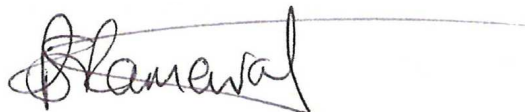


Despatched: 24.03.14

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 01 April 2014 to transact the under-mentioned business.



Chief Executive

AGENDA

Apologies for absence

1. **To approve as a correct record the minutes of the meeting of the Council held on 18 February 2014** (Pages 1 - 18)
2. **To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting**
3. **Chairman's Announcements**
4. **To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.**
5. **To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution.**
6. **Matters considered by the Cabinet and/or Scrutiny Committee**
 - a) **Sevenoaks Town Centre Parking Review** (Pages 19 - 52)
7. **Matters considered by Governance and Licensing Committees**
 - a) **Community Governance Review** (Pages 53 - 64)
 - b) **Polling Districts and Polling Places Review** (Pages 65 - 90)
 - c) **Review of New Governance Arrangements** (Pages 91 - 114)

- d) **Recorded Votes at Budget Meetings** (Pages 115 - 124)
- e) **Recording of Meetings** (Pages 125 - 132)
- f) **Hackney Carriage and Private Hire Licensing: Licence Fees 2014/2015** (Pages 133 - 142)
- g) **Adoption of Kent Licensing Compliance and Enforcement Protocol** (Pages 143 - 156)
8. **To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:**
- a) **Draft Calendar of Meetings for the Municipal Year 2014/15** (Pages 157 - 160)
9. **To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
10. **To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
- 10a. **To receive a presentation from Chief Inspector Tim Cook, the District Commander on the policing arrangements for the District following the recent reorganisation**
11. **To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.** (Pages 161 - 162)
12. **Annual report from Audit Committee** (Pages 163 - 166)
13. **Annual Report from Scrutiny Committee** (Pages 167 - 170)

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.)

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)

DISTRICT COUNCIL OF SEVENOAKS

Minutes of the Meeting of the Sevenoaks District Council
held on 18 February 2014 commencing at 7.00 pm

Present: Pett (Chairman)

Mrs. Davison (Vice-Chairman)

Cllrs. Abraham, Mrs. Ayres, Ayres, Ball, Bosley, Mrs. Bosley, Brookbank, Brown, Butler, Ms. Chetram, Clark, Mrs. Clark, Mrs. Cook, Cooke, Davison, Dickins, Edwards-Winsler, Fittock, Fleming, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, London, Ms. Lowe, Maskell, Mrs. Morris, Neal, Orridge, Mrs. Parkin, Mrs. Purves, Raikes, Ramsay, Mrs. Sargeant, Scholey, Searles, Miss. Thornton, Towell, Underwood, Walshe and Williamson

Apologies for absence were received from Cllrs. Mrs. Bayley, Mrs. Bracken, Mrs. Dawson, Eyre, Firth, Gaywood, McGarvey, Piper and Miss. Stack

30. To approve as a correct record the minutes of the meeting of the Council held on 17 December 2013.

Resolved: That the Minutes of the meeting of the Council held on 17 December 2013 be approved and signed as a correct record.

31. To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting

No further declarations of interest not already registered were received.

32. Chairman's Announcements

The Chairman mentioned the Winter Olympic Gold Champion, Lizzy Yarnold to a round of applause. He reported that he had had the pleasure of meeting her in 2012 with the then Chairman Cllr Mrs Morris. He had written to her before the Winter Olympics and had tweeted her good luck on the day on behalf of the Council and residents of the District. With the Council's support he wished to write a further letter of congratulations. The Leader of the Council advised that he had been contacted by the editor of the Chronicle and was keen to show support for an open bus tour of primary schools within the District, as the legacy should be encouraged in the next generation. The Chairman added that when Lizzy Yarnold had changed discipline in 2011 she had been grant funded by the Sevenoaks District Sports Council.

The Chairman reported that the Council was launching the District's first ever In Bloom competition, which coincided with the 50th year of Britain in Bloom. The Council had teamed up with Coolings Nurseries in Knockholt. The competition gave residents, businesses and community groups the chance to demonstrate how their gardening skills had blossomed, making the District an even greener place to live. The competition was open to both novice and expert gardeners, large or small gardens, allotment or even a window box and was completely free to enter. Entries must be made by Friday 20 June

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with judging taking place in July and August and the winners would be announced at an awards ceremony at Coolings in September.

On Monday 10 February the Chairman reported that he collected the Commonwealth flag from the Lord-Lieutenant of Kent at a special ceremony at County Hall on 10 February 2014. At 10 a.m. on 10 March 2014 the Council would be joining community groups, charities and other local authorities throughout the United Kingdom, Channel Islands and the Isle of Man in raising 500 Commonwealth flags simultaneously to mark Commonwealth Day. The new, unique event was a public expression of the Council's commitment to the Commonwealth, the values it stood for, and the opportunities offered to its citizens around the world. All Members of the Council were warmly invited to partake in the ceremony and an email invitation would be sent out shortly.

Finally, the Chairman took the opportunity to comment on the recent weather and flooding and record the Council's condolences to all affected people within the District – and around the country. He also extended thanks and appreciation on behalf of all Members of the Council, to all the Officers and volunteers who had been working tirelessly round the clock including weekends.

CHANGE IN AGENDA ITEM ORDER

With the Council's agreement consideration of agenda item 8 (a) was moved forward to be taken after agenda item 6 (c).

33. To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.

No questions were received.

34. To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution.

No petitions were received.

35. Matters considered by the Cabinet

- (a) Calculation of Council Tax Base

Cllr Fleming proposed and Cllr Ramsay seconded that the Cabinet recommendations be approved.

Resolved: That

- a) the report of the Chief Finance Officer for the calculation of the Council's tax base for the year 2014/15 be approved;
- b) pursuant to the report of the Chief Finance Officer and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2014/15 shall be 47,629.02;

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- c) pursuant to the report of the Chief Finance Officer and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2014/15 for the calculation of local precepts shall be:

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,379.72
Brasted	741.77
Chevening	1,433.20
Chiddingstone	577.53
Cowden	409.91
Crockenhill	625.29
Dunton Green	855.57
Edenbridge	3,383.75
Eynsford	899.56
Farningham	600.77
Fawkham	276.45
Halstead	743.16
Hartley	2,455.79
Hever	588.95
Hextable	1,621.77
Horton Kirby & South Darenth	1,253.76
Kemsing	1,791.17
Knockholt	610.99
Leigh	781.09
Otford	1,663.77
Penshurst	810.88
Riverhead	1,204.11
Seal	1,167.07
Sevenoaks Town	8,926.87
Sevenoaks Weald	606.62
Shoreham	976.02
Sundridge	901.54
Swanley	5,165.78
Westerham	1,932.18
West Kingsdown	2,243.98

- d) any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or

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the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.

(b) Treasury Management Strategy

Cllr Fleming proposed and Cllr Ramsay seconded that the Cabinet recommendations and amended Treasury Management Strategy for 2014/15 be approved. A Member queried whether the report had been drawn up prior to the Bank of England's recent announcement that interest rates would be held down, it was confirmed that it had.

Resolved: That

- a) the following amended investment criteria be included in the Treasury Management Strategy for 2014/15:
 - i) Maximum investment period of 2 years.
 - ii) Investments in any single institution or institutions within a group of companies be limited to 25% of the total fund, at the time the investment is placed, except it be increased for Lloyds Banking Group plc and Royal Bank of Scotland Group plc to 30%.
 - iii) Total investments in any one foreign country be limited to 15% of the total fund, but UK-based institutions to be used as first preference.
 - iv) Investments in banks be limited to £6m per counterparty excluding call accounts and £7m including call accounts except for Lloyds Banking Group plc and Royal Bank of Scotland Group plc, where the limits would be £10m for each with no distinction between fixed deposits and call accounts.
 - v) If the Council's own banker, Barclays, falls below Capita Asset Services' minimum credit rating requirements, it would nevertheless continue to be used, although balances would be minimised in both monetary size and duration.
 - vi) Building Societies with assets in excess of £9bn be included in the lending list with a maximum investment limit of £2m each and a maximum duration of 100 days. If a Building Society meets Capita Asset Services' minimum credit rating requirements, the investment limit be increased to £5m with a maximum duration of two years.
 - vii) Enhanced Money Market Funds (EMMF) to be used as an alternative to the existing standard Money Market Funds (MMF) with a combined maximum limit of £5m per provider.
- b) Property Funds with a limit of £5m in each not be included at this time;
- c) investments in non-UK banks not be included at this time, but the matter be brought before a future meeting of the Finance and Resources Advisory Committee for further consideration; and

- d) the amended Treasury Management Strategy for 2014/15, be approved.
- (c) Revenue Budget and Council Tax

Cllr Fleming proposed and Cllr Ramsay seconded the Cabinet recommendations, drawing Members attention to the amended appendices A, C, D, E, and F. Councillor Fleming addressed the Council, stating that as the Government took the country out of recession the largest hit was being taken at local authority level and a reduction in the Revenue Support Grant (RSG). A year ago he had talked of self sufficiency and now it was clearly the path to follow and once again the District was at the top of the curve as other local authorities were now talking of the need for self sufficiency and how this would change the relationship with central government. To illustrate this issue in the past year 18% had been lost from the RSG, 24% in 2014/15 and 31% in 2015/16. The grant per head of population had gone from £55.95 in 2010/11 to £27.26 in 2014/15 reduction, a reduction of over 50% in four years. The 10 year budget had set the Council on a good path and savings were continuing to be found especially through partnership working, renting office space, the new management structure and reduced workforce with changes in staff terms and conditions. The Peer Review letter had commented that the ten year budgeting approach that the Council had adopted was a powerful tool for planning beyond the immediate 2-3 years and encouraged the political and managerial leadership of the Council to proactively project ahead. This was coupled with a sensible year on year review so the plan had both aspiration and was grounded. It was an approach that had buy-in right across the Council and created stability. The letter challenged the Council to be explicit about income generation forecast in the 10 year plan, separating it out from expenditure to help drive commercial focus and once the strategy for self-sufficiency was finalised, to set stretching net income targets; and mapping out how the net income could be delivered, encouraging non-traditional local government thinking. Work on this had started and would come before Members. The 10 year budget; savings; sharing of services; self sufficiency; Council Tax; none of these individually would see the Council through, only the combination of them with a balance between quality and value for money.

A Member agreed with much of what was said and that the increase seemed reasonable in the circumstances. However he was concerned at the extra burden for poorer working class families who were also being hit with council tax support reductions and thought that more mitigation should be done to help these families. He was also concerned by the position at the end of the 10 year budget. He was not happy with the idea of denying any council tax support funding to the Town and Parish Councils. He congratulated staff for achieving savings, but warned that due diligence was needed to make sure there was no reduction in quality of frontline services. With regards to the recent flooding he advised that he had received complaints that drains were blocked because of a reduction in the street cleaning.

Another Member thought that the failure to pass on any council tax support funding to the Town and Parish Councils was deplorable and would cause a great loss of trust. He also queried how he could agree to money for 'corporate projects' which did not specify any detail.

In response, Councillor Fleming stated that both points were a mixed message. For the District's part of the Council Tax it was only going to be an average increase of 7 pence a week, only just above £3 a year. 18% of that 7 pence is what the poorer income families

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would be paying. Food costs, utility bill rises, public transport were all well ahead of inflation, and this was a council tax increase well below.

With regards to drainage he had not heard any complaints from Edenbridge. The Council had performed and reacted well. Over 2000 sandbags had been delivered. Street cleansing services had not been cut and were not responsible for the flooding.

In relation to the Council Tax support funding for Town and Parish Council's, Councillor Fleming stated that when the money within the RSG had been clearly identified last year, for the Town and Parish Councils, that money had been passed to them. However it had been made clear at that stage that if it were not identified the following year it would not be passed on and Town and Parish Councils had been warned to make provision when setting their own precepts.

The money for corporate projects was to enable the move towards self sufficiency looking into things such as a special purpose vehicle to become more commercial and reduce financial pressure.

Resolved: That

- a) the Summary of Council Expenditure and Council Tax set out in Appendix E to the report, adjusted for the Business Development Manager proposal, be approved;
- b) the 10-year budget 2013/14 to 2023/24 which was the guiding framework for the detailed approval of future years' budgets as set out in Appendix A as amended, adjusted for the Business Development Manager proposal, including the growth and savings proposals set out in Appendix B-D as amended, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve, be approved;
- c) the changes to reserves set out in Appendix H to the report, be approved;
- d) no Council Tax Support funding for Town and Parish Councils be issued as no money had been ring-fenced for this purpose in the Government Grant Settlement, and the approach be agreed and adopted; and
- e) the Officer proposals in agenda item 8 (a) (Minute 37 (a)) for the amount of council tax charge for 2014/15, in line with the 10-year budget and Government guidance, be noted.

(d) Kent Downs & High Weald AONB Management Plan Review

Cllr Fleming proposed and Cllr Bosley seconded that the the Kent Downs and High Weald AONB Management Plans be adopted and copies made available on the Sevenoaks District Council website.

Resolved: That the Kent Downs and High Weald Area of Outstanding Natural Beauty Management Plans be adopted and copies made available on the Sevenoaks District Council website.

(e) CIL Charging Schedule Adoption

Cllr Fleming proposed and Cllr Bosley seconded that

Resolved: That

- a) the Community Infrastructure Levy Charging Schedule be adopted.
- b) the Community Infrastructure Levy rates be charged from 4 August 2014.
- c) the scheme be monitored to understand its impact on development across the District and held under review.
- d) all town or parish councils receive £18.75 per m² (15% of £125 per m²) of a CIL payment relating to a residential development that occurs in their area if they do not have an adopted Neighbourhood Plan at the time of development being permitted to spend on infrastructure or £31.25 per m² (25% of £125 per m²) if they do have an adopted Neighbourhood Plan, subject to caps set out in the CIL Regulations.
- e) the Portfolio Holder for Local Planning & Environment be authorised to agree minor presentational changes and detailed amendments to the Charging Schedule prior to publication to assist the clarity of the document.
- f) the document be published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder.

36. Matters considered by Governance, Licensing and Standards Committees

(a) Monitoring Officer's Report

Councillor Fleming proposed and Councillor Ball seconded that the Monitoring Officer's report be noted.

Resolved: That the Monitoring Officer's Annual report be noted.

(b) Openness and Transparency on Personal Interests

Councillor Fleming moved and Councillor Ball seconded the recommendations from the Standards and Governance Committees. The Department for Communities and Local Government (DCLG) had published revised guidance on personal interests with respect to membership of trade unions which required a slight amendment to the Council's Code of Conduct. Also attached for information was additional guidance that had been published in relation to openness and transparency on personal interests, which confirmed that the DCLG's view was that a dispensation was not required to take part in the business of setting council tax or a precept, simply by virtue of being a homeowner or tenant within the Authority's area.

Resolved: That

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- a) the DCLG amendment underlined in red and highlighted in the Illustrative Text, as set out in Appendix A of the report be incorporated into the Sevenoaks District Council's Code of Conduct; and
 - b) the amended Department for Communities and Local Government (DCLG) "guide for councillors" set out at Appendix B of the report regarding "Openness and transparency on personal interests", be noted.
- (c) Review of Members' Allowances

Councillor Fleming moved and Councillor Mrs Davison seconded the recommendations of the Governance Committee.

Resolved: That from the date of the resolution,

- a) an allowance be paid to the Chairman of Standards Committee, half of that currently paid to the other committee chairmen; and
- b) the allowances for all Chairmen be 'top-sliced' by 20% and paid to the Vice Chairman as set out below:

Description of Allowance	Proposed Allowances per Member/ Responsibility
	(£)
Chairmen	
Advisory Committees (x5) -	2,057
Audit - (*top sliced if a Vice Chairman appointed)	2,571*
Development Control	3,085
Governance	2,057
Health Liaison Board	2,057
Licensing	2,057
Sevenoaks Joint Transportation Board	2,057
Scrutiny	2,057
Standards	1,029
Vice Chairmen	
Advisory Committees (x5)	514
Development Control	771
*Audit (if a Vice Chairman appointed), Governance, Health Liaison Board, Licensing, Scrutiny, Joint Transportation Board	514
Standards	257

- (d) Gambling Act 2005 and Local Government (Miscellaneous Provisions) Act 1982: Licensing Fees 2014/2015

Councillor Fleming moved and Councillor Mrs Morris seconded the recommendations of the Licensing Committee.

Resolved: That the appropriate fee levels

- a) for an initial application, a transfer or a renewal application for Sexual Entertainment Venues be £2,960; and
- b) under the Gambling Act 2005 for the Sevenoaks District, be as set out in Appendix A (as amended) to the report.

37. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:

- (a) Budget and Council Tax Setting 2014/15 (Taken at the meeting after Minute 35 (c))

Cllr Fleming proposed and Cllr Ramsay seconded the recommendations as set out in appendices 2 and 3 of the report.

Councillor Walshe moved the following amendment that recommendation (d) be deleted, which was duly seconded by Councillor Mrs Purves. Of the amendment Councillor Walshe stated that the deletion of the recommendation would force Cabinet to reconsider the decision not to pass anything on to the Town and Parish Councils from the RSG. Members debated the amendment and it was reiterated that full discussions had been had with the Town and Parish Councils concerning this issue over the past twelve months.

The amendment was put to the vote and lost.

The original motion was then put to the vote and it was

Resolved: That

- a) the Summary of Council Expenditure and Council Tax 2014/15 be approved;
- b) the 10 Year budget 2013/14 to 2023/24, the guiding framework for the detailed approval of future years' budgets, including the growth and savings proposals set out, be approved; and that where possible any variations during and between years be met from the Budget Stabilisation Reserve;
- c) the changes to reserves and provisions, be approved;
- d) no Council Tax Support funding for Town and Parish Councils be issued as no money was ring-fenced for this purpose in the Government Grant Settlement, and this approach be agreed and adopted;

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- e) the Capital Programme 2014/17, and Asset Maintenance 2014/15 budget of £469,000 be approved;
- f) it be noted that at the Cabinet meeting on 9 January 2014 the Council calculated as its council tax base for the year 2014/15:
- (i) for the whole Council area as 47,629.02 being Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended, (the "Act"); and
- (ii) for dwellings in those parts of its area to which a parish precept relates as in Appendix 1 to the report;
- (g) the council tax requirement for the Council's own purpose for 2014/15 (excluding Town and Parish precepts) be calculated as £189.18;
- (h) the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:

- | | | |
|-------|-------------|---|
| (i) | £53,967,410 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Town and Parish Councils. |
| (ii) | £41,460,542 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act. |
| (iii) | £12,506,868 | being the amount by which the aggregate at (h)(i) above exceeds the aggregate at (h)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R in the formula in Section 31B of the Act). |
| (iv) | £262.59 | being the amount at (h)(iii) above (Item R), all divided by (f)(i) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (including Town and Parish precepts). |

(v) £3,496,410 being the aggregate amount of all special items (Town and Parish precepts) referred to in Section 34 (1) of the Act (as per the attached Appendix 1).

