinner,

and an adventure trail.

Otford and Shoreham ward has bagged £200 towards a project to provide and install hearing loops and train staff in their use.

The money will be used to buy equipment for the reception desk and the meeting room at Otford council offices to improve access for residents with hearing disabilities.

Pat Bosley, the council's member for the Big Community Fund, said:

"All of these applications will benefit their local communities and it is motivating to see so many local groups keen to improve services and facilities in their local areas."

Westerham got £1,000 for a notice board and Hextable was handed £638 to improve the stage at the Five Wents hall.

■ Any residents or groups who would like a slice of the fund should contact their local councillor.

Page 30

BIN men are working over the busy festive period meaning minimum disruption for residents in Sevenoaks.

The district council's refuse crews are working between Christmas Day and New Year to keep the town clean and avoid a backlog of collections.

In most cases the collections will be one day later than usual with one collection, December 25, delayed for a week.

■ December 24 collection will not be changed.

■ December 25 collection delayed until January 2

■ December 26, 27, 28 collections will be a day later

■ December 31 collection will not be changed

■ January 1, 2, 3, 4 collections will be a day later.

■ Residents should put out rubbish sacks by 7am on the revised collection days. For more information call 01732 227000 or go to www.sevenoaks.gov.uk/refuse



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MY OLD MAN'S A SANTA: Refuse collectors Tony Miles and Paul Constable

Press release

Press release

PROVISIONAL OUTTURN 2012/13 AND CARRY FORWARD REQUESTS

Cabinet – 6 June 2013

Report of the: Chief Executive Designate

Status: For Decision

Also considered by: Finance and Resources Advisory Committee – 4 June 2013

Key Decision: No

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 Cabinet: That:

- (a) the Revenue ‘carry forward’ requests totalling £35,066 as set out in paragraph 13 of the report be approved; and
 - (b) the capital carry forward requests totalling £572,102 as set out in paragraph 15 of the report also be approved.
-

Introduction

- 1 Provisional Financial Outturn figures for 2012/13 are attached at Appendix A. These results will be presented to the Finance and Resources Advisory Committee at its meeting on 4 June 2013.
- 2 The report also sets out the requests to carry forward unspent budgets into 2013/14 for Revenue and Asset Maintenance items. In practice any items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2013/14.
- 3 2012/13 was the second year of a four-year savings plan, which set out to achieve savings of £4 million over that period. It is pleasing to report to Members that a provisional favourable variance of £294,000 has been achieved. Revenue carry forwards of £35,000 have been requested; if these are approved the favourable variance will reduce to £259,000
- 4 At the end of February the forecast outturn (which took account of likely carry forward requests) was a favourable variance of £136,000. Since then, a review of the cost sharing arrangements for the Revenues and Benefits partnership has taken place leading to an increased contribution from Dartford Council. The provisional outturn position is £123,000 better than the February forecast.

Agenda Item 7

- 5 The figures above all take into account the supplementary budget of £15,000 approved during the year for Christmas car parking.
- 6 It was approved by Cabinet on 7 February 2013 that any favourable variance achieved on the 2012/13 budget be put to the Budget Stabilisation Reserve.

High Level Analysis of Results

- 7 **Partnership Income:** Reviews of the cost sharing arrangements for the Dartford Environmental Health, and Revenues and Benefits partnerships have taken place. This has led to an increased share of the cost of Revenues and Benefits being paid by Dartford.
- 8 **Pay costs (£183,000 underspent):** Actual expenditure is below budget due to some vacancies and staffing restructures following the departure of senior managers.
- 9 **Income from fees and charges (£330,000 unfavourable on major income sources):** Development Control, Building Control, Land Charges and Car Parking income budgets showed adverse variances during 2012/13, and these remain risk areas for 2013/14. During the year, the operators of the Swanley and Sevenoaks markets went into voluntary liquidation leaving two months rent unpaid. The unpaid rent has not been included as income for 2012/13. The market continued to operate but with a reduced weekly payment from the interim operator.
- 10 **Direct Service Trading Accounts** show a surplus of £73,000 at the year end, which is £9,000 better than the budgeted surplus.
- 11 **Interest and Investment Income** was £117,000 better than budget. This was due to the Council holding higher balances than budgeted, which has increased investment income.
- 12 The latest information from CIPFA regarding the £1m Landsbanki investment is that authorities should now account for a 100% return although this will continue to be reviewed.

Revenue Carry Forward Items

- 13 There are two Revenue carry forward requests. Further details including the implications of not carrying forward these budgets are set out at the end of this report.