(vi) £189.18 being the amount at (h)(iv) above, less the result given by dividing the amount at (h)(v) above by the amount at (f)(i) above (Item T), calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no Town or Parish precept relates.

- (i) it be noted that for the year 2014/15 the Kent County Council, the Kent Police & Crime Commissioner and the Kent & Medway Towns Fire Authority had issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below:-

<u>Valuation Bands</u>	<u>Precepting Authority</u>			
	Sevenoaks District Council £	Kent County Council £	Kent Police & C.C. £	Kent & Medway Towns Fire Authority £
A	126.12	712.44	96.19	46.20
B	147.14	831.18	112.22	53.90
C	168.16	949.92	128.25	61.60
D	189.18	1,068.66	144.28	69.30
E	231.22	1,306.14	176.34	84.70
F	273.26	1,543.62	208.40	100.10
G	315.30	1,781.10	240.47	115.50
H	378.36	2,137.32	288.56	138.60

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- (j) in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, the aggregate amounts be set as in Appendix 3 to the report (appendix to these minutes) as the amounts of council tax for the year 2014/15 for each part of its area and for each of the categories of dwellings; and
- (k) the Council's basic amount of council tax for 2014/15, shown in (i)(vi) above, is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

(b) Pay Policy Statement

Councillor Fleming proposed and Councillor Ramsay seconded that the Pay Policy Statement be adopted by the Council and published on the Council's website. In order to fulfil the Council's statutory requirements under the Localism Act 2011, the Council was required to agree a Pay Policy Statement for the forthcoming year and ensure it was accessible to the public.

Resolved: That the Pay Policy Statement be adopted by the Council and published on the Council's website.

38. To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.

Councillor Fittock read his question which he had submitted on notice, in accordance with paragraph 19.3 of part 2 of the Council's Constitution:

On 6 January 2014 an executive decision 33(2013/14) was taken by the portfolio holder to serve notice on the Rural Age Concern Darenth Valley RACDV to vacate the premises at 27-37 High street Swanley by 31 March 2014.

When making that decision what consultation took place with RACDV and other stake holders throughout the northern parishes? What consideration was given to economic affects the closure will have on Swanley Town Centre and how does this decision comply with the establish policies of this council in caring for the elderly within the community?'

In response the Portfolio Holder for Finance & Resources, Councillor Ramsay replied that:

Negotiations with Age Concern had been on-going for a number of years. It was likely that the building would be refurbished or redeveloped following Age Concerns vacation which would positively contribute to the regeneration of the town centre. The policy lead on provision of the services provided at Age Concern was KCC who funded provision at the bungalow at Fawkham, the District Council's policies remained as per the 'Community Plan'. Age Concern was not limited to operating from just this location.

In his supplementary question Councillor Fittock advised that he did not feel that Council had been the appropriate forum to raise this query and that there should have been an opportunity for stakeholders to discuss the issue at committee level.

In response he was advised that the appropriate forum had been Finance & Resources Advisory Committee where Members had the opportunity to question him as Portfolio Holder.

39. To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which has been duly given

No motions were received.

40. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.

The Leader of the Council reported on the work that he and the Cabinet had undertaken in the period 18 December 2013 and 31 January 2014, highlighting the Escalate event at West Kent College; the recruitment of the new Chief Constable, who would hopefully be attending the next meeting of Council along with the Police Crime Commissioner; and the LGA General Assembly.

Appendix

THE MEETING WAS CONCLUDED AT 8.20 PM

CHAIRMAN

PARISHES ONLY

Part of the Council's area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ash-cum-Ridley	21.85	25.50	29.14	32.78	40.06	47.35	54.63	65.56
Brasted	32.58	38.01	43.44	48.87	59.73	70.59	81.45	97.74
Chevening	30.48	35.56	40.64	45.72	55.88	66.04	76.20	91.44
Chiddingstone	32.90	38.38	43.87	49.35	60.32	71.28	82.25	98.70
Cowden	32.19	37.55	42.92	48.28	59.01	69.74	80.47	96.56
Crockenhill	66.53	77.62	88.71	99.80	121.98	144.16	166.33	199.60
Dunton Green	58.05	67.73	77.40	87.08	106.43	125.78	145.13	174.16
Edenbridge	86.39	100.78	115.18	129.58	158.38	187.17	215.97	259.16
Eynsford	50.25	58.62	67.00	75.37	92.12	108.87	125.62	150.74
Farningham	38.75	45.21	51.67	58.13	71.05	83.97	96.88	116.26
Fawkham	21.10	24.62	28.13	31.65	38.68	45.72	52.75	63.30
Halstead	37.25	43.45	49.66	55.87	68.29	80.70	93.12	111.74
Hartley	35.43	41.33	47.24	53.14	64.95	76.76	88.57	106.28
Hever	30.11	35.12	40.14	45.16	55.20	65.23	75.27	90.32
Hextable	52.92	61.74	70.56	79.38	97.02	114.66	132.30	158.76
Horton Kirby & S Darenth	51.47	60.05	68.63	77.21	94.37	111.53	128.68	154.42
Kemsing	33.50	39.08	44.67	50.25	61.42	72.58	83.75	100.50
Knockholt	38.50	44.92	51.33	57.75	70.58	83.42	96.25	115.50
Leigh	21.34	24.90	28.45	32.01	39.12	46.24	53.35	64.02
Otford	58.47	68.22	77.96	87.71	107.20	126.69	146.18	175.42
Penshurst	22.42	26.16	29.89	33.63	41.10	48.58	56.05	67.26
Riverhead	27.68	32.29	36.91	41.52	50.75	59.97	69.20	83.04
Seal	37.96	44.29	50.61	56.94	69.59	82.25	94.90	113.88
Sevenoaks Town	59.13	68.98	78.84	88.69	108.40	128.11	147.82	177.38
Sevenoaks Weald	40.66	47.44	54.21	60.99	74.54	88.10	101.65	121.98
Shoreham	29.40	34.30	39.20	44.10	53.90	63.70	73.50	88.20
Sundridge	42.37	49.44	56.50	63.56	77.68	91.81	105.93	127.12
Swanley	67.25	78.46	89.67	100.88	123.30	145.72	168.13	201.76
Westerham	61.14	71.33	81.52	91.71	112.09	132.47	152.85	183.42
West Kingsdown	26.73	31.19	35.64	40.10	49.01	57.92	66.83	80.20

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GRAND TOTAL

Part of the Council's area	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Ash-cum-Ridley	1,002.80	1,169.94	1,337.07	1,504.20	1,838.46	2,172.73	2,507.00	3,008.40
Brasted	1,013.53	1,182.45	1,351.37	1,520.29	1,858.13	2,195.97	2,533.82	3,040.58
Chevening	1,011.43	1,180.00	1,348.57	1,517.14	1,854.28	2,191.42	2,528.57	3,034.28
Chiddingstone	1,013.85	1,182.82	1,351.80	1,520.77	1,858.72	2,196.66	2,534.62	3,041.54
Cowden	1,013.14	1,181.99	1,350.85	1,519.70	1,857.41	2,195.12	2,532.84	3,039.40
Crockenhill	1,047.48	1,222.06	1,396.64	1,571.22	1,920.38	2,269.54	2,618.70	3,142.44
Dunton Green	1,039.00	1,212.17	1,385.33	1,558.50	1,904.83	2,251.16	2,597.50	3,117.00
Edenbridge	1,067.34	1,245.22	1,423.11	1,601.00	1,956.78	2,312.55	2,668.34	3,202.00
Eynsford	1,031.20	1,203.06	1,374.93	1,546.79	1,890.52	2,234.25	2,577.99	3,093.58
Farningham	1,019.70	1,189.65	1,359.60	1,529.55	1,869.45	2,209.35	2,549.25	3,059.10
Fawkham	1,002.05	1,169.06	1,336.06	1,503.07	1,837.08	2,171.10	2,505.12	3,006.14
Halstead	1,018.20	1,187.89	1,357.59	1,527.29	1,866.69	2,206.08	2,545.49	3,054.58
Hartley	1,016.38	1,185.77	1,355.17	1,524.56	1,863.35	2,202.14	2,540.94	3,049.12
Hever	1,011.06	1,179.56	1,348.07	1,516.58	1,853.60	2,190.61	2,527.64	3,033.16
Hextable	1,033.87	1,206.18	1,378.49	1,550.80	1,895.42	2,240.04	2,584.67	3,101.60
Horton Kirby & S Darent	1,032.42	1,204.49	1,376.56	1,548.63	1,892.77	2,236.91	2,581.05	3,097.26
Kemsing	1,014.45	1,183.52	1,352.60	1,521.67	1,859.82	2,197.96	2,536.12	3,043.34
Knockholt	1,019.45	1,189.36	1,359.26	1,529.17	1,868.98	2,208.80	2,548.62	3,058.34
Leigh	1,002.29	1,169.34	1,336.38	1,503.43	1,837.52	2,171.62	2,505.72	3,006.86
Otford	1,039.42	1,212.66	1,385.89	1,559.13	1,905.60	2,252.07	2,598.55	3,118.26
Penshurst	1,003.37	1,170.60	1,337.82	1,505.05	1,839.50	2,173.96	2,508.42	3,010.10
Riverhead	1,008.63	1,176.73	1,344.84	1,512.94	1,849.15	2,185.35	2,521.57	3,025.88
Seal	1,018.91	1,188.73	1,358.54	1,528.36	1,867.99	2,207.63	2,547.27	3,056.72
Sevenoaks Town	1,040.08	1,213.42	1,386.77	1,560.11	1,906.80	2,253.49	2,600.19	3,120.22
Sevenoaks Weald	1,021.61	1,191.88	1,362.14	1,532.41	1,872.94	2,213.48	2,554.02	3,064.82
Shoreham	1,010.35	1,178.74	1,347.13	1,515.52	1,852.30	2,189.08	2,525.87	3,031.04
Sundridge	1,023.32	1,193.88	1,364.43	1,534.98	1,876.08	2,217.19	2,558.30	3,069.96
Swanley	1,048.20	1,222.90	1,397.60	1,572.30	1,921.70	2,271.10	2,620.50	3,144.60
Westerham	1,042.09	1,215.77	1,389.45	1,563.13	1,910.49	2,257.85	2,605.22	3,126.26
West Kingsdown	1,007.68	1,175.63	1,343.57	1,511.52	1,847.41	2,183.30	2,519.20	3,023.04
For Information:								
Kent County Council	712.44	831.18	949.92	1,068.66	1,306.14	1,543.62	1,781.10	2,137.32
Kent Police & Crime Commissioner	96.19	112.22	128.25	144.28	176.34	208.40	240.47	288.56
Kent Fire Authority	46.20	53.90	61.60	69.30	84.70	100.10	115.50	138.60
Sevenoaks District Council	126.12	147.14	168.16	189.18	231.22	273.26	315.30	378.36

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Item 6 (a) – Sevenoaks Town Centre Parking Review

The attached report was considered by the Cabinet. The relevant minute extract is below:

Cabinet - 6 March 2014 (Minute 87)

The Portfolio Holder for Economic and Community Development presented a report which detailed a proposal to provide additional parking capacity in Sevenoaks Town by ‘decking’ the existing Council owned Buckhurst 2 and/or the Suffolk Way car parks. The Chief Officer Environmental and Operational Services advised that the report also detailed a review of current parking provision and the results and conclusions from a parking survey undertaken by an independent company in November 2013; provided details of estimated construction costs for various options for these two car parks and the existing planning policies and scope for both sites; provided a breakdown of estimated costs per option and the likely estimate of additional income generated and options for funding the project; and identified opportunities for increasing parking in the areas near the railway station by ‘decking’ the existing Council owned Bradbourne car park. The Chief Officer Environmental and Operational Services confirmed the proposal was to provide much needed additional car parking capacity to assist with the economy of Sevenoaks. Members considered the reference and recommendations received from the Economic & Community Development Advisory Committee and noted the additional request for a working group to be set up. The Portfolio Holder for Economic and Community Development added that it had been thoroughly explored by the Advisory Committee and that he had allowed a member of the public to address the committee.

The Chairman reported that he, like other Members, had also been emailed by that member of public, along with the Knole Paddock Residents Association who had made some suggestions should the planning applications go ahead. This report represented the second part of the Council’s possible solutions to parking issues, the first being the Variable Message Signs (VMS) that were being installed. Spaces needed to be delivered in a timely manner to help the growing economy. In response to a question he advised that more spaces should mean less vehicle movements as a large number of those were people looking for spaces. This report was about answering demand that already existed. Kent Highways would be consulted as part of the planning process. He further advised that options for long stay, such as allocations for season ticket holders would be explored as part of the process.

Public Sector Equality Duty

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

Resolved: That

Agenda Item 6a

- a) a planning application be submitted to provide an additional 300 car park spaces on the existing Buckhurst 2 car park by providing a two storey elevated car deck; and
- b) the Economic & Community Development Advisory Committee be requested to set up a Working Group to look at car parking technology such as smart ticketing.
- c) it be **recommended to full Council** that:
 - i) subject to planning consent, to undertake a Procurement exercise for the project and subject to the successful tender being within the estimated costs as outlined in this report, to award a contract to design and build the elevated car park decks on the existing Buckhurst 2 car park.
 - ii) a budget of £3.5-£4.0 million be approved to be financed by borrowing from the Public Works Loan Board.
 - iii) that delegated authority be granted to the Portfolio Holders for Finance and Resources and Economic and Community Development to, after consideration of the tender evaluation, accept the most economically advantageous tender, to award the contract and authorise expenditure and approvals within the estimated costs outlined in this report and the borrowing approval.
 - iv) that a planning application be submitted for the decking of the existing Bradbourne car park to increase parking capacity in the area adjacent to the railway station.
 - v) a planning application be submitted to provide additional parking spaces in the existing Suffolk Way car park by providing either a one or two storey elevated car deck, to allow for longer term provision of additional short stay parking capacity.

SEVENOAKS TOWN CENTRE PARKING REVIEW

Council - 1 April 2014

Report of	Chief Officer Environmental and Operational Services
Status:	For Decision
Also to be considered by:	Economic and Community Development Advisory Committee – 26 February 2014 Cabinet - 6 March 2014
Key Decision:	Yes

Executive Summary: In Autumn 2013 Members requested Officers to give consideration to providing additional parking provision in Sevenoaks Town Centre. This report details a proposal to provide additional parking capacity in Sevenoaks Town by ‘decking’ the existing Council owned Buckhurst 2 and/or the Suffolk Way car parks.

It details a review of current parking provision and the results and conclusions from a parking survey undertaken by an independent company in November 2013.

It provides details of estimated construction costs for various options for these two car parks and the existing planning policies and scope for both sites.

The report provides a breakdown of estimated costs per option and the likely estimate of additional income generated. It also provides options for funding the project.

The report also identifies opportunities for increasing parking in the areas near the railway station by ‘decking’ the existing Council owned Bradbourne car park.

This report supports the Key Aims of a dynamic and sustainable economy; effective management of Council resources and assisting with the aim of greater financial self sufficiency.

Portfolio Holder Cllr. Roderick Hogarth

Contact Officer(s) Gary Connor – Parking Services Manager – Ext: 7310
Andrew Robson – Property and FM Manager – Ext: 7209
Aaron Hill – Development Control Team Leader – Ext: 7399
Roy Parsons – Principal Accountant – Ext: 7204

Recommendation to Cabinet: That

- (1) a planning application be submitted to provide an additional 300 car park spaces on the existing Buckhurst 2 car park by providing a two storey elevated car deck.
- (2) it be recommended to full Council that:-
 - (a) subject to planning consent, to undertake a Procurement exercise for the project and subject to the successful tender being within the estimated costs as outlined in this report, to award a contract to design and build the elevated car park decks on the existing Buckhurst 2 car park.
 - (b) a budget of £3.5-£4.0 million be approved to be financed by borrowing from the Public Works Loan Board.
 - (c) that delegated authority be granted to the Portfolio Holders for Finance and Resources and Economic and Community Development to, after consideration of the tender evaluation, accept the most economically advantageous tender, to award the contract and authorise expenditure and approvals within the estimated costs outlined in this report and the borrowing approval.
 - (d) that a planning application be submitted for the decking of the existing Bradbourne car park to increase parking capacity in the area adjacent to the railway station.
 - (e) a planning application be submitted to provide additional parking spaces in the existing Suffolk Way car park by providing either a one or two storey elevated car deck, to allow for longer term provision of additional short stay parking capacity.

Reason for recommendation: To provide essential additional car park capacity in Sevenoaks as evidenced by the parking survey report and demonstrated by current demands on existing parking provision.

Introduction and Background

1. In Autumn 2013 Members requested Officers to investigate the provision of additional parking capacity in the Sevenoaks Town Centre and adjacent to the railway station.
2. It was evident from demonstrated demand levels and from existing in-house usage surveys that capacity, particularly for long stay parking, was at a critical usage level in Sevenoaks Town Centre.
3. Accordingly, an independent survey was commissioned in November 2013 that has provided an evidence based report on the current usage levels and the need for providing additional capacity.

4. Leading on from this report a technical feasibility study was commissioned to determine how and where this identified additional capacity, could be best provided within the constraints of existing town parking demands.
5. The estimated costs of providing this additional capacity, on two Council owned sites, Buckhurst 2 and Suffolk Way have been identified.
6. The existing planning policies relating to these sites has been considered.
7. Finally, the financial implications have been considered regarding the potential cost of a scheme; the likely additional annual income this could generate and the options for funding.
8. Consideration has also been given to increasing parking capacity on the existing Council owned car parks adjacent to the railway station.

Review of Current Parking Provision – Sevenoaks Town Centre

9. The following relates to the parking stock in the town centre and to the assessment of parking demand, and comprises the following sections:

Current Parking Stock

The Blighs Development

Current Parking Situation

Parking Survey

Parking Survey Results and conclusions

Current Parking Stock – Car Parks

10. The parking stock in the town centre reduced slightly with the commencement of the Marks and Spencer development in London Road. The “old” section of the Blighs car park comprising 49 public short stay spaces and 17 private spaces was lost to the development, along with 5 spaces forming part of the main Blighs car park. Hence, in total 54 public pay and display (p&d) spaces were lost.
11. The residential part of the development will also lead to the loss of the Pembroke Road car park. To date, as at the end of January 2014, 23 spaces have so far been taken by the development. It is expected that the remaining 31 spaces will be lost in the next couple of months.
12. Certain car parks in the town centre are only available on certain days. This means that the total number of spaces available fluctuates depending upon the day of the week. It is important that this is taken into account in reviewing the ability of the parking stock to meet parking demands. The split between long stay and short stay provision also needs to be reflected in how well the parking stock can meet different parking needs.
13. In assessing the availability of parking in the town centre, certain assumptions need to be made and relevant factors concerning parking use need to be taken into account. The following car park summary information should be noted:

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- The Blighs car park (168 p&d spaces; 7 disabled spaces; short stay parking up to 3 hours) is the most centrally located car park in the town centre and proves to be very popular. As a result of this, and to help manage parking provision and the turnover of spaces, the tariff structure is higher here than in the other town centre car parks.
- The Buckhurst 1 car park (37 p&d spaces; 3 disabled spaces; short stay parking up to 4 hours) is not available on Wednesdays when the market is held.
- The Buckhurst 2 car park (291 p&d spaces; no disabled spaces; long and short stay parking) has been joint long stay and short stay use Monday to Saturday. However, at the time of preparing this report, a proposal to ease the long stay parking situation by removing short stay use from the Buckhurst 2 car park during the working week, has been approved by the Council's Portfolio Holder. The change is due to be implemented in the next few weeks. However, in practice the car park has been predominantly used as long stay during the working week and, hence, it has been specified as such for the purposes of this assessment. In respect to Saturdays, although it is available for short stay use, its location away from the town centre tends to render it less well used in preference of the other town centre car parks apart, perhaps, from use by visitors to the leisure centre and, therefore, for the purposes of this assessment it is considered as also being long stay on Saturdays.
- The South Park car park (138 p&d spaces; 7 disabled spaces; short stay parking up to 4 hours) is available as short stay but it also contains a number of business season tickets (32 number) and resident permit holders (7 number). The arrangement is historic and has continued for many years, but more recently as a temporary measure to help ease pressures on long stay parking, a small number of season ticket holders were transferred from the Buckhurst 2 car park. This long stay element in the south Park car park therefore needs to be included in the assessment of long stay parking in the town centre.
- The Suffolk Way car park (212 p&d spaces; 9 disabled spaces; short stay parking up to 4 hours) includes the parking spaces at the Sevenoaks leisure centre as these are publicly available (the higher and lower level areas immediately adjacent the leisure centre – 43 p&d spaces; 4 disabled) which are managed by Sencio Community Leisure.
- The Pembroke Road car park (currently reduced to 33 p&d spaces; no disabled spaces) operates as long stay only Monday to Friday and on Saturdays changes to short stay only.
- The Council office car park (140 spaces – excluding the front visitor car park) is available for public use, free-of-charge, on Saturdays only. It can be used for either short stay or long stay parking. However, the car park has been considered to be short stay for the purposes of this assessment.
- Marks and Spencer: the car park (79 p&d spaces; 2 disabled spaces) being provided as part of the Marks and Spencer development are excluded from this assessment on the basis that they provide parking facilities to meet the 40% new trips likely to be generated by the store as stated in the Planning Application assessment.
- Waitrose: whilst it is acknowledged that the parking facilities (152 p&d spaces; 10 disabled spaces) provided by Waitrose are publicly available for pay and display parking, because of the need to buy goods at the store in order to obtain a refund of

the parking fee, and taking into account that the car park is located behind the store and away from the immediate town centre, it is not considered to operate as a public short stay car park in the same way that others do in the town. Therefore, it has been excluded from this assessment.

The total number of car parking spaces available for short stay and long stay use (including disabled parking spaces) for the different days of the week are as follows:

Short Stay

- Mondays, Tuesdays, Thursdays and Fridays – 581 spaces
- Wednesdays – 541 spaces
- Saturdays – 760 spaces (but will reduce to 727 when the Pembroke Road car park is removed)

Long Stay

- Mondays to Fridays – 324 spaces (but will reduce to 291 when the Pembroke Road car park is removed)
- Saturdays – 291 spaces

Current Parking Stock – On-Street Parking

14. In addition to off-street parking, on-street parking facilities including pay and display are provided in and around the town centre. The following should be noted:
- In the immediate town centre, short stay pay and display parking with a maximum stay of 2 hours is provided in the High Street (20 spaces), London Road (17 spaces) and South Park (22 spaces).
 - A little further out of the town centre, in the area of The Vine, long stay pay and display parking is provided in Holy Bush Lane (26 spaces) and Plymouth Drive (27 spaces). This provides long stay parking for all day and short stay parking for up to 2 hours.
 - 2 hours free parking is provided in many of the roads on the periphery of the town. As part of the Council's permit scheme, non-residential permits are offered to accommodate people who seek long stay parking facilities a short walk from the town centre, and offer a cheaper option to parking in the town centre.
 - Some of the residential roads immediately adjacent the town centre are provided with residents' only parking to give preference to residents where parking facilities are limited.

The Blighs Development

15. The planning application for the development comprising a new Marks and Spencer store and residential units was considered and approved at the Development Control Committee meeting on 29 November 2012. The sufficiency of the parking proposals and the effect upon the public car parks in the town centre was assessed on the basis that the development would generate a maximum of 40% new trips, which would be the point at which the car parks included in the development would reach capacity.

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16. By averaging the minimum and maximum rates of utilisation obtained from in-house parking surveys, and having made an adjustment to account for the effects of the development, the following indications were made for the parking assessment in respect to the planning application:

Short Stay

- For Mondays, Tuesdays, Thursdays and Fridays, occupancy of the town centre car parks as a whole would range from 88.4% in the morning to 77.1% in the afternoon.
- For Wednesdays, occupancy would range from 94.7% in the morning to 86.3% in the afternoon.

Long Stay (Buckhurst 2 Car Park)

- For Mondays, Tuesdays, Thursdays and Fridays, occupancy of the Buckhurst 2 car parks would range from 109.6% in the morning to 106.9% in the afternoon.
- For Wednesdays, occupancy would range from 109.6% in the morning to 104.4% in the afternoon.

17. Short stay provision was not considered to be a problem. The assessment had been based on 40% new trips being generated which was considered to a worse case scenario. The provision of variable message signing will also assist in directing people to available spaces. However, with the loss of the Pembroke Road car park to the development, it is evident that there will be insufficient spaces in the town to meet future demand for long stay parking.

Current Parking Situation – Long Stay Parking Provision

Buckhurst 2 Car Park

18. Long stay parking is provided in the Buckhurst 2 and Pembroke Road car parks, although it is expected that the Pembroke Road car park will be lost to the development over the next few months.
19. Parking in Buckhurst 2 can be by paying daily (pay and display or pay by phone) or by provision of a season ticket. A season ticket does not guarantee that a space will be available. However, a concession is offered on the cost which, based on a 5 day week 45 week year, works out at 87% of the equivalent cost of buying a day ticket.
20. In order to try and ensure that the car park is not over-subscribed the number of business season tickets issued for Buckhurst 2 car park is limited to 150. However, as the car park is open to day ticket purchasers, it's a case of 'first-come first-served' in respect to finding a space irrespective of whether someone might have a season ticket.
21. In addition to business season tickets, the Council also issues resident season tickets for the car park. These are for residents who live in properties in the immediate town centre which do not have any parking facilities. Due to pressures upon the car park, these are now limited to one per property for new applications.

South Park Car Park

22. Historically, a small number of business season tickets and residential season tickets have been issued for the car park. Due to the recent pressures upon parking in the Buckhurst 2 car park, 10 season tickets holders were transferred to the South Park car park to help ease congestion in Buckhurst 2. Additional pressures upon the Council to assist with parking facilities for the doctors of the Town Medical Practice who lost their own parking facilities to development, also served to increase the numbers using the car park. More recently, we have assisted the South Park Medical Practice with staff parking facilities following the temporary loss of parking at the practice due to development. This additional long stay use has served to increase pressures upon short stay provision in the car park. New residential season tickets are not being issued and the number in the car park is gradually reducing as they are naturally given up. There are currently 39 business and 7 residential season tickets for the car park.

On-Street Parking

23. In addition to the on-street pay and display long stay parking in the area of The Vine, the Council provides non-residential (i.e. business) permits in many of the roads within walking distance of the town centre. These are provided where there is sufficient road space once the allocation of residents' permits has been taken into account, and leaving a certain proportion of spaces for visitors.
24. A total of 250 permits have been issued for 6 different parking zone areas on the periphery of the town. The allocation for non-residential permits is now more or less fully taken up, with only more recently additional spaces provided in areas furthest from the town (in Hitchen Hatch Lane and Woodside Road) remaining available. These are less likely to be taken up due to their location and the walking distance in to the town. There is currently a waiting list for permits in roads nearer the town centre.
25. The non-residential permits cost £270 per year. This is equivalent to 50% of the cost of buying a day ticket on-street (£2.40 a day) and is 33% of the cost of a season ticket for the Buckhurst 2 car park (£819).

Long Stay Parking Problems

26. In 2009, at the time the on-street permit scheme was introduced, there was some transfer of season ticket holders from the Buckhurst 2 car park in to the new on-street parking areas due, it is thought, to the cost differential. Over recent years, there has been a gradual build-up in the numbers of people seeking long stay parking in the town and increases have been seen in the take up of both the on-street permits and car park season tickets. The loss of private business parking spaces in the town to development had contributed to the increased demand.
27. In the months leading up to the start of the Marks and Spencer development, the Council was receiving reports from season ticket holders for Buckhurst 2 that spaces were becoming difficult to find. These were users who were tending to come and go on business visits during the day i.e. surveyors and architects, rather than staying parked for the whole day. There currently appears to be many such users in the car park.

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Historically, the car park was used for traditional long stay, where people would turn up, park, and remain parked for the whole day. However, in more recent years there has been a noticeable change of use and an increase in the type of business use where users need to go out on visits, possibly coming and going a number of times during the day. Although this type of use could be considered to be more short stay rather than long stay, it is acknowledged that season tickets and, indeed, pay and display day tickets, offer this type of user greater convenience and at a lower cost when compared to using the short stay car parks. The downside is, of course, that there is no guarantee that spaces will be available at any time during the day and increased pressures and demands for long stay parking are leading to more and more people not being able to find a space if they leave and later return to the car park.

28. At the time of preparing this report, a proposal to ease the long stay parking situation by removing short stay use from the Buckhurst 2 car park during the working week, has just been approved by the Council's Portfolio Holder. The change is due to be implemented in the next few weeks.

Parking Survey

29. The Council engaged an external survey company to record parking use in the town centre car parks and in the surrounding roads on a Wednesday, Friday and Saturday for two consecutive weeks starting the 06 November 2013.
30. The purpose of the survey was to determine the degree to which parking provision is meeting parking needs. It would also provide valuable information regarding parking use on Saturdays. A morning count was undertaken between 11.00am and 12.00 noon and an afternoon count between 2.00pm and 3.00pm, these being the general peak times for parking use. In addition, an early count at 9.00am was carried out in the Buckhurst 2 and Pembroke Road car parks on weekdays of the survey.
31. The survey results have been assessed in respect to long stay and short stay parking.
32. The survey results in terms of spaces available have been adjusted to specifically exclude disabled parking spaces in order to produce a more realistic set of results. While Disabled Blue Badge Holders may use any space in the car parks should none of the designated disabled spaces be available, all other users are restricted to using standard parking bays.
33. The results have been averaged for the different days of the week surveyed. In accordance with good practice, and to ensure the availability of adequate spaces, utilisation levels should generally be no higher than 85%. A traffic light system has been used in the results tables below to grade the utilisation levels and, hence, indicate any critical areas:

green indicates utilisation levels of less than 80% (acceptable)

yellow indicates levels of between 80% and 89% (possible concern)

red indicates levels of 90% and over (critical).

34. The provision of variable message signing being provided in connection with the Marks and Spencer development will help inform motorists where spaces can be found. Although it could be argued that higher levels of utilisation could, therefore, be tolerated, there still needs to be an adequate provision of parking facilities to ensure that people are not deterred from coming into the town and to help secure the viability of the town centre as a whole.

Parking Survey Results and Conclusions – Long Stay Car Parks

35. The following results were obtained in respect to the Buckhurst 2 and Pembroke Road car parks.

Table 1: Survey Results – Buckhurst 2 and Pembroke Road Car Parks:

		Wednesday			Friday			Saturday	
		9am	11am	2pm	9am	11am	2pm	11am	2pm
Average Values	Spaces available	83	8	14	82	6	25	151	167
	Utilisation	74.4%	97.7%	95.7%	74.8%	98.1%	92.3%	48.1%	42.6%
Peak Values	Spaces available	78	4	12	78	1	25	149	140
	Utilisation	75.9%	98.8%	96.3%	75.9%	99.7%	92.3%	48.8%	51.9%

36. The reasons for the low numbers parked at 9am is not clear, as the car parks should be at their busiest at this time of day. It is assumed that some business people will have parked and then gone out on their business by that time, and would probably be replaced, to some extent, by others arriving later.
37. There are very few spaces available at 11am and 2pm on the weekdays, and accordingly the utilisation levels are very high. The spaces that are available are probably a result of business people having left the car park, leaving spaces that hadn't yet filled.
38. The results for Saturday show that long stay parking is not an issue on this day of the week.
39. The Council carries out an informal monthly survey of car parks in the town centre to provide usage records on a sample basis. The checks are undertaken twice a day during one week of the month to record the number of spaces available at morning and afternoon peak times. It is not always possible to carry out the survey on each day of the week, but Wednesdays are usually recorded. Average figures are produced for the other days of the week. Data from the Council's in-house survey from April to October 2013 is attached as Appendix 'A'. As can be seen, there is good correlation between the full parking survey undertaken and the Council's own informal survey data.

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40. However, as the Pembroke Road car park will soon be lost, the results shown in Table 1 should be adjusted to show the effect if long stay parking was only available in the Buckhurst 2 car park.

Table 2: Adjusted Survey Results – if Pembroke Road long stay parking is transferred to the Buckhurst 2 car park:

		Wednesday			Friday			Saturday	
		9am	11am	2pm	9am	11am	2pm	11am	2pm
Average Values	Spaces available	50	-26	-19	49	-27	-8	151	167
	Utilisation	82.8%	108.8%	106.5%	83.3%	109.3%	102.7%	48.1%	42.6%
Peak Values	Spaces available	45	-29	-21	45	-32	-8	149	140
	Utilisation	84.5%	110.0%	107.2%	84.5%	111.0%	102.7%	48.8%	51.9%

41. For comparison purposes, it is noted that the utilisation rates from the parking survey correspond well to those produced as part of the assessment for the Planning Application for the Blighs development.
42. The table shows the effect of the loss of the Pembroke Road car park upon long stay parking provision. However, this is not, perhaps, the true position in respect to total long stay parking needs in the town. A further calculation should be done to take account of the following factors:
- at the time of the survey, separate counts of the number of Buckhurst 2 business season tickets holders who were actually parked at the time of the survey indicate that, on average, 90 season ticket holders were not present in the car park when the survey was undertaken;
 - the figures for Buckhurst 2 ought to be adjusted to include long stay use (i.e. season ticket holders) currently allocated in the South Park car park (39 number in total).
43. Transferring all long stay parking to the Buckhurst 2 car park would effectively increase the availability of short stay in the in South Park car park.

Table 3: Adjusted Survey Results - if all long stay parking is transferred to the Buckhurst 2 car park:

		Wednesday			Friday			Saturday	
		9am	11am	2pm	9am	11am	2pm	11am	2pm
Average Values	Spaces available	-85	-161	-154	-87	-162	-143	151	167
	Utilisation	129.2%	155.2%	152.9%	129.7%	155.7%	149.1%	48.1%	42.6%
Peak Values	Spaces available	-90	-164	-157	-90	-167	-143	149	140
	Utilisation	130.9%	156.4%	154.0%	130.9%	157.4%	149.1%	48.8%	51.9%

44. The figures would suggest a shortfall approaching 170 parking spaces if all long stay parking is to be accommodated in the Buckhurst 2 car park. Working to a utilisation rate of, say, 90% to provide some spare capacity would mean that a total of 221 spaces would be required.
45. As mentioned earlier, residents' permits are issued for the Buckhurst 2 and South Park car parks. While it could be expected that many residents take their car to work during the week, previous surveys last Summer showed that there were on average 20 residents were parked in Buckhurst 2 and South Park car parks during the working day. The provision of residents' permits therefore further reduces the availability of spaces and this should also be taken into account in any calculation for future parking needs thus increasing the number of spaces required to 241.

Parking Survey Results and Conclusions – Short Stay Car Parks

46. For the reasons given earlier, the survey results for short stay car parks have been assessed on the basis of availability of pay and display parking spaces only, i.e. disabled parking spaces have been excluded. This reduces the number of spaces available in the town centre to the following:
- Mondays, Tuesdays, Thursdays and Fridays – 555 spaces
 - Wednesdays – 518 spaces
 - Saturdays – 734 spaces (but will reduce to 701 when the Pembroke Road car park is removed)

Table 4: Survey Results Car Parks – Short stay parking (excluding disabled parking spaces):

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	41	66	30	60	58	81
	Utilisation	92.2%	87.4%	94.7%	89.2%	92.2%	89.0%
Peak Values	Spaces available	40	64	23	52	36	53
	Utilisation	92.3%	87.6%	95.9%	90.6%	95.1%	92.8%

The results show that utilisation of short stay spaces in the town centre is generally high.

47. However, should the long stay / season ticket element currently using the South Park car park be relocated to the Buckhurst 2 car park, this would then free-up short stay spaces and effectively reduce utilisation rates for the town centre. Therefore, the survey results are adjusted accordingly in the following table to take account of the numbers recorded during the survey (the figures having been averaged).

Table 5: Adjusted Survey Results Car Parks – Short stay parking (excluding disabled parking spaces) with long stay element removed from South Park car park:

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	69	94	58	88	58	81
	Utilisation	86.8%	81.9%	89.6%	84.1%	92.2%	89.0%
Peak Values	Spaces available	68	92	51	80	36	53
	Utilisation	86.9%	82.8%	90.8%	85.6%	95.1%	92.8%

48. As can be seen, by moving long stay parking out of the short stay car parks utilisation rates would reduce but would still be at fairly high levels, particularly on Fridays and Saturdays. This is despite the Council office car park becoming available on Saturdays.
49. The survey results compare reasonably well with data from the Council’s in-house survey, as shown in Appendix ‘A’. There are, however, slight differences in the way information is recorded for the Council’s surveys. The in-house survey does not differentiate between pay and display spaces and disabled Blue Badge spaces, it is merely a count of all spaces available. For this reason, the utilisation rates for the in-house survey are likely to be lower than those for recent full parking survey. This, and the fact that data is not available for exactly the same period, would inevitably lead to some variance between the two sets of data.
50. The provision of a variable message signing system will help in directing people to where parking spaces are available and would allow the car parks to better operate with fewer spaces available. However, if utilisation rates remain high, meaning that people need to hunt for spaces when they enter their chosen car park rather than finding them relatively easily, the net effect may be that people are put off using the car parks and may use them less frequently. This could, of course, ultimately have an impact upon the viability of the town centre.
51. As can be seen from the adjusted survey results in Table 5, the highest utilisation rates occur on Fridays and Saturdays with a peak value of 95.1% being achieved. These levels of utilisation do not leave much room for increased use of the car parks as people may be deterred from using them well before the saturation point is reached. The provision of additional short stay spaces would offer room for expansion in terms of car park use which, in turn, would encourage use of the town centre shopping facilities.
52. To reduce peak levels of utilisation to a generally acceptable level of operation, additional spaces would need to be provided. It is estimated that to achieve utilisation of 90% would require an additional 40 spaces; to achieve nearer 85% would require 85 additional short stay parking spaces.