No.	ITEM	HEAD OF SERVICE/SERVICE MANAGER	£
A1	Asset Maintenance – Argyle Road Dormers	ICT	27,813

Agenda Item 7

A2	Licensing Partnership IT – Online forms	ICT	7,253
	Total		35,066

- 14 The Asset Maintenance budgets for Argyle Road was underspent by £27,813 because a part completed project was delayed due to bad weather in March. Prior to 2011/12, any unspent budgets for Asset maintenance would have been returned to the Asset maintenance fund. From 2011/12 onwards there is no longer a separate fund. It is requested that the unspent balance for this specific project be approved for carry forward to 2013/14.

Capital Programme

- 15 The following capital scheme was underspent at the year end. This relates to a partially completed previously approved project.

No.	SCHEME	HEAD OF SERVICE/SERVICE MANAGER	AMOUNT £
C1	Vehicle replacement programme	Environmental and Operations	£572,102
	Total		£572,102

Key Implications

Financial

- 16 All financial implications are covered elsewhere in the report.

Community Impact and Outcomes

- 17 None

Legal, Human Rights etc

- 18 None

Agenda Item 7

Equality Impacts

19

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	
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?		

Conclusions

- 20 Both Members and Officers were fully aware that 2012/13 would be an extremely challenging year. However, in light of the financial pressures arising during the year it is pleasing to report to Members a positive year end position.
- 21 The outturn position could not have been achieved without the commitment and hard work of both Members and Officers, in particular the Heads of Service and the Finance Advisory Group, who have played an essential challenge, advisory and scrutiny role reviewing not only the budget but also the corrective action planning.
- 22 The 2013/14 budget includes savings totalling £0.4m. Achieving this continuing level of savings whilst managing the financial risks will require continued close and proactive financial management during 2013/14.

Risk Assessment Statement

- 23 The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2013/14.
- 24 These results are provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June 2013.

Appendices

Appendix A – Budget Carry Forward Requests

Appendix B - Provisional Outturn Summary

Background Papers:

Provisional Outturn results 31 March 2013

Carry Forward Requests

Contact Officer(s):

Adrian Rowbotham Ext. 7153

Helen Martin Ext. 7483

Dr. Pav Ramewal
Chief Executive Designate

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Budget Carry Forward Request 2012/13

Head of Service :	Jim Carrington West
Budget description :	Asset Maintenance
Type of expenditure:	Revenue
Cost Centre code :	YMKA*
Budget unspent at 31/3/13:	£27,813
Amount requested for carry forward:	£27,813

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2012/13 and timescales for expenditure in 2013/14:

The money was not spent in 2012/13 due to the weather sensitive nature of the works to the roof dormers. Sustained wet and cold weather meant that the specialist roofing product could not be applied.

The works have continued in April and May 2013 and they are essential to keep the office building watertight.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Insufficient budget in 2013/14 to complete the essential works.

Inability to maintain assets to appropriate standards with potential for increased expenditure on maintenance.

Agenda Item 7

Budget Carry Forward Request 2012/13

Head of Service :	Jim Carrington-West
Budget description :	Licensing Partnership IT Hub Costs
Type of expenditure:	Revenue
Cost Centre code :	XAXJHUB 56900 9999
Budget unspent at 31/3/13:	£7,253
Amount requested for carry forward:	£7,253

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2012/13 and timescales for expenditure in 2013/14 :

The introduction of online forms for Licensing applications is a project that was scheduled for 2012/13 but has been delayed due to establishing a reliable supplier of the product and shortages in available resources within the Licensing Team. Initial investigations have been carried out culminating in scoping discussions with a preferred supplier – Victoria Forms. The company has submitted a proposal with budgetary costings and is deemed to be a fit for purpose solution by both the Licensing and IT sections. Implementation is now scheduled to take place in the first half of 2013/14.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The implementation of these forms will reduce the work required by the administration team for the Licensing Partnership. It is therefore anticipated that in the latter half of the financial year the level of the resource within the administration team can be reviewed with the intention of either taking on additional work/revenue streams or reducing the level of resource.

Should we be unable to fund the implementation of this project the additional income/reduction in resource will not be realised.

Budget Carry Forward Request 2012/13

Head of Service:	Richard Wilson
Budget description:	Vehicle Replacement Fund
Type of expenditure:	Capital
Cost Centre code:	YLLP
Budget unspent at 31/3/13:	£572,102
Amount requested for carry forward:	£572,102

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2012/13 and timescales for expenditure in 2013/14:

The annual vehicle replacement programme is supported by a rolling, self-renewing capital fund. Expenditure on vehicles is repaid through depreciation payments made to the Vehicle Replacement Fund (VRF) over the life of each vehicle. Slippage in expenditure in any one year keeps the balance in the VRF higher, which should remain available for expenditure in the following year.