Parking Survey Results - On-Street Parking

Short Stay Pay and Display Parking in the Town Centre

53. The following results were obtained for the 54 parking spaces provided in the High Street, London Road and South Park in the town centre.

Table 6: Survey Results On-Street – Short Stay P&D Parking in the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	9	9	7	7	5	5
	Utilisation	84.3%	83.3%	88.0%	87.0%	91.7%	90.7%

54. The on-street spaces in the town centre provide a cheaper option to parking in the car parks and tend to be very well used. The survey results are probably as expected with greatest utilisation on Saturdays, closely followed by Fridays.

55. It is not considered that the use of on-street parking in the town has a direct effect upon usage of the car parks. There is no potential to introduce further on-street parking in the town.

Long Stay Pay and Display Parking on the outskirts of the Town

56. The following results were obtained for the 65 parking spaces provided in Plymouth Drive and at The Vine in Holly Bush Lane. Although these areas also provide for short stay parking for up to 2 hours, use during the working week is predominantly long stay.

Table 7: Survey Results On-Street – Long Stay P&D Parking near the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	13	13	8	7	49	34
	Utilisation	80.8%	80.0%	88.5%	89.2%	25.4%	48.5%

57. The survey shows that spaces are available during both mornings and afternoons. However, it is considered that as a norm, fewer, if any, spaces are usually available on weekdays.

Short Stay Free Parking near the Town Centre

58. Roads providing free 2 hours parking were included in the survey. The following roads within an approximate 10 minutes walking distance of the town centre provide a total of 460 on-street parking spaces: Argyle Road, Crownfields, Eardley Road, Gordon Road, Granville Road (down as far as junction with Eardley Road), London Road, Park Lane, Pound Lane, St, Botolph’s Road (down as far as junction with Vine Avenue), South Park, The Drive and Valley Drive. The area is shown on the map attached as Appendix ‘B’.

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59. Although it could be argued that some roads within the area, such as Crownfields and Valley Drive, might not appeal to people wishing to park for the town centre they do, nevertheless, offer parking facilities within relatively easy reach of the town.

60. The survey results for this area are as follows:

Table 8: Survey Results On-Street – Short Stay Free Parking near the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	115	116	119	159	178	175
	Utilisation	75.0%	74.9%	74.2%	65.4%	61.4%	62.0%

61. The utilisation levels show that parking spaces are generally available on all days. However, people visiting the town centre are more likely to want to park fairly close to the shops and other facilities and, hence, would probably prefer to use the town centre car parks despite having to pay and display.

Parking Survey Results – Disabled Parking

62. The opportunity was taken to review the use of disabled parking spaces in the town centre.

63. Excluding the disabled parking spaces at the leisure centre, there are a total of 23 spaces provided on Wednesdays and 26 spaces on other days in the car parks and on-street in the immediate town centre.

64. The survey results for these are as follows:

Table 9: Survey Results – Disabled Parking in the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	3	7	2	7	7	10
	Utilisation	86.9%	71.7%	92.3%	73.1%	73.1%	63.5%
Peak Values	Spaces available	2	6	0	6	4	9
	Utilisation	90.9%	72.7%	100.0%	76.0%	84.0%	64.0%

The highest utilisations levels were on Wednesday mornings and Friday mornings, with a peak value of 100% Friday afternoons.

65. Whilst disabled Blue Badge Holders may use the standard parking spaces in the car parks if there are no disabled spaces available, use of these would be dependant upon the degree of disability and this might not always be a viable alternative.

66. Blue Badge Holders can park for up to 3 hours on yellow line restrictions on-street and many such areas in and around the town centre, such as Rockdale Road, are regularly used for this purpose. This may mean that sufficient spaces on-street within easy reach of the immediate town centre may not be readily available.
67. In view of the high utilisation levels, consideration could be given to increasing the provision of dedicated disabled parking spaces in the town centre to accommodate the needs of Blue Badge Holders.
68. Although consideration could be given to increasing provision in the car parks, this would be at the loss of general parking facilities. As an alternative, it would make better sense to provide any additional spaces on-street, locating them in the existing pay and display areas in the High Street and South Park. In this way, disabled facilities can be placed in the heart of the town centre enabling good access to amenities.

Summary of Findings of Independent Parking Survey Report

69. The independent parking survey clearly shows very high utilisation rates for the Buckhurst 2 long stay car park. By adjusting the results to add all long stay parking currently taking place in the town centre car parks, a more realistic indication of long stay parking needs can be determined. The outcome of the assessment is that between 170 and 221 additional parking spaces are needed.
70. In respect to short stay parking, and having made an adjustment for removing the element of long stay parking from short stay car parks, the results indicate high utilisation levels on Fridays and Saturdays. Although the variable message signing system being provided as part of the Marks and Spencer development will assist motorists in being find available spaces, it is prudent to consider increasing the provision of short stay parking in the town. It is estimated that 40 additional spaces short stay spaces would be required to reduce peak utilisation levels to 90%.
71. Dedicated disabled parking bays within the car parks are showing high utilisation levels at certain times during the week. Should consideration be given to improving the provision of disabled parking, it is recommended that additional spaces be provided, within the on-street pay and display areas around the town which would provide better access to facilities.

Technical Feasibility Study

72. The opportunity to provide approximately, an additional 300 car park spaces, close to Sevenoaks Town Centre, is best served by examining the technical feasibility of 'decking' the existing Council owned car parks at Buckhurst 2 and/or Suffolk Way.
73. A specialist parking Consultant with extensive expertise in the conceptual design of parking structures, was appointed to survey both the existing car parks to provide elevated car decks to provide additional car park spaces.
74. An advantage to this method of construction compared to a more traditional construction method, is that the car decks are pre-fabricated off site, allowing a very

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short construction period on-site. This is vital as the existing car parks will be in demand during this on-site construction period, and alternative temporary parking will need to be identified for this period. This is likely to be for a period of 5-6 weeks.

75. The following option estimates have been received for both the Buckhurst 2 and Suffolk Way car parks.

76. Each estimate includes for design, super structure, staircase, edger protection, drainage/water proofing, lighting, cladding, plant labour, haulage and provisional cost sums for Civils, foundations, general items, variations, electrical sub station works, CCTV and signs.

(a) Buckhurst 2 – single storey decking to provide 164 additional spaces.

Build cost: £2,736,022 (includes £162,926 provisional cost sums) @ £16,683 per parking space.

(b) Buckhurst 2 – two storey decking to provide 300 additional spaces.

Build cost: £3,749,630 (includes £250,146 provisional cost sums) @ £12,498 per parking space.

(c) Suffolk Way – single storey decking to provide 67 additional spaces.

Build cost: £1,326,768 (include £146,049 provisional cost sums) @ £19,802 per parking space.

(d) Suffolk Way – two storey decking to provide 134 additional spaces.

Build cost: £2,334,157 (includes £199,905 provisional cost sums) @ £17,419 per parking space.

77. From the estimates provided it is clear that to provide an additional 300 parking spaces the most cost effective option is to build a two storey deck construction on Buckhurst 2 car park at an estimated cost per parking space of £12,498.

78. The guaranteed lifespan of the construction method is 30 years.

79. To bring each option to planning application stage would cost as follows:-

(a) Buckhurst 2 – 164 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£21,850</u>
	£40,300

(b) Buckhurst 2 – 300 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£25,259</u>
	£43,709

(c) Suffolk Way – 67 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£12,320</u>
	£30,770

(d) Suffolk Way – 134 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£20,544</u>
	£38,994

Procurement

80. A procurement exercise will be carried out in accordance with the general principles of Council's standing orders and E.U. Procurement Directives as are appropriate.
81. There are several routes available for the procurement of a contractor to deliver these works. The traditional Design and Build approach could be used, which would include the procurement of a 'professional team', including Architect, Structural Engineer and Planning advisors, before a tender was issued for contractors to submit prices against. This approach would also necessitate SDC recruiting a 'client side' Project Manager.
82. Alternatively, SDC could utilise a Contracting Authority / Central Purchasing Body arrangement.
83. A Contracting Authority/Central Purchasing Body arrangement must have followed an OJEU compliant process to form 'frameworks' from which a panel of consultants and contractors has been appointed. SDC could use procurement framework to engage the Major Works contractor, who act as a managing contractor for the delivery of the project. This management contractor would then sub tender packages for all elements of the required works. This enables the contractor to get economies of scale as regards costs, with the spend being delivered locally.
84. Following completion of a legal agreement for the delivery of the project, they would manage the process and the managing contractor, to deliver the project. Advantages to this route of procurement include shortened procurement time vs the Design and Build method and the benefit of economies of scale from the supply chain purchasing power, local spend and an obligation to provide local training and employment.

Planning Implications

Planning policies:

85. Both sites (Suffolk Way and Buckhurst 2) are subject to the same planning policies:
86. Core Strategy:

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Policy L03 – Development in Sevenoaks Town Centre – Suitable for redevelopment for retail and related uses. Town Centre car parking will be managed to ensure adequate and convenient provision for shoppers and appropriate provision for long stay parking.

87. Car park flagged up as an area of change on the map and supporting text makes reference to redevelopment would need to provide replacement decked car parking.
88. Draft Allocations & Development Management DPD:
Policy TLC1 - General town centre policy (though nothing specific about parking)
Within the Sevenoaks Town Centre area
89. In broad planning policies the provision of decked car parking areas would support the vitality of the Town Centre. In fact both car parks are earmarked for redevelopment for retail and related uses, so there is actually strong support in principle for decking both these sites.

Suffolk Way car park

90. The site lies within the Town Centre and the urban confines of Sevenoaks.
91. This is currently a short stay car park between the Kaleidoscope and Suffolk Way. It is into a prominent site and adjacent to the Sevenoaks Conservation Area to the southwest of the site. The site is opposite the service yards and rear of the shops that front onto the eastern side of the High Street.
92. Land levels vary across the site and there is extensive hard landscaping/boundary treatment within this car park. Land levels essentially drop to their lowest point by the northern access. There are no TPOs covering the site or nearby.
93. The Kaleidoscope Building and in particular its entrance is raised up and is a prominent feature building in the Suffolk Way streetscape. There are a small number of trees on the southern boundary and Buckhurst House is closest building to the south. Buckhurst House is a mix of B1 and D1 uses with no apparent residential use. There are no residential properties immediately adjoining the car park, however, residential properties in Buckhurst Lane do lie approximately 15m to the southeast. This southern end with the nearest residential properties, adjacent buildings, trees and entrance to the library is the most sensitive part of the site.
94. There is clear general policy support for this site to be redeveloped under the Core Strategy.

Buckhurst Two –car park

95. The site lies within the Sevenoaks Town Centre area as well as the urban confines. A pipeline runs through the northern section of site and southern section lies within the Area of Archaeological Potential. The southern boundary is adjacent to a Public Right of Way, whilst the Green Belt lies immediately to the east and southeast.
96. The site lies to the south of the Leisure Centre and is a relatively large and square parcel of land. The ground levels significantly change across the site, from west to east and north to south, as well as other internal variations.

97. To the east lies the Sevenoaks Environmental Park, with trees, hedges and bushes forming an extensive screen. To the south lies a narrow band of trees and behind them the important public right of way to Knole Park from the town. To the west lie the back gardens of the residential properties in Buckhurst Avenue. To the north is a small band of trees, paths and soft landscaping in front of the Leisure Centre.

General comment

98. Both of these sites have the potential to deliver additional parking spaces, through the use of decked car parks of varying scale and varying levels of needs for engineering operations required to create basement/levels as a base for a decked car park. Much will depend the quality of the new build and scale proposed and their impact on the locality.

Car Parking Adjacent to the Railway Station

99. By 'decking' the adjacent Council owned Bradbourne car park additional parking spaces could be provided for long stay commuter use, realising potential additional income and easing demand on long stay on-street parking.
100. It is therefore recommended that a planning application be submitted to 'deck' the existing Bradbourne car park.
101. To submit a planning application to 'deck' the Councils Bradbourne car park would cost in the region of £24,000 including planning application fees of £17,710.

Key Implications

Financial

The estimated cost of providing additional car park spaces is summarised below:-

Buckhurst 2	Additional 164 spaces	single storey	£2,736,022	Cost per space:	£16,683
Buckhurst 2	Additional 300 spaces	two storey	£3,749,630	Cost per space:	£12,498
Suffolk Way	Additional 67 spaces	single storey	£1,326,768	Cost per space:	£19,802
Suffolk Way	Additional 134 spaces	Two storey	£2,334,157	Cost per space:	£17,419

Predicted Income Generated For Additional Parking Spaces

102. The income figures quoted are shown net of VAT.
103. Estimated income reflects the assumed additional income from the start of 2015/16 following the construction period. This has been based on the charges proposed for 2014/15 and by applying a percentage increase year on year.
104. The estimate for the 300 space option at Buckhurst 2 is based on long stay parking only with the additional spaces divided equally between season tickets, reserved spaces and long stay pay and display charges.

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Buckhurst 2 Car Park (assumed income for 2015/16)

Season ticket £714*/space x 100 spaces	£71,400
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(* equivalent to a charge of £3.81 a day for a 5 day week / 45 week year)

Reserved space £1,015*/space x 100 spaces	£101,500
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(* equivalent to a charge of £5.33 a day for a 5 day week / 45 week year)

Pay and display £942*/space x 100 spaces	£94,200
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(* based on 2014/15 +3% a day for a 5 day week / 50 week year)

Estimated additional income/year	£267,100
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105. This is based on 100% utilisation. If lower levels of utilisation are used this would reduce to:

£240,390	90%	Utilisation	Levels
£227,035	85%	Utilisation	Levels
£213,680	80%	Utilisation	Levels

106. Over a ten year period based on this allocation of spaces shown and applying a percentage increase year on year, this could produce an estimated additional income of £2,943,897 for the Buckhurst 2 Car Park based on full utilisation.

107. For the 300 space option, this could provide a full cost pay back period of the construction cost of 12-13 years. The estimated life of the construction is 30 years.

108. If 85 % utilisation were to be assumed, the pay back period would extend to 15 years.

Suffolk Way Car Park (Assumed Income for 2015/16)

109. Assuming the additional parking spaces are used for short stay parking:

Income per space	£1,744 x 67 spaces	£116,848
Income per space	£1,744 x 134 spaces	£233,696

110. If 67 additional spaces were provided in the Suffolk Way Car Park, based on applying a percentage increase year on year over a ten year period from 2014-15, this could generate an additional £1,279,241, assuming current utilisation levels. This option could provide a full cost (construction cost) pay back period of 10-11 years, which is based on the current utilisation levels for the car park. Allowing for a drop in utilisation of, say, 20% due to the provision of additional parking spaces, the pay back period would extend to 13 years.

111. If 134 additional spaces were provided for short stay use, this could generate an additional £2,558,481 over a ten year period, assuming current utilisation levels. However in view of the number of additional short stay spaces that would be provided

utilisation levels could reduce as a result. For the purpose of this calculation it would be prudent to assume that only 80% of the income figure quoted i.e £2,046,785 would be achieved. This option could provide a full cost (construction cost) pay back period of 9 years.

112. Alternatively, if the income calculation is based on the additional spaces being used for long stay, which as a result of the different charging tariffs would produce less income than the short stay option, the additional income over a 10 year period would be £723,877. This would extend the full cost pay back period to nearer 18 years.
113. A breakdown of the potential additional income generated is provided at Appendix 'D'.
114. Expenditure has already been incurred for:- Parking Survey £5,725. Technical and feasibility study £1,600. These costs have been met from existing approved budgets.

Funding

115. Utilising up to date Public Works Loan Board fixed loan rates, the following would apply.
 - £3.5m annuity loan over 10 years @ 2.66% - half yearly repayment of £200,500 (£401,000 p.a)
 - £3.5m annuity loan over 20 years @ 3.71% - half yearly repayment of £124,700 (£249,400 p.a)
 - £4.0m annuity loan over 10 years @ 2.66% - half yearly repayment of £229,000 (£458,000 p.a)
 - £4.0m annuity loan over 20 years @ 3.71% - half yearly repayment of £142,500 (£285,000 p.a)
116. Alternatively, by using existing capital receipts, the loss of investment interest on £3.5m would be between £21,000 and £35,000 per annum. On £4.0m it would be between £24,000 - £40,000 per annum (based on current investment Interest rates of between 0.6% and 1%.
117. Alternatively the project could be funded by a mix of loans and use of capital receipts.
118. It is worth noting that capital receipts from recent sales of Council owned property in Sevenoaks have realised £3.4m.
119. Due to the relatively low chance of a financial return on the Investment in this project in the short term, it is recommended that the project, if approved, be funded by Public Works Loan Board borrowing to allow Capital receipts to be available for future investment in project delivery to meet the Councils wider vision and aspirations.
120. To advance a project to planning application stage expenditure will need to be incurred for surveying and design to submit the planning application on the Councils behalf, and also for planning application fees, as outlined earlier in this report.

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Financial Summary

	Buckhurst 2		Suffolk Way	
	164 spaces	300 spaces	67 spaces	134 spaces
Cost	£	£	£	£
Estimated cost	2,736,022	3,749,630	1,326,768	2,334,157
Cost per space	16,683	12,498	19,802	17,419
Estimated Additional income 2015/16				
100% utilisation	146,015	267,100	116,829	233,657
90% utilisation	131,413	240,390	105,146	210,291
85% utilisation	124,112	227,035	99,304	198,608
80% utilisation	116,812	213,680	93,463	186,925

Funding	£3.5m £	£4m £
Loan annual repayment over 10 years @ 2.66%	401,000	458,000
Loan annual repayment over 20 years @ 3.71%	249,400	285,000
Loss of interest by using capital receipts	£21,000 to £35,000	£24,000 to £40,000

Legal Implications and Risk Assessment Statement.

121. The project construction costs identified in the report are estimates only and a full procurement process would be undertaken before a contract for construction is awarded.
122. Any such procurement will be carried out in accordance with the general principles of Council's standing orders and E.U. Procurement Directives as are appropriate.
123. Borrowing will be subject to the Council's financial procedure rules. New investment is made possible by the 'General Power of competence' introduced by Section 1 of the Localism Act 2011.
124. The proposed deckings would be built on existing Council owned car park land.
125. Any planning applications submitted would need to be considered and determined by the Councils Development Control Committee.
126. The parking survey has provided strong evidence of the shortage of long stay parking provision in the Sevenoaks Town. Failure to provide the additional car parking identified is likely to have a detrimental effect on the future economic viability of the town, and District, as a venue to work, shop and visit.
127. A parking solution is required not only to meet the current, but future anticipated demand on parking capacity.

128. Recently the Government has introduced greater powers for landowners to change the use of buildings without the need for planning permission (through its changes to the General Permitted Development order). Amendments that allow for offices to be converted to residential use and for space above shops to be converted to dwellings without the need for planning permission have the potential to increase demand for parking in Town Centres. Without the need for these changes of use to be considered through the Development Control process there is no scope for the Council to require additional parking for the new residents these developments will create, which will lead to increased demand for on-and off street parking for residents in Town Centres.
129. The additional income estimates are based on current usage and prices charged for parking.
130. Although the construction period, on site, for this method of construction is extremely short, temporary alternative parking will need to be made for existing users, during the on-site construction period.
131. The project costs, potential additional income generation, sources of funding, and pay-back period are detailed in the report.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	
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?	Yes. Enhanced parking provision for blue badge holders	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Community Impact and outcomes

132. Increased car parking capacity would have a strong positive impact on the town centre. It would allow more people to access local services, tourist attractions and support the high proportion of independent businesses in the Town Centre. The retail offer in the town continues to be of a very high standard, with high occupancy rates and continued inward investment from the likes of Wagamamas and Marks and Spencer. Further investment in parking provision will strengthen the retail offer and ensure that Sevenoaks town has increased footfall in years to come.

Agenda Item 6a

Conclusions

1. The parking capacity/demand survey undertaken in November 2013 has identified current critical parking levels in existing Council owned car parks (above 90% utilisation) identifying a demand for an additional 241 long stay spaces and 40 additional short stay spaces (based on 90% utilisation rates).
2. Technical feasibility studies have indicated that additional car park spaces could be provided by constructing elevated car park decks on the existing Council owned Buckhurst 2 and Suffolk Way car parks.
3. Planning advice has identified that both sites have the potential to deliver additional car park spaces through the use of decked car parking construction methods.
4. Providing 300 additional spaces with a two storey deck construction at the Buckhurst 2 car park offers the lowest construction cost per parking space.
5. Estimates on potential additional income generation indicate that the estimated 'pay-back' period to cover construction costs is acceptable.
6. As the return on investment is likely to be relatively low in the short term, funding for the cost of the project may be best facilitated by the use of the Public Works Loan Board, rather than utilise existing Capital receipts.
7. To advance the projects to planning application stage, expenditure will need to be incurred with regard to surveying and design and planning application fees.
8. Although the construction period, on-site, is very short, alternative temporary parking provision will need to be considered for existing car park users, during the on-site construction period.
9. The lowest identified estimated cost of additional car parking provision utilising the 'decking' construction method is £12,500 per space.
10. Annual income per long stay space is estimated at an average of £890 (for 2015/16). Annual income per short stay space is estimated at £1,744 (for 2015/16)
11. It is recommended that a planning application be submitted to provide additional parking for long stay parking at the Buckhurst 2 car park for the immediate future. However, to allow provision to be allowed for, in the longer term, to meet possible future short stay demand in the Town Centre and adjacent to the railway station, planning permission be applied for to provide additional capacity at the existing Suffolk Way and Bradbourne car parks.
12. This proposed project supports the key aim in the Council's vision, as detailed in the approved Corporate Plan; to either borrow or utilise existing financial resources, to generate on-going revenue income.

Appendices

Appendix A – In-house Parking Survey April-Oct 2013

Appendix B – Map of Short Stay Parking near the
Town Centre

Appendix C - Breakdown of Potential Income

Background Papers:

Parking Survey – November 2013

SDC In-house Parking Surveys – April – Oct 2013

Report from Top Deck Parking Consultancy for
Buckhurst 2 , Suffolk Way and Bradbourne Car Parks
– January 2014.

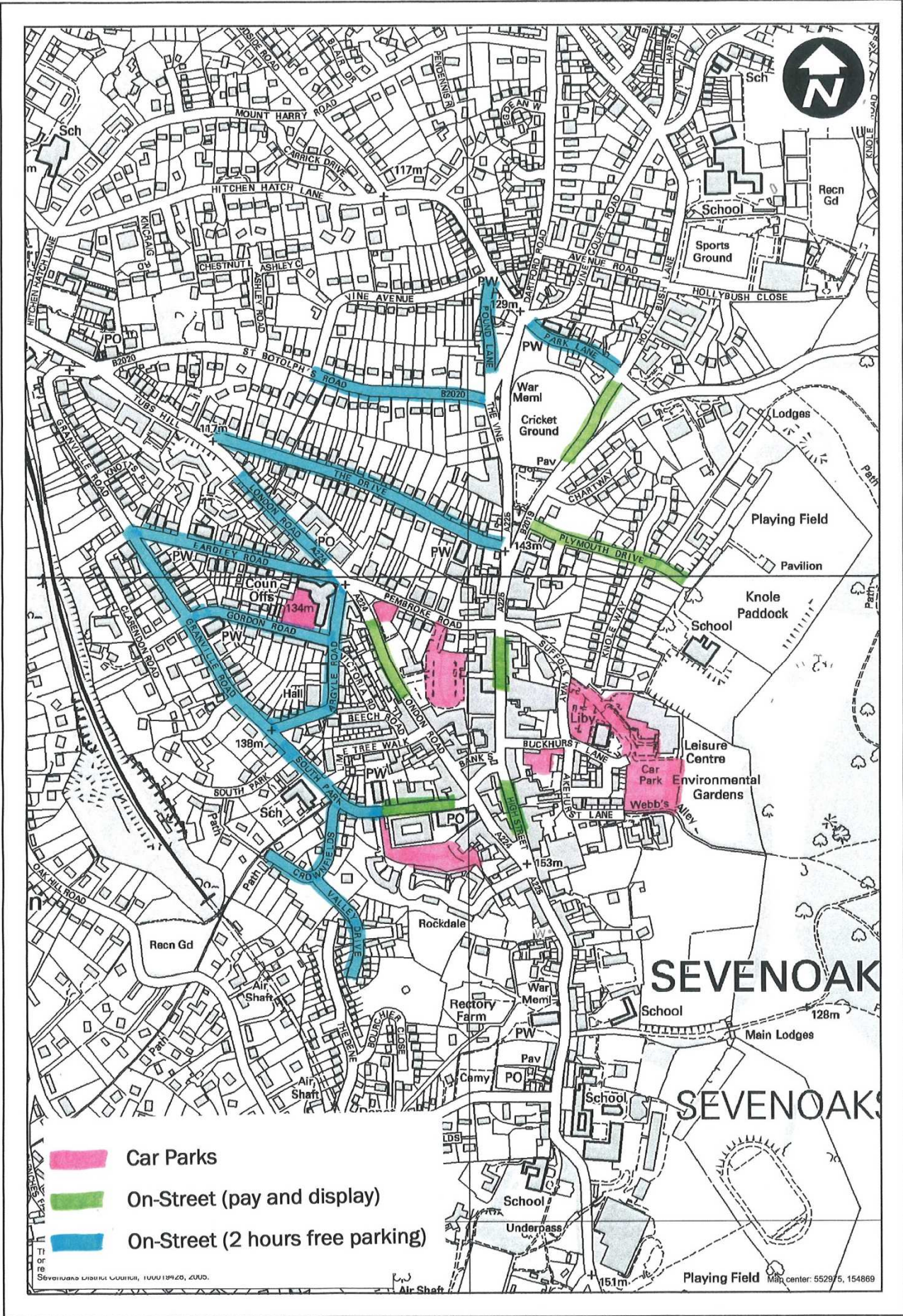
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Richard Wilson
Chief Officer Environmental and Operational Services

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SHORT STAY CAR PARKS							
		Apr-13	May-13	Jun-13	Jul-13	Sep-13	Oct-13
WEDNESDAYS							
Morning							
Average Values	Spaces Available	110	90	43	43	39	30
	Utilisation	81.5%	84.8%	92.0%	92.0%	92.8%	94.4%
Afternoon							
Average Values	Spaces Available	114	138	146	90	75	85
	Utilisation	80.8%	76.8%	73.0%	83.8%	86.1%	84.3%
OTHER WEEKDAYS							
Morning							
Average Values	Spaces Available	141	103	76	92	101	109
	Utilisation	77.7%	83.8%	86.9%	84.1%	82.6%	81.3%
Peak Values	Spaces Available	116	96	58	92	101	76
	Utilisation	81.7%	84.9%	90.0%	84.1%	82.6%	86.9%
Afternoon							
Average Values	Spaces Available	197	198	162	94	124	149
	Utilisation	68.8%	68.8%	72.2%	83.8%	78.6%	74.3%
Peak Values	Spaces Available	158	191	149	94	124	122
	Utilisation	75.1%	69.9%	74.3%	83.8%	78.6%	79.0%
LONG STAY CAR PARKS							
WEDNESDAYS							
Morning							
Average Values	Spaces Available	8	7	0	14	8	1
	Utilisation	97.7%	98.0%	100.0%	95.7%	97.5%	99.7%
Afternoon							
Average Values	Spaces Available	22	7	16	30	11	12
	Utilisation	93.6%	98.0%	95.1%	90.7%	96.6%	96.3%
OTHER WEEKDAYS							
Morning							
Average Values	Spaces Available	11	5	8	4	2	6
	Utilisation	96.8%	98.7%	97.5%	98.8%	99.4%	98.1%
Peak Values	Spaces Available	9	2	8	4	2	0
	Utilisation	97.4%	99.4%	97.5%	98.8%	99.4%	100.0%
Afternoon							
Average Values	Spaces Available	20	14	22	12	23	10
	Utilisation	64.2%	95.9%	93.4%	69.3%	92.9%	96.9%
Peak Values	Spaces Available	20	13	16	12	23	10
	Utilisation	94.2%	96.2%	95.1%	96.3%	92.9%	96.9%

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Breakdown of Potential Income

Appendix C

SUFFOLK WAY CAR PARK

Based on current utilisation levels and p&d spaces only.

Current income for car park averages £23,606 (net) a month giving £283,272 (net) for the year.

Based on 169 p&d spaces gives £1,676 net income per space.

67 ADDITIONAL SHORT STAY SPACES:

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
Current year		£1,676		
2014/15	2%	£1,710	67	£114,538
1	2%	£1,744	67	£116,829
2	2%	£1,779	67	£119,165
3	2%	£1,814	67	£121,548
4	2%	£1,850	67	£123,979
5	2%	£1,887	67	£126,459
6	2%	£1,925	67	£128,988
7	2%	£1,964	67	£131,568
8	2%	£2,003	67	£134,199
9	2%	£2,043	67	£136,883
10	2%	£2,084	67	£139,621
			Total	£1,279,241
			80%	£1,023,392

134 ADDITIONAL SHORT STAY SPACES:

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
Current year		£1,676		
2014/15	2%	£1,710	134	£229,076
1	2%	£1,744	134	£233,657
2	2%	£1,779	134	£238,330
3	2%	£1,814	134	£243,097
4	2%	£1,850	134	£247,959
5	2%	£1,887	134	£252,918
6	2%	£1,925	134	£257,976
7	2%	£1,964	134	£263,136
8	2%	£2,003	134	£268,399
9	2%	£2,043	134	£273,767
10	2%	£2,084	134	£279,242
			Total	£2,558,481
			80%	£2,046,785

67 ADDITIONAL LONG STAY SPACES:

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
(£915 based on £4.40 a day for a 5 day week 50 week year)				
2014/15	3%	£915		
1	3%	£942	67	£63,144
2	3%	£971	67	£65,038
3	3%	£1,000	67	£66,990
4	3%	£1,030	67	£68,999
5	3%	£1,061	67	£71,069
6	3%	£1,093	67	£73,201
7	3%	£1,125	67	£75,397
8	3%	£1,159	67	£77,659
9	3%	£1,194	67	£79,989
10	3%	£1,230	67	£82,389
			Total	£723,877

BUCKHURST 2 CAR PARK

Based on season ticket cost

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
2014/15		£699		
1	£15	£714	100	£71,400
2	£15	£729	100	£72,900
3	£15	£744	100	£74,400
4	£15	£759	100	£75,900
5	£15	£774	100	£77,400
6	£15	£789	100	£78,900
7	£15	£804	100	£80,400
8	£15	£819	100	£81,900
9	£15	£834	100	£83,400
10	£15	£849	100	£84,900
			Total	£781,500

BUCKHURST 2 CAR PARK

Based on reserved spaces (say at £1,000)

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
2014/15		£1,000		
1	£15	£1,015	100	£101,500
2	£15	£1,030	100	£103,000
3	£15	£1,045	100	£104,500
4	£15	£1,060	100	£106,000
5	£15	£1,075	100	£107,500
6	£15	£1,090	100	£109,000
7	£15	£1,105	100	£110,500
8	£15	£1,120	100	£112,000
9	£15	£1,135	100	£113,500
10	£15	£1,150	100	£115,000
			Total	£1,082,500

BUCKHURST 2 CAR PARK

Based on day ticket cost and 100% utilisation

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
(£915 based on £4.40 a day for a 5 day week 50 week year)				
2014/15	3%	£915		
1	3%	£942	100	£94,200
2	3%	£970	100	£97,026
3	3%	£999	100	£99,937
4	3%	£1,029	100	£102,935
5	3%	£1,060	100	£106,023
6	3%	£1,092	100	£109,204
7	3%	£1,125	100	£112,480
8	3%	£1,159	100	£115,854
9	3%	£1,193	100	£119,330
10	3%	£1,229	100	£122,910
			Total	£1,079,897

OPTION FOR 300 SPACES = 100 season ticket spaces (£781,500) + 100 reserved spaces (£1,082,500) + 100 p&d spaces (£1,079,897) = £2,943,897

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Item 7 (a) – Community Governance Review

The attached report was considered by the Governance Committee, relevant minute extract below:

Governance Committee – 13 March 2014 (Minute 34)

The Electoral Services Manager presented a report which advised Members that District Councils were required to keep parish council governance under review. Representations had been received from Shoreham and Chevening Parish Councils. A Community Governance review of the Sevenoaks District took place in 2012 which provided an opportunity to deal with requests and make recommendations in time for local government elections in May 2015.

Shoreham Parish Council proposed to create an additional ward and the proposal from Chevening Parish Council was to move the properties in Bowzell Green into the Sevenoaks Weald Parish Council. The terms of reference for the Community Governance review will include both proposals.

In response to questions the Electoral Services Manager explained that Chevening and Sevenoaks Weald Parish Councils would be consulted on the Bowzell Green proposal and, because there were cost implications in creating a new ward of Shoreham Parish, all households in the Parish of Shoreham would be written to.

Resolved: That it be **recommended to Council** that

- a) a community governance review be undertaken in the Parish of Shoreham to investigate the creation of a new parish ward;
- b) a community governance review be undertaken to investigate the boundary between the parishes of Chevening and Sevenoaks Weald in the vicinity of Bowzell Green; and
- c) the terms of reference for the review set out in Appendix C to the report be adopted.

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COMMUNITY GOVERNANCE REVIEW

Council - 1 April 2014

Report of Chief Officer for Legal and Governance

Status: For Decision

Also considered by: Governance Committee – 13 March 2014

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Ian Bigwood – Ext. 7242

Recommendation to Governance committee: That it be recommended to Council that

- (a) a community governance review be undertaken in the Parish of Shoreham to investigate the creation of a new parish ward;
- (b) a community governance review be undertaken to investigate the boundary between the parishes of Chevening and Sevenoaks Weald in the vicinity of Bowzell Green; and
- (c) the terms of reference for the review set out in appendix C to the report be adopted.

Recommendation to Council: That

- (a) that a community governance review be undertaken in the Parish of Shoreham to investigate the creation of a new parish ward;
- (b) that a community governance review be undertaken to investigate the boundary between the parishes of Chevening and Sevenoaks Weald in the vicinity of Bowzell Green; and
- (c) that the terms of reference for the review set out in appendix C to the report be adopted.

Reason for recommendation: representations have been received from Shoreham Parish Council to create a new ward of the parish and from Chevening Parish Council to amend its boundary.

Agenda Item 7a

Introduction

- 1 District Councils are required to keep parish council governance under constant review. Representations have been received from the parish councils of Shoreham and Chevening.
- 2 Notwithstanding that a community governance review for the whole of the Sevenoaks District was carried out in 2012, there is an opportunity to deal with these requests and make any recommended changes in time for the local government elections in May 2015.

Shoreham Parish Council Proposal

- 3 The Shoreham Parish Council proposal to create an additional ward (The Romney Street Ward) of the parish is at appendix A and a map showing the proposed boundary is at appendix B (the plotted parish boundaries are effective from 1st April 2015). The number of electors within the proposed new ward is 159 (February 2014). There is support from one of the local District Council members and there appears to be support from some local residents.

Recommendation

- 4 There appears to be sufficient interest in the creation of a new parish ward for the District Council to undertake a community governance review. The District Council is required to consult interested parties. There are costs involved in having wards within parishes (e.g. separate elections) so it is suggested that all households within the Parish of Shoreham are written to, asking for their views on this proposal.

Chevening Parish Council Proposal

- 5 The occupants of four properties in the Bowzell Green area have suggested they transfer from Chevening Parish into Sevenoaks Weald Parish as they have a greater affinity with the Weald community. Both Chevening Parish Council and Sevenoaks Weald Parish Council support the proposal.

Recommendation

- 6 This is a minor proposal from a handful of residents which has the support of the two parish councils involved. A community governance review can be held alongside the Shoreham Parish Council review.

Recommendation

- 7 The Local Government and Public Involvement in Health Act 2007 (LGPIH) requires the District Council to draw up terms of reference for a community governance review. The review begins when the District Council publishes the terms of reference. The suggested terms are attached as appendix C and include a timetable for the review and intended consultees.

Key Implications

Financial

There are no cost implications for the District Council in conducting a community governance review apart from staff resources.

Legal Implications and Risk Assessment Statement.

District Councils are required to keep parish council governance under review. There is an opportunity to review these two matters before the next scheduled parish council elections.

Equality Impacts

Part of the purpose of the LGPIH is to ensure that from time to time a review of boundaries is undertaken to bring about better local democracy and fair representation within communities. The review therefore has a positive contribution of promoting equality.

Conclusions

The proposals from Shoreham and Chevening Parish Councils appear to have merit and it seems sensible for the District Council to conduct a community governance review ahead of the next full parish council elections in May 2015 when any amendments to existing arrangements can be made effective.

Appendices

Appendix A – Shoreham Parish Council proposal

Appendix B – Proposed boundary of Romney Street Ward

Appendix C – Proposed terms of reference

Background Papers:

[Local Government and Public Involvement in Health Act 2007](#)

[Guidance on community governance reviews \(published jointly by the Department for Communities and Local Government and the Electoral Commission\) – April 2008](#)

Christine Nuttall
Chief Officer for Legal and Governance

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Shoreham Parish Council



Badgers Mount Shoreham Well Hill

Mr I Bigwood
Electoral Services Manager
Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks Kent TN13 1HG

2 October 2013

Dear Mr Bigwood

Re: Shoreham Parish Council

Shoreham Parish Council would like Sevenoaks District Council to consider making East Hill a separate ward within the Parish.

At present, the Parish consists of Badgers Mount, Well Hill, Shoreham Village and East Hill. Badgers Mount will be splitting off to form a separate Parish. Well Hill is already a separate ward. Shoreham Village and East Hill form the other ward.