The agreed vehicle replacement programme for 2012/13 required estimated expenditure of £350,000. Actual spend total in 2012/13 after vehicle disposal credits amounts to £271,677. The slippage primarily results from deferment of purchases from 12/13 to 13/14 and savings realised through purchase of used rather than new freighters. Purchases deferred are a street cleaning tipper, a used pest control vehicle (service subject to further review) and also retro-fitting of vehicle tracking equipment, which is subject to evaluation of the most suitable cost effective system to meet our requirements. The Portfolio-holder has agreed the planned vehicle replacement expenditure and timescales for 2013/14.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The annual vehicle replacement programme underpins the on-going delivery of efficient services that are generally highly regarded by residents. These services have challenging performance targets and the rolling vehicle replacement is crucial to continuous improvement of each service.

The Council also has an obligation to reduce carbon emissions including those from its commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of

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cleaner, fuel-efficient vehicles, manufactured to meet ever higher European emissions standards, so reducing fuel costs and vehicle emissions as well as ensuring the commercial fleet remains operationally effective.

2. Overall Summary		March 13 - Provisional Outturn as at 21/05/13											
Period	Budget	Period		Period		Y-T-D		Y-T-D		Annual		2011/12	
		Actual	Variance	Actual	Variance	Budget	Variance	Actual	Variance	Budget	Forecast (including Accruals)		Annual Variance
	£'000	£'000	£'000	%	£'000	%	£'000	%	£'000	%	£'000	£'000	£'000
Community and Planning													
Community Development	136	189	-53	-39.0	978	966	12	1.2	978	961	17	1,140	
Development Services	141	116	25	17.8	1,299	1,261	38	2.9	1,299	1,266	33	1,413	
Environmental and Operations	104	189	-85	-81.2	2,731	3,064	-333	-12.2	2,731	2,962	-231	2,528	
Housing and Communications	135	145	-10	-7.6	872	858	14	1.6	872	854	19	944	
Total Community and Planning	516	639	-123	-23.9	5,880	6,150	-270	-4.6	5,880	6,042	-162	6,025	
Corporate Resources													
Finance and Human Resources	870	469	401	46.1	3,951	3,629	322	8.2	3,951	3,799	152	4,516	
IT and Facilities Management	242	296	-54	-22.5	2,012	1,914	98	4.9	2,012	1,985	27	1,595	
Legal and Democratic Services	165	297	-133	-80.6	1,924	1,887	37	1.9	1,924	1,922	2	1,363	
Total Corporate Resources	1,277	1,062	214	16.8	7,887	7,429	457	5.8	7,887	7,705	182	7,473	
NET EXPENDITURE (1)	1,792	1,701	91	5.1	13,767	13,579	188	1.4	13,767	13,747	19	13,498	
<i>Adjustments to reconcile to Amount to be met from Reserves</i>													
Direct Services Trading Accounts	15	19	-4	-26.7	-64	-73	9	14.1	-64	-65	1	21	
Capital charges outside General Fund	-4	-4	0	0.0	-54	-54	-0	-0.0	-54	-54	-	-47	
Support Services outside General Fund	-16	5	-20	-131.1	-187	-167	-20	-10.9	-191	-191	-	-197	
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-	-	
NET EXPENDITURE (2)	1,787	1,720	67	3.7	13,461	13,285	176	1.3	13,458	13,437	20	13,275	
Government Grant	-387	-387	-	0.0	-4,646	-4,646	-	-	-4,646	-4,646	-	-5,141	
Council Tax Requirement - SDC	-771	-771	-	0.0	-9,251	-9,251	-	-	-9,251	-9,251	-	-9,199	
NET EXPENDITURE (3)	629	562	67	10.6	-436	-612	176	40.4	-439	-460	20	-1,065	
<i>Summary including investment income</i>													
Net Expenditure	629	562	67	10.6	-436	-612	176	40.4	-439	-460	20	-1,065	
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-	-	
Interest and Investment Income	-16	-28	12	-73.4	-206	-323	117	57.0	-173	-290	117	-308	
Overall total	613	534	79	12.9	-642	-935	294	45.8	-612	-750	138	-1,373	
Planned appropriation (from)/to Reserves													
Supplementary appropriation from Reserves													
Surplus													
		627	627	-									
		-15	-15	-									
		-	-138	-									

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