East Hill is similar to Well Hill in both size and that it is separate from the village of Shoreham. It is a hamlet of houses with no meeting rooms or social areas. There is one pub and a church nearby. There is no Residents Association. Shoreham Parish Council is very concerned that East Hill and Romney Street is somewhat isolated and to be designated as a ward with a Parish Councillor to represent the residents would be beneficial. District Councillor M Lowe has also indicated that she would support the proposal.

The Parish Council has sent out an additional newsletter at East Hill asking for the opinions of residents to this change and also attended a local fete to enable Parish Councillors to speak to local residents about the possibility of becoming a separate ward. The only responses that have been received have been positive.

The eastern boundary of the new ward is suggested to follow the footpath from Upper Austen Lodge to the area between Magpie Bottom and Fackenden Lane.

The number of Parish Councillors for the new Shoreham Parish would be as follows:
6 Parish Councillors for Shoreham Ward, 1 Parish Councillor for Well Hill Ward and 1 Parish Councillor for East Hill Ward – 8 in total.

The Polling Station for East Hill Ward is proposed to be the Fox and Hounds Public House in Romney Street.

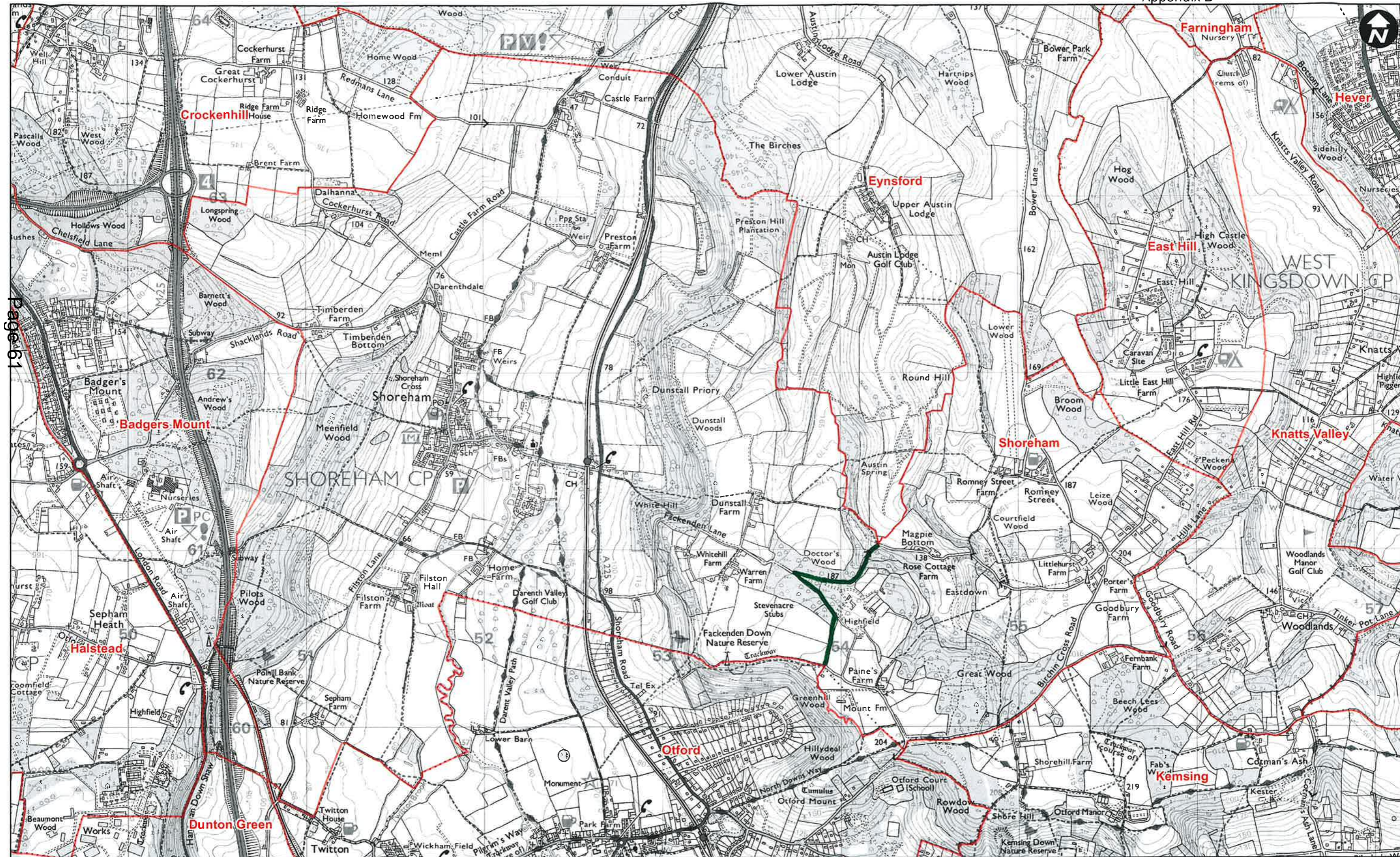
Shoreham Parish Council would appreciate it if this proposal could be looked at favourably.

Yours sincerely

Sharon Palmer
Clerk to Shoreham Parish Council

Clerk: Mrs S Palmer, 3 St Edith Court, Kemsing, Sevenoaks, Kent, TN15 6JQ
Tel: 07912 611048, E-mail: clerk2012@shorehamparishcouncil.gov.uk
www.shoreham.org.uk

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Agenda Item 7a



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Sevenoaks District Council, 100019426, 2012.

Shoreham Parish Ward

Scale: 1:20,000
Date: December 2013

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Community Governance Review

Terms of Reference

Sevenoaks District Council has resolved to undertake a community governance review to consider the creation of a new ward of the Parish of Shoreham and the boundary between the parishes of Chevening and Sevenoaks Weald in the vicinity of Bowzell Green. The District Council will be guided by the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Electoral Commission).

Why is the District Council undertaking the review?

Although the District Council carried out a review of the whole of the Sevenoaks District in 2011/12, there is an opportunity to consider a couple of minor issues raised subsequently by Shoreham and Chevening Parish Councils and implement any recommended changes ahead of the parish council elections in May 2015.

What is a community governance review?

It is an opportunity for interested persons to consider how local communities are represented by considering:

- creating, merging, grouping, altering or abolishing parishes
- the naming of parishes and the style of new parishes
- the electoral arrangements for parishes (overall number of councillors, parish warding and number of councillors for those wards)

Parish governance in the Sevenoaks District Council area

Parish councils, representing local communities, cover the whole of the Sevenoaks District Council area. The District Council believes that parish councils play an important role in terms of community empowerment at the local level and is keen to ensure that parish governance in the Sevenoaks District continues to be robust, representative and enabled to meet the challenges ahead. Government guidance states that “Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.”

How will the District Council publicise the review?

The District Council will publicise the review by displaying a notice at the Council Offices in Sevenoaks and Swanley, placing articles on the District Council’s website and by issuing local news releases. Specifically, the District Council will write to all households in the existing Shoreham and Well Hill wards of Shoreham Parish and those affected in the vicinity of Bowzell Green, to the relevant parish councils, District Councillors, County Councillors and MP and also to Kent County Council.

Cont. over

Agenda Item 7a

What does the District Council expect from interested persons?

Anyone may make representations to the District Council and those views will be put before Members of the District Council at meetings of the Governance Committee. The District Council would like to ensure that:

- electors are able to identify clearly with the parish in which they are resident because it considers this sense of identity and community gives strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government and generates a strong, inclusive community with a sense of civic values, responsibility and pride
- parishes reflect distinctive and recognisable communities of interest, with their own sense of identity
- boundaries between parishes will normally reflect the “no-man’s land” between communities represented by areas of low population or pronounced physical barriers

Timetable for the review

Action	Date
Commencement of review	Wednesday, 2 nd April 2014
Deadline for submitting views	Friday, 30 th May 2014
Submissions considered by the District Council’s Governance Committee and by Council	July 2014
Publication of the District Council’s draft proposals	End of July 2014
Deadline for submitting views on the District Council’s draft proposals	End of August 2014
Further submissions considered by the Governance Committee	September 2014
Meeting of the full Council to confirm the District Council’s final proposals	November 2014
Publication of the District Council’s recommendations	Before end November 2014
Effective date of any changes to parish boundaries and electoral arrangements	Thursday, 7 th May 2015 (next full parish council elections)

How to submit your views

In writing to	Ian Bigwood, Electoral Services Manager, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks TN13 1HG
By e-mail to	elreg@sevenoaks.gov.uk

Dated 2nd April 2014

Item 7 (b) – Polling Districts and Polling Places Review

The attached report was considered by the Governance Committee, relevant minute extract below:

Governance Committee – 13 March 2014 (Minute 35)

The Electoral Services Manager presented a report informing Members that a review of polling districts and polling places was required by law to be carried out by 31 January 2015, ahead of the five yearly Parliamentary General election. The Council started the review on 25 November 2013 and some of the changes which had been identified would have to take effect at the European Parliamentary election in May this year.

In response to questions the Electoral Services Manager advised Members that if issues arose between the five yearly reviews, then ad hoc reviews could take place at any time to look for other polling venues.

Resolved: That it **be recommended to Council** that the polling scheme shown as Appendix A to the report, be approved.

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POLLING DISTRICTS AND POLLING PLACES REVIEW

Council – 1 April 2014

Report of Chief Officer for Legal and Governance

Status: For Decision

Also considered by: Governance Committee – 13 March 2014

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Ian Bigwood – Ext. 7242

Recommendation to Governance Committee: That the polling scheme shown as appendix A be approved.

Recommendation to Council: That the polling scheme shown as appendix A be approved.

Reason for recommendation: a review of polling districts and polling places is required by law to be carried out by 31 January 2015.

Introduction and Background

- 1 District councils are required to complete a review of polling districts and polling places ahead of each five yearly Parliamentary General election; the deadline for completion of this particular review is 31st January 2015. The Electoral Commission recommends that this review should be undertaken outside other busy periods of the electoral timetable and should be effective with the publication of the next revised register of electors on 1st December 2014.
- 2 District councils are required to divide their area into polling districts for the purpose of elections and to designate polling places for these polling districts. The aim should be to provide a polling place for every polling district that is easily accessible to all electors, including those with disabilities. Each parish has to have a separate polling district.
- 3 In Sevenoaks, we have taken the view over the years that we should avoid the use of school premises wherever possible because of the potential disruption to schooling. As a result, at the May 2013 elections only four schools were used as polling places and in each instance the school was able to continue as near normal. Also, when selecting new venues, consideration must be given to the assured availability of the premises even at short notice.

Agenda Item 7b

- 4 Wherever possible at polling places that have access issues, polling staff direct voters to an alternative entrance or set up ramps (where appropriate) in liaison with the caretaker of the premises.
- 5 As part of this review, the Returning Officer (RO) for the Sevenoaks District is required to comment upon the existing polling stations (i.e. the room or building where polling takes place) and upon any new proposals. Generally, the RO considers that no more than 1800 electors should be allocated to one polling station as it would be administratively difficult for the usual team of polling staff (comprising one presiding officer and two poll clerks) to handle more than this number. However, on the occasion of polling for multiple elections on the same day (as in 2011 and again in 2015), the RO always reviews staffing levels.

The Process to Date

- 6 The review commenced on 25th November 2013 and notice was given in the following ways:
 - Publishing a notice in each of the 3 parliamentary constituencies comprising the Sevenoaks District
 - Entry on the District Council's website
 - Local news release
 - Letter to all elected representatives covering the Sevenoaks District Council area (except parish councillors)
 - Letter to all parish councils
 - Letter to local political associations
- 7 The notice (appendix B) invited electors within the Sevenoaks District and all the above consultees to submit representations by 28th February 2014. Persons or bodies making representations were requested to give alternative places that may be used for polling.

Options (and Reasons for the Recommendation)

- 8 Appendix A contains details of electorates by polling district, the proposed polling place and reason for the choice and details of the number of polling stations at each polling place. Consideration has been given to any forthcoming developments in the Sevenoaks District that might affect electorates over the next few years. As with all new developments of any significant size, the impact will be kept under constant review. There is no need to wait until the next five yearly review before taking action.

- 9 Bough Beech Polling District

Polling for Bough Beech residents has been held at Chiddingstone Village Hall since the closure of the Wheatsheaf Inn. This temporary arrangement will continue for 2014 pending more information as to the future of this building. If there is no long term solution by the autumn of 2014, then this polling district will be merged with Chiddingstone Village polling district with effect from the publication of the revised register of electors on 1st December 2014.

10 Dunton Green Polling District

The electorate of this polling district is approaching the threshold for a second polling station or an additional polling place. However, for 2014, the present arrangement of one polling station will be sufficient to deal with the likely turnout at this May's European Parliamentary election. Further study will be made ahead of the 2015 elections.

11 (Edenbridge) Spitals Cross Polling District

The newly built Eden Centre provides better polling facilities than the present venue of the Fircroft Tenants Association building and will be used for the first time at the European Parliamentary election.

12 (Sevenoaks) Holly Bush Polling District

St. John's C.E.P. School is no longer available to use as a polling venue. Walthamstow Hall is not available for this use. St. John's Church Hall provides good facilities and has been used as a polling place in the past. This change will be effective from the European Parliamentary election.

13 (Swanley) Birchwood Polling District

We have run out of polling venues in this polling district (3 having fallen by the wayside in recent years) and we are now suggesting that this polling district merges with White Oak polling district with effect from the publication of the revised register of electors on 1st December 2014. Birchwood electors will have to vote at the White Oak Bowls Centre at future elections, starting with the European Parliamentary election in May 2014.

14 West Kingsdown – Hever Polling District

The new West Kingsdown Village Hall is near completion and will be available for polling purposes with effect from the May 2015 elections (for May 2014 we have to continue to use the Pavilion/Library); we will be able to have two polling stations at this venue which is warranted by the number of electors.

Representations

15 Representations have been received as follows:

- The Tonbridge & Malling Constituency Association of the United Kingdom Independence Party supports the District Council's proposals in respect of the Tonbridge & Malling constituency;
- Edenbridge Town Council supports the change of polling venue from the Fircroft Tenants Association building to the Eden Centre; and
- Westerham Town Council supports the existing polling arrangements for Westerham and Crockham Hill.

Agenda Item 7b

Key Implications

Financial

The proposed changes to polling arrangements may lead to a small saving in hire charges.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights implications in this report.

There is a statutory obligation on district councils to conduct reviews of polling districts and polling places every five years. The present review has to be carried out between 1st October 2013 and 31st January 2015.

Equality Impacts

District councils are required to divide their area into polling districts for the purposes of elections and to designate polling places for these polling districts. The aim should be to provide a polling place for every polling district that is easily accessible to all electors, including those with disabilities.

Conclusions

There have been many reviews of polling arrangements over the years, often as a result of boundary changes or the implementation of policies, e.g. alternatives to schools and an increase in the provision of polling places to encourage turn-out. In between, a constant watch is kept on providing the best facilities available. Not surprisingly, therefore, this review proposes a minimum of changes; some have been enforced due to the non-availability of venues and some due to better facilities being available at alternative venues.

Appendices

Appendix A – polling scheme

Appendix B – notice of review

Background Papers:

[Review of Polling Districts and Polling Places \(Parliamentary Elections\) Regulations 2006](#)

[Representation of the People Act 1983](#)

[Electoral Commission Guidance](#)

Christine Nuttall
Chief Officer for Legal and Governance

Review of Polling Districts, Polling Places and Polling Stations

Proposals by Sevenoaks District Council

March 2014

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Ash (AA)	299	Ash Village Hall, The Street, Ash	In use at least since 1974 and well located in the village.	1	Electorate warrants only one station
Hodsoll Street & Ridley (AB)	429	Hodsoll Street & Ridley Village Hall, Hodsoll Street	In use at least since 1974 and situated in the heart of Hodsoll Street Village (though some distance from other community off the Gravesend Road).	1	Electorate warrants only one station
New Ash Green North West (AC)	2069	New Ash Green Youth Centre, Ash Road, New Ash Green	First used in 1981, replacing a mobile polling station situated elsewhere. Although located at one end of the polling district it is still close to all electors.	2	Electors exceed 1800
New Ash Green South East (AD)	2264	New Ash Green Village Hall, Centre Road, New Ash Green	Replaced school in 1976. Although located to one end of the polling district it is still close to all electors.	2	Electors exceed 1800

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Brasted (AE)	768	Brasted Village Hall, High Street, Brasted	Replaced school in 1977. Well located in village but poor parking. Tried pavilion at recreation ground (better parking) at 1997 by-election but, overall, this did not find favour with electors.	1	Electorate warrants only one station
Toys Hill (AF)	370	Toys Hill Hall & Chancel Kitchen, Puddledock Lane, Toys Hill	Venue for new polling district since 2003. Previously, part of Brasted polling district which meant a very long journey to the polling station. Poor access only marginally improved by setting up polling station in kitchen (so less steps) and providing hand rail. Not possible to install a ramp. Poll cards to electors state "Difficult access for disabled or infirm".	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Chevening (AG)	2364	Chevening Church Hall, Homedean Road, Chipstead	In use at least since 1974. Located at one end of main body of electors in Chipstead and Bessels Green. Suggestion of separate polling district for Bessels Green did not find favour locally in 2002.	2	Electors exceed 1800
Bough Beech (AH) This polling district was created following a periodic electoral (PER) review in 2001. Since then the designated polling place has become unavailable on two occasions and there are no further alternatives at present within this polling district.	239	Chiddingstone Primary School, Chiddingstone Village	Chiddingstone Village is adjacent to Bough Beech and this polling arrangement was used at the County Council elections in 2013 because the Wheatsheaf Public House had closed. We intend to continue this arrangement for the present.	1	Electorate warrants only one station
Chiddingstone Causeway (AI)	300	Chiddingstone Causeway Village Hall, Chiddingstone Causeway	To one end of polling district but no known alternative in rural area. Ramp provided by owners.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Chiddingstone Hoath (AJ)	169	The Rock Inn Public House, Chiddingstone Hoath	Replaced dilapidated hall in 1981. Access not ideal and site is to one end of polling district but no known alternative in rural area.	1	Electorate warrants only one station
Chiddingstone Village (AK)	205	Chiddingstone Primary School, Chiddingstone Village	Well located. School prefers this arrangement to the alternative of adjacent parish hall as latter is used by school for meals.	1	Electorate warrants only one station
Cowden (AL)	627	Cowden Memorial Hall, Chantlers Mead, Cowden	Replaced school (closed down) in 1983. Well located in village.	1	Electorate warrants only one station
Crockenhill (AM)	1336	Crockenhill Village Hall, Stones Cross Road, Crockenhill	Replaced school in 1981. Quite central to the village.	1	Electorate warrants only one station
Dunton Green (AN)	1754	Dunton Green Village Hall, London Road, Dunton Green	Replaced school in 1979. A little way away from the main body of electors but no alternatives have been suggested.	1	Electorate warrants only one station. Need to consider a second polling station upon the completion of the Cold Stores development and for 2015 also.

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Marlpit Hill (AO)	1572	St. Paulinus Church Centre, Hillcrest Road, Edenbridge	Replaced Men's Club in 1979. Well located in main area of electorate.	1	Electorate warrants only one station (for the 2015 triple election an additional poll clerk is required).
Marsh Green (AP)	336	St. John's United Reformed Church, Marsh Green	Venue for new polling district since review of Edenbridge polling arrangements in 1997. Located close to main area of electorate.	1	Electorate warrants only one station
Pound Green (AQ)	1080	Edenbridge Sports Pavilion, Lingfield Road, Edenbridge	Venue for new polling district since review of Edenbridge polling arrangements in 1997. Located at edge of main body of electors but not aware of any alternative.	1	Electorate warrants only one station
CHANGE OF POLLING PLACE Spitals Cross (AR)	1210	The Eden Centre, Four Elms Road, Edenbridge	A new build providing better facilities for the purposes of polling than the Fircroft Tenants' Assn.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Stangrove & South End (AS)	1760	Edenbridge Scout HQ, Station Road, Edenbridge	New site in 2003 after changes to District Ward boundaries. Not quite central to elongated polling district. Small step access – purpose built ramp provided.	1	Electorate warrants only one station (for the 2015 triple election consider a second polling station or additional poll clerks).
Town (Edenbridge) (AT)	924	Edenbridge W.I.Hall, Station Road, Edenbridge	Replaced school (no longer wished to be used) in 1981. Quite well located within polling district.	1	Electorate warrants only one station
Eynsford (AU)	1451	Eynsford Village Hall, High Street, Eynsford	Replaced school in 1981. Central to village.	1	Electorate warrants only one station
Farningham (AV)	1062	Farningham Village Hall, High Street, Farningham	In use at least since 1974 and well located in the village.	1	Electorate warrants only one station
Fawkham (AW)	447	Fawkham Village Hall, Valley Road, Fawkham	Central within Parish. Good parking. Replaced school in 1977.	1	Electorate warrants only one station
Halstead (AX)	1260	Halstead Pavilion, Station Road, Halstead	Replaced parish hall in 1997. Though not as central in village, it does provide better parking and facilities.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Hartley North (AY)	2251	Longfield & Hartley Scout HQ, Larkwell Lane, Hartley	Well located within polling district. First used in 1987 following boundary changes.	2	Electorate exceeds 1800
Hartley South (AZ)	2174	All Saints Church Centre, Ash Road, Hartley	Well located within polling district. Good parking. Replaced school in 1976.	2	Electorate exceeds 1800
Four Elms (BA)	487	Four Elms Village Hall, Ide Hill Road, Four Elms	Replaced school (no longer wished to be used) in 1981. Well located in village.	1	Electorate warrants only one station
Hever (BB)	487	Hever Village Hall, Hever Road, Hever	Replaced school (no longer wished to be used) in 1981. Ramp provided by owners.	1	Electorate warrants only one station
Hextable (BC)	3306	St. Peter's Church Hall, College Road, Hextable	In use at least since 1974. Very well located.	2	Electorate exceeds 1800. 3 polling station in one location is likely to confuse electors, so for 2015 consider additional polling staff.
Horton Kirby (BD)	972	Fighting Cocks Public House, The Street, Horton Kirby	Replaced school in 1995. Electors enter via rear of building; disabled access via the bar. Quite central to village.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
South Darenth (BE)	1724	Horton Kirby & South Darenth Jubilee Hall, Horton Road, South Darenth	New facilities in 2012 replacing adjacent Village Hall. Although outside village, no known alternative.	1	Electorate warrants only one station. For 2015 consider additional polling station.
Kemsing East & Kemsing West (BF/BG)	1713/1564	The St. Edith Hall, High Street, Kemsing (For 2015 must use main hall, not the small hall.)	Replaced school in 1981. Good facilities but situated at eastern end of village. Second polling district created in 1999 for the western end and polling took place at the Town Church, Dynes Road, but Town Church pulled down in 2000. The Dynes Residential Care Home was used on one occasion after this but is no longer available. Retain two polling districts and continue to seek polling place for western end (though none apparent presently)	2	One polling station for each of the two polling districts.
Knockholt (BH)	985	Knockholt Village Centre, Main Road, Knockholt	In use at least since 1974. Good parking. At edge of village but close to the main body of electors.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Leigh (BI)	1413	Leigh Small Village Hall, High Street, Leigh	Replaced school (no longer wished to be used) in 1977. Ramp provided by owners. Located in village; some distance from electors in the communities of Charcott and Powdermills but no known alternatives available in these rural areas.	1	Electorate warrants only one station
Otford (BJ)	2699	Otford Village Memorial Hall, High Street, Otford	Replaced school in 1981. Centrally located, good facilities.	2	Electorate exceeds 1800
Fordcombe (BK)	578	Fordcombe Village Hall, Fordcombe	Replaced school (no longer wished to be used) in 1981. Well located in village.	1	Electorate warrants only one station
Penshurst (BL)	750	Penshurst Village Hall, Penshurst	Replaced school (no longer wished to be used) in 1981. Good location in village.	1	Electorate warrants only one station
Riverhead (BM)	1866	Riverhead Village Hall, Amherst Hill, Riverhead	Replaced school in 1979. Central site but no parking; not aware of any alternatives.	2	Electorate exceeds 1800
Seal – St. Lawrence (BN)	341	St. Lawrence Village Hall, Church Road, Stone Street	New site in 1991 after creation of new Parish Ward. Well positioned in village.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Seal (BO)	1294	Seal Village Hall, High Street, Seal	Replaced school (probably in 1979). Quite central to village.	1	Electorate warrants only one station
Underriver (BP)	267	Underriver Village Hall, Carters Hill, Underriver	Replaced school (probably in 1979). Situated in village.	1	Electorate warrants only one station
Bat & Ball (BQ)	806	Sevenoaks Community Centre, Oxford Road, Sevenoaks	This polling district was most recently altered in 2003 as a result of the PER. This polling place has been used since 1984; good parking and access and close to main body of electors.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Bradbourne (BR)	1212	Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks	Minimal change to polling district in 2003 following PER. Previous venue at Bradbourne School (now Knole Academy West), is not now available. In the absence of any alternative in the polling district, the offices of the Sevenoaks Town Council have been used since 2003. Whilst this venue is located outside the polling district, it is not much further for voters to travel than the former venue.	1	Electorate warrants only one station
Greatness (BS)	1194	Greatness Club House, Mill Lane, Sevenoaks	Replaced St. John Ambulance Hall in 1993 (which had difficult access). Central to polling district.	1	Electorate warrants only one station
High Street (Sevenoaks) (BT)	1306	The STAG Community Arts Centre (Plaza Suite), London Road, Sevenoaks	Replaced St. Nicholas Parish Hall (demolished) in 1997. Good access and well located within polling district.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Hillingdon (BU)	1288	Main Hall, Knole Academy East (formerly Wildernesse School), Seal Hollow Road, Sevenoaks	The former Wildernesse School, was in use at least since 1974. The classroom was used so that the school was able to function. Since the 2003 PER, this venue has been situated outside the polling district but after extensive consultation, it was agreed that voters should continue to use this venue. The school prefers to use the main hall for polling but is still able to function.	1	Electorate warrants only one station
CHANGE OF POLLING PLACE Holly Bush (BV)	1749	St. John's Church Hall, Quaker's Hall Lane, Sevenoaks	The school is no longer available. This alternative has been used as a polling place in the past and provides good facilities. Although it is situated to one end of the polling district. Walthamstow Hall is not available for this use.	1	Electorate warrants only one station For 2015 consider an extra poll clerk.
Kippington North (BW)	1099	Christ Church United Reformed Church, Littlecourt Road, Sevenoaks	Revised polling district in 2003 (following PER). Good access and parking.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Kippington South (BX)	1143	Kippington Community Centre, Kippington Road, Sevenoaks	Revised polling district in 2003 (following PER) The venue has been in use at least since 1981; newly built in 2004. Good access and parking.	1	Electorate warrants only one station
Lower St. John's (BY)	842	British Red Cross Centre, Bradbourne Vale Road, Sevenoaks	New polling district following 2003 PER. Good access and parking and well located.	1	Electorate warrants only one station
Sevenoaks Common (BZ)	1444	Solefield School, Solefields Road, Sevenoaks	In use at least since 1974. Classroom used, so school able to function. There are steps and a narrow entrance which makes access less than ideal.	1	Electorate warrants only one station
Tubs Hill (CA)	1251	St. Luke's Church Hall, Eardley Road, Sevenoaks	New polling district following 2003 PER. Good access and well located.	1	Electorate warrants only one station
Upper St. John's (CB)	1379	United Reformed Church, St. John's Road, Sevenoaks	New polling district following 2003 PER. Good access, only on-street parking. Located slightly to one side of polling district.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Wilderness (CC)	330	Main Hall, Knole Academy East (formerly Wilderness School), Seal Hollow Road, Sevenoaks	The former Wilderness School, now known as Knole Academy East, has been used since 1974. Classroom used, so school able to function. The school prefers to use the main hall for polling but is still able to function.	1	Electorate warrants only one station
Sevenoaks Weald (CD)	944	Weald Memorial Hall, Long Barn Road, Sevenoaks Weald	Venue in use since 1983, replacing school. Centrally located within village.	1	Electorate warrants only one station
Badgers Mount (CE)	525	Badgers Mount Memorial Hall, Orpington-By-Pass, Badgers Mount	In use at least since 1974. Close to main body of voters.	1	Electorate warrants only one station
Shoreham (CF)	872	Shoreham Village Hall, High Street, Shoreham	Replaced school in 1977. Good access and well located.	1	Electorate warrants only one station
Well Hill (CG)	211	Well Hill Mission Church, Well Hill	New polling district following 2003 PER. Venue in use since 2003; Residents' Association preferred location over public house alternative.	1	Electorate warrants only one station
Ide Hill (CH)	528	Ide Hill Village Hall (Wheatsheaf Room), Ide Hill	Replaced school in 1985. Quite close to village; good parking.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Sundridge (CI)	1000	Sundridge Village Hall, Main Road, Sundridge	In use at least since 1974. Quite central to village.	1	Electorate warrants only one station
CHANGE OF POLLING DISTRICT Birchwood (CJ)		White Oak Bowls Centre, Garrolds Close, Swanley	Three former venues (Birchwood School, Birchwood Public House and The Bull Beefeater & Swanley Premier Inn) are all no longer available. White Oak Leisure Centre was used in 2010 but was not popular. In 2011 White Oak Bowls Centre was used. It is proposed to use this venue once again by merging this polling district with White Oak CP.	0	
Christ Church (CK)	2030	Christ Church Centre, Kingswood Avenue, Swanley	Replaced school in 1981. Good location; separate polling booth provided for voters with disabilities so as to avoid steps inside the building. Limited on-street parking opposite with a two hour waiting restriction; blue badge holders can park outside hall.	2	Electorate exceeds 1800

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
High Firs (CL)	2092	High Firs Primary School, Court Crescent, Swanley	In use at least since 1981. Classroom used, so school able to function. Good location.	2	Electorate exceeds 1800
St. Mary's (CM)	3093	Swanley Youth Centre, St. Mary's Road, Swanley	In use since 1985. Located to one end of polling district but no known alternative closer to a central point.	2	Electorate exceeds 1800
Swanley Lane (CN)	1603	Swanley ACF Hall, Swanley Lane, Swanley	In use at least since 1974. Located at the extremity of the polling district but convenient for voters on their way to the station and shops. Rough ground on approach to hall. No alternative within the polling district.	1	Electorate warrants only one station Consider extra poll clerk in 2015
Swanley Village (CO)	344	The Lamb Inn, Swanley Village Road, Swanley Village	In use since 2005. Located a little to one end of village, quite good access, some parking.	1	Electorate warrants only one station
White Oak (CP)	2055 + 1019 from Birchwood = 3074	White Oak Bowls Centre, Garrolds Close, Swanley	In use since 1999. Quite well located, good access, parking available.	2	Electorate exceeds 1800

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
Crockham Hill (CQ)	576	Crockham Hill Village Hall, Crockham Hill	In use since 1997, after demolition of WI Hall. Located close to main body of voters with good access and parking.	1	Electorate warrants only one station
Westerham (CR)	2884	Westerham Hall, Quebec Avenue, Westerham	In use at least since 1974 (excepting for a few years during re-construction and because of prior bookings). Quite central to town, good access and parking.	2	Electorate exceeds 1800
East Hill (CS)	276	Woodlands Manor Golf Club, Tinkerpot Lane, West Kingsdown	For several years East Hill electors have had to poll in the Knatts Valley polling district in the absence of any suitable venue in East Hill itself.	1	Electorate warrants only one station
Knatts Valley (CT)	219	Woodlands Manor Golf Club, Tinkerpot Lane, West Kingsdown	The venue has been in use since 2012. It provides better facilities, in particular parking, than the previous venue of Woodlands Church Hall.	1	Electorate warrants only one station
West Kingsdown East (CU)	1217	The Portobello Inn, London Road, West Kingsdown	This venue has been in use since 2012 as the West Kingsdown Village Hall became unavailable.	1	Electorate warrants only one station

Polling district (& letters)	Electorate – February 2014	Proposed polling place	Reason for choice	No. of polling stations	Reason
<p>CHANGE OF POLLING PLACE</p> <p>West Kingsdown – Hever (CV)</p>	2665	New West Kingsdown Village Hall, London Road, West Kingsdown	Not well located, being on the opposite side of the A20 from most voters, but provides better facilities than the previous venue of The Pavilion and there is no alternative within polling district.	2	Electorate exceeds 1800



Notice of Review of Polling Districts, Polling Places and Polling Stations

Sevenoaks District Council is conducting a review of polling districts and polling places as required by the Electoral Registration and Administration Act 2013. Acting Returning Officers for the three parliamentary constituencies that make up the Sevenoaks District Council area (Dartford, Sevenoaks and Tonbridge & Malling) will contribute to the review and decide on the number of polling stations for each polling place.

Electors within the Parliamentary Constituencies of Sevenoaks, Dartford and Tonbridge & Malling may make representations, in writing, to Sevenoaks District Council. The District Council would also welcome any person or body with expertise in access for persons with any type of disability to make a representation or to comment on the District Council's proposals, the Acting Returning Officers' representations or on any other matter. Persons or bodies making representations should, if relevant, give alternative places that may be used as polling places.

All representations are required by law to be published. Individuals not wanting their representation attributed to them will need to let me know at the time of making their representation.

The addresses at which relevant information and documents can be inspected and representations made are as follows:

e-mail address elreg@sevenoaks.gov.uk

postal address: Mr. C Everett
Senior Electoral Officer
Council Offices
Argyle Road
SEVENOAKS
TN13 1HG

website address www.sevenoaks.gov.uk

The deadline for making representations is Friday, 28th February 2014.

Officers of the District Council will then investigate the representations and report to Members of the District Council. The Council will publish its findings at the conclusion of the review, expected in April 2014.

Dr. Pav Ramewal, Chief Executive
Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks TN13 1HG
November 2013

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Item 7 (c) – Review of New Governance Arrangements

The attached report was considered by the Governance Committee, relevant minute extract below:

Governance Committee – 13 March 2014 (Minute 36)

The Chief Officer Legal and Governance presented a report which set out that the Governance Committee had been tasked with reviewing the new governance arrangements which were introduced at Annual Council in May 2013 as well as looking at options for future governance. The report set out the Committee's final recommendations to Council.

The Committee expressed their thanks to the Head of Transformation and Strategy and his team for collating the responses to the Members' survey.

Resolved: That the implementation of the following recommendations **be recommended to Council** to take effect from the date of Annual Council on 13 May 2014:

- a) the Scrutiny Committee changes to a fixed membership of 9 members plus a Chairman and Vice Chairman with all members of the committee being independent of the Cabinet Advisory Committees;
- b) the membership of the Cabinet Advisory Committees increase from 10 members to 12 members including the relevant Cabinet and Deputy Cabinet Members on each of the Cabinet Advisory Committees;
- c) Members be able to sit on more than one Cabinet Advisory Committee;
- d) with the number of Cabinet Advisory Committees remaining at 5 the Committees should normally meet 4 times a year;
- e) the Advisory Committees be able to choose their own Chairman;
- f) the Governance Committee continue to investigate future Governance arrangements in general to allow the newly elected administration in 2015 to consider future governance;
- g) Portfolio Holders to individually present a report to each ordinary Full Council meeting in the same way the Chairmen of the Select Committees did previously; and
- h) a comprehensive training plan for Members be developed for implementation in May 2015.

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REVIEW OF NEW GOVERNANCE ARRANGEMENTS

Council – 1 April 2014

Report of Chief Officer Legal and Governance

Status: For decision

Also considered by: Governance Committee – 13 March 2014

Key Decision: No

Executive Summary: The Governance Committee is tasked with reviewing the new governance arrangements which were introduced at Annual Council in May 2013 in addition to looking at options such as the Committee System or a Hybrid Model requiring Secretary of State approval and to report back to Council by April 2014.

Portfolio Holder Cllr. Fleming

Contact Officer(s) Christine Nuttall Ext. 7245 / Lee Banks Ext. 7161

Recommendation to Governance Committee: That the implementation of the following recommendations take effect from the date of Annual Council on 13 May 2014 and

- (a) the Scrutiny Committee changes to a fixed membership of 9 members plus a Chairman and Vice Chairman with all members of the Committee being independent of the Cabinet Advisory Committees;
 - (b) the Membership of the Cabinet Advisory Committees increases from 10 members to 12 members including the relevant Cabinet and Deputy Cabinet members on each of the Cabinet Advisory Committees;
 - (c) Members will be able to sit on more than 1 Cabinet Advisory Committee;
 - (d) with the number of Cabinet Advisory Committees remaining at 5 the Committees should normally meet 4 times a year;
 - (e) the Advisory Committees are able to choose their own Chairman;
 - (f) the Governance Committee continue to investigate future Governance arrangements in general to allow the newly elected administration in 2015 to consider future governance;
 - (g) Portfolio Holders to individually present a report to each ordinary Full Council meeting in the same way the Chairmen of the Select Committees did previously;
 - (h) a comprehensive training plan for members to be developed for implementation in May 2015.
-

Recommendation to Full Council: That the implementation of the following recommendations take effect from the date of Annual Council on 13 May 2014 and

- (a) That the Scrutiny Committee changes to a fixed membership of 9 members plus a Chairman and Vice Chairman with all members of the Committee being independent of the Cabinet Advisory Committees;
- (b) The Membership of the Cabinet Advisory Committees increases from 10 members to 12 members including the relevant Cabinet and Deputy Cabinet members on each of the Cabinet Advisory Committees;
- (c) Members will be able to sit on more than 1 Cabinet Advisory Committee;
- (d) With the number of Cabinet Advisory Committees remaining at 5 the Committees should normally meet 4 times a year;
- (e) The Advisory Committees are able to choose their own Chairman;
- (f) The Committee continue to investigate future Governance arrangements in general to allow the newly elected administration in 2015 to consider future governance;
- (g) Portfolio Holders to individually present a report to each ordinary Full Council meeting in the same way the Chairmen of the Select Committees did previously;
- (h) A comprehensive training plan for members to be developed for implementation in May 2015.

Reason for recommendation: The Governance Committee is tasked with reviewing the new governance arrangements which were introduced at Annual Council in May 2013 as well as looking at options for future governance.

Introduction and Background

- 1 On the 23rd April Council approved a proposed new governance structure following Members concerns with the previous structure in the following areas:

Perception of remoteness/inaccessibility of portfolios; feeling of disengagement from the influence and decision-making; lack of training and development (succession planning for future Cabinet members); and the need to streamline the system to match the resource available.
- 2 The approval was subject to detailed mechanisms being brought back to the Annual Council in May 2013 to enable implementation of the structure with a review of the new governance arrangements being undertaken and reported back to Full Council by April 2014.
- 3 This report reviews the work undertaken by the Governance Committee Working Group who has been reporting to the Governance Committee throughout the municipal year with the Committee now tasked with making their final recommendations to Council on the 1st April 2014.

Surveys

- 4 At the Governance Committee meeting on the 10th July 2013 it was agreed that a survey to obtain first impressions of the New Governance Structure be formulated and a draft questionnaire was circulated at the Governance Committee meeting on the 19th September 2013 where it was explained that the purpose of the survey was to ask Members their opinion of the current governance arrangements. The survey had been formulated from information received from Members on what they wanted surveyed. The survey was duly sent out to Members on the 25th October 2013 with responses to be received by 15th November 2013.
- 5 The results of the survey were considered by the Governance Committee on the 29th January 2014 and the survey results are set out at Appendix A to this report.
- 6 The survey was open for a period of 3 weeks and received 29 responses, a response rate of 55%.
- 7 The Governance Committee Working Group had agreed that a further simpler survey was needed to help clarify some points. The response to the first survey had been disappointing. A further draft survey was tabled by a Member of the Governance Committee Working Group at the Governance Committee meeting that took place on the 29th January 2014 where the draft survey was discussed with some amendments made. The new survey was given to officers to circulate as soon as possible with a two week return date. The results of this second survey are set out at Appendix B to this report.
- 8 The second survey was open for a period of 2 weeks and received 37 responses, a response rate of 69%.

Scrutiny Committee

- 9 The Governance Committee at its meeting on the 29th January 2014 discussed the current 'pool' membership system of the Scrutiny Committee and agreed that it was difficult to work and led to confusion. Members were in agreement that a fixed membership of 11 members not on any advisory committee would be more desirable and effective. A fixed pool would allow knowledge and training to be built upon. Legally there would be a clear demarcation between Cabinet and Scrutiny and conflicts of interest for members would be avoided.

Other options such as the Committee System or a Hybrid Model

- 10 The Localism Act 2011 ("the 2011 Act") gives Councils greater freedoms over their governance arrangements.
- 11 If Council wished to put forward proposals for some novel form of governance arrangements such as a hybrid system that was entirely new, then the Council would need to put its proposals to the Secretary of State inviting him to use his regulation making powers to make these novel governance arrangements available to councils.
- 12 In September of last year the Monitoring Officer spoke to the Department for Communities and Local Government ("DCLG") who informed her that no Councils

Agenda Item 7c

in England had put forward proposals to the Secretary of State to consider any novel form of governance arrangements. Even if proposals passed the requirements test set out under the above bullet points there would still need to be House of Commons approval and House of Lords approval to any novel form of governance arrangements.

- 13 All Councils in Kent are working under some form of Cabinet governance model. Only Tandridge District Council over the border in Surrey is working under the Leader and Committee System as a result of their population falling under the threshold for the previous requirement to change to the Cabinet system of governance.
- 14 If a resolution is passed that makes a change to a Committee system of governance then the local authority may not pass another resolution changing back to the Cabinet system until the end of the period of 5 years beginning with the date the original resolution was passed.

Other Options Considered and/or Rejected

- 15 The Governance Committee for the reasons set out above rejected the option of changing to the Committee system instead of the Executive governance model.
- 16 However, the Governance Committee did consider it appropriate to make a recommendation to the newly elected administration in 2015 to consider the Governance arrangements in general.
- 17 In relation to reviewing the existing governance arrangements the following options were considered taking into account the results from the members' surveys. These were as follows:
 - a) to keep the existing arrangements;
 - b) to reduce the number of advisory committees to 3 whilst increasing the number of times that they meet and allowing members to sit on more than one advisory committee; with non of the portfolio holders being able to chair such committees; in addition to reducing the number of Deputy Portfolio Holders;
 - c) to have a fixed membership on the Scrutiny Committee of 11 members who would not sit on any of the advisory committees;
 - d) Increasing the number of portfolio holders.

Option a) was not considered acceptable as the survey results suggested that changes to the present system were needed as there was some member dissatisfaction with how the present system was working.

Option b) was not considered acceptable as the only way the advisory committees could meet more often would be to reduce the number of advisory committees. The survey results did not consider this to be desirable and it was difficult to see how the advisory committees could be amalgamated and how this would increase member involvement. It was considered to be a good idea for members to be able to sit on more than 1 Cabinet Advisory

Committee which would increase member involvement. It was not considered desirable to reduce the number of Deputy Portfolio Holders although it was considered beneficial to increase membership of the Cabinet Advisory Committees to 12 members instead of 10 thus contributing to increasing member participation.

Option c) was considered acceptable as the current 'pool' membership of the Scrutiny Committee was difficult to work and led to confusion. A fixed pool would allow knowledge and training to be built upon. Legally there would be a clear demarcation between Cabinet and Scrutiny without any conflicts of interest arising.

Option d) this was not something that was in the remit of the Governance Committee.

Training and Development

- 18 Training and development was considered to be of vital importance when discussed by the Governance Committee Working Group.
- 19 The Governance Committee considered that one of its tasks for the next municipal year would be to put a plan in place in relation to training needs with emphasis upon what training would be beneficial for members following the 2015 elections.

Key Implications

Financial

- 20 The new governance arrangements were thought to deliver a more streamlined system. However, the results from the Members' surveys indicate that more meetings are desired. The Democratic Services Team is under extreme pressure to cope with the increased demand for more meetings and if this demand increases still further then the need for an increased workforce in Democratic Services will be inevitable. In addition, it will be extremely difficult to find any more space in the Calendar of meetings in order to accommodate any extra evening meetings. The changes suggested by this report should not increase the number of meetings presently taking place but will increase member involvement.

Legal Implications and Risk Assessment Statement

- 21 The pool system for the Scrutiny Committee results in members of the pool having to agree minutes of the previous meeting to which they had often not attended. In addition, member engagement through loss of continuity is diminished and conflicts of interest often occur with members of the Cabinet Advisory Committees sitting on the Scrutiny Committee. One of the key roles of the Scrutiny Committee is to provide a "critical friend" challenge to the executive policy makers and decision makers and therefore the present system of overlap between Scrutiny and the Cabinet Advisory Members may be judicially considered inappropriate.

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Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The decision to change the present governance arrangements does not raise any equality issues.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable

Conclusions

The Members' surveys on the Council's Governance Arrangements have provided a range of information that has been helpful in the Committee's task of reviewing the effectiveness of those arrangements.

The Governance Committee through its working group has undertaken work to look at the practicalities and appropriateness of moving to the Committee System or a Hybrid Model.

All the above work has helped the committee in providing an evidential basis for the recommendations set out in this report.

Appendices

Appendix A 1st Members' survey results

Appendix B 2nd Members' survey results

Background Papers:

[Sevenoaks District Council Constitution](#)

[Review of New Governance Arrangements – Report to the Governance Committee 5th November 2013](#)

[Review of New Governance Arrangements – Members Survey – Report to the Governance Committee 29th January 2014](#)

[E-mail letter dated 9th March 2012 entitled “Localism Act 2011; Governance Arrangements Available To Principal Councils in England as attached to Report to Governance Committee dated](#)

[5th November 2013](#)

[List of Councils in Kent and surrounding areas showing the kinds of governance models in operation as attached to Report to Governance Committee dated 5th November 2013](#)

[Localism Act 2011](#)

[Local Government Act 1972](#)

[Article by Ed Hammond entitled “Changing lanes”](#)

[Rethinking governance – Practical steps for councils considering changes to their governance arrangements – Local Government Association](#)

Christine Nuttall
Chief Officer for Legal and Governance

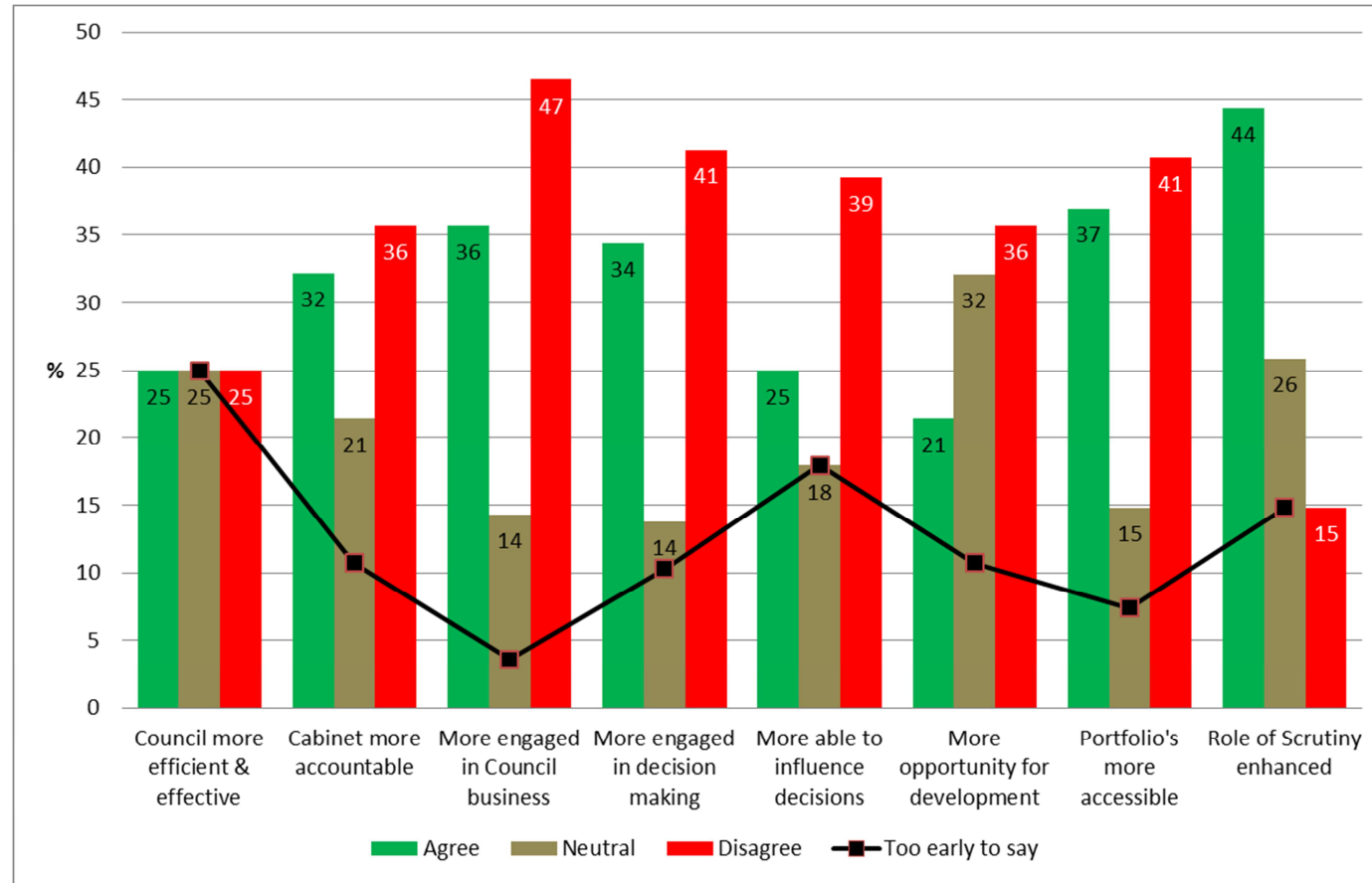
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Governance Arrangements – Members’ Survey
Summary of Results

Response Rate – 55% (29 of 53 Members)

Governance Structure

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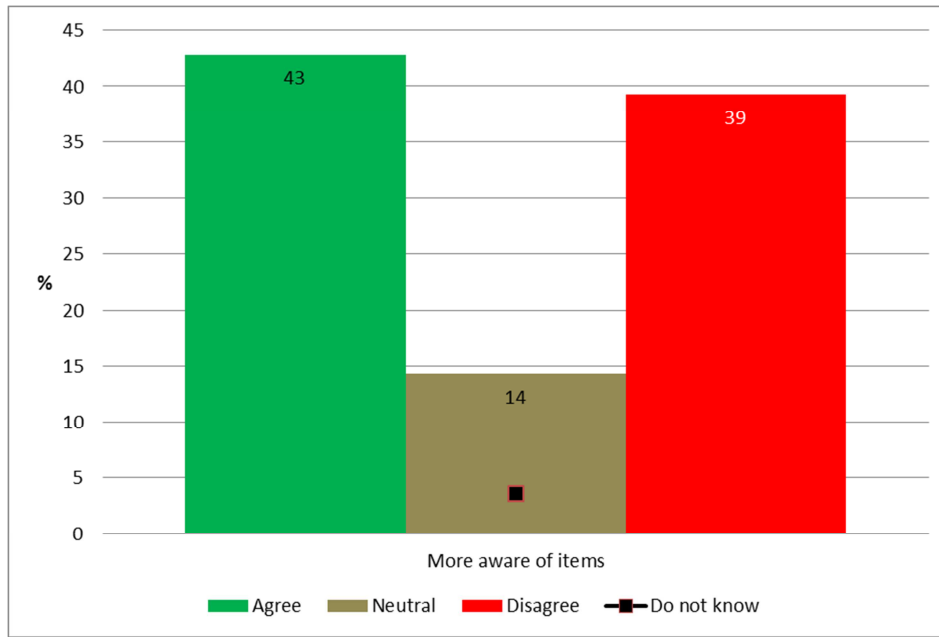


By evaluating the totality of the responses provided to each question in part 1 it is possible to say that there is no strong outcome for the effectiveness of the new governance structure against its initial objectives.

- On average 32% of respondents agreed to their being an improvement.
- On average 35% of respondents disagree to their being an improvement.
- On average 21% of respondents were neutral and neither agreed or disagreed that there had been an improvement.
- On average 12% of respondents felt that it was too early to say if there had been an improvement.
- Respondents most strongly agreed that the role of scrutiny had been enhanced.
- Grouped together respondents most strongly disagreed that they were more engaged or more able to influence decision making.

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Awareness of Council business



- 4% more respondents agree that they are more aware of items under consideration before a recommendation is made.
- 14% of respondents neither agreed nor disagreed and 4% of respondents did not know.

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Open text responses relating to the new Governance Structure and awareness of Council business

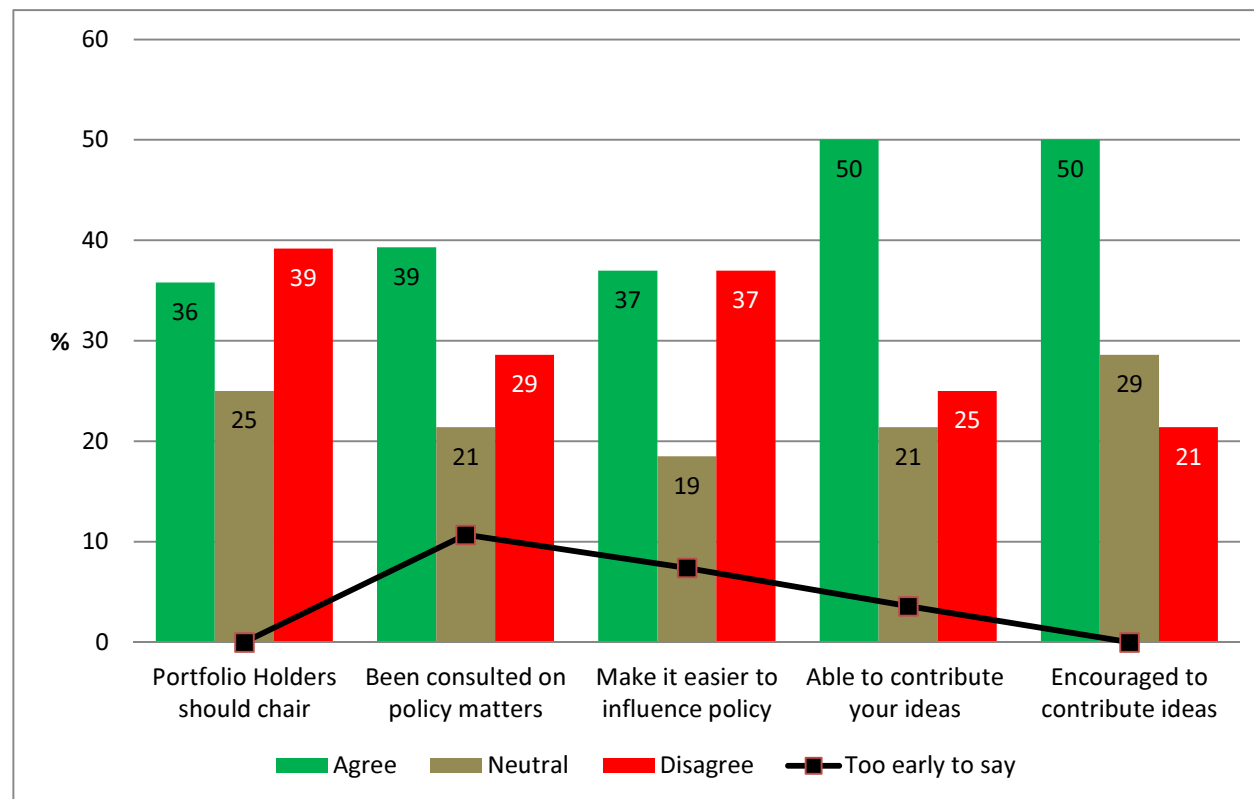
12 comments were provided

Comments included:

- Portfolio holders should not Chair Advisory Committees
- Too many Advisory Committees
- Cabinet been reduced in size (so less Members involved at that level)
- Select Committees seem to be more effective than Advisory Committees

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Cabinet Advisory Committees



By evaluating the totality of the responses provided to each question about Advisory Committees it is possible to say that there is no strong outcome, but responses lean toward being supportive of them.

- On average 42% of respondents agreed that Advisory Committees are meeting their purpose.
- On average 30% of respondents disagree that Advisory Committees are meeting their purpose.
- On average 23% of respondents were neutral and neither agreed or disagreed that Advisory Committees are meeting their purpose.
- On average 4% of respondents felt that it was too early to say if the Advisory Committees are meeting their purpose.
- Grouped together respondents most strongly agreed they are both encouraged and more able to contribute their ideas.
- Respondents most strongly disagreed, albeit by a margin of 3%, that Portfolio Holders should be able to chair Advisory Committees.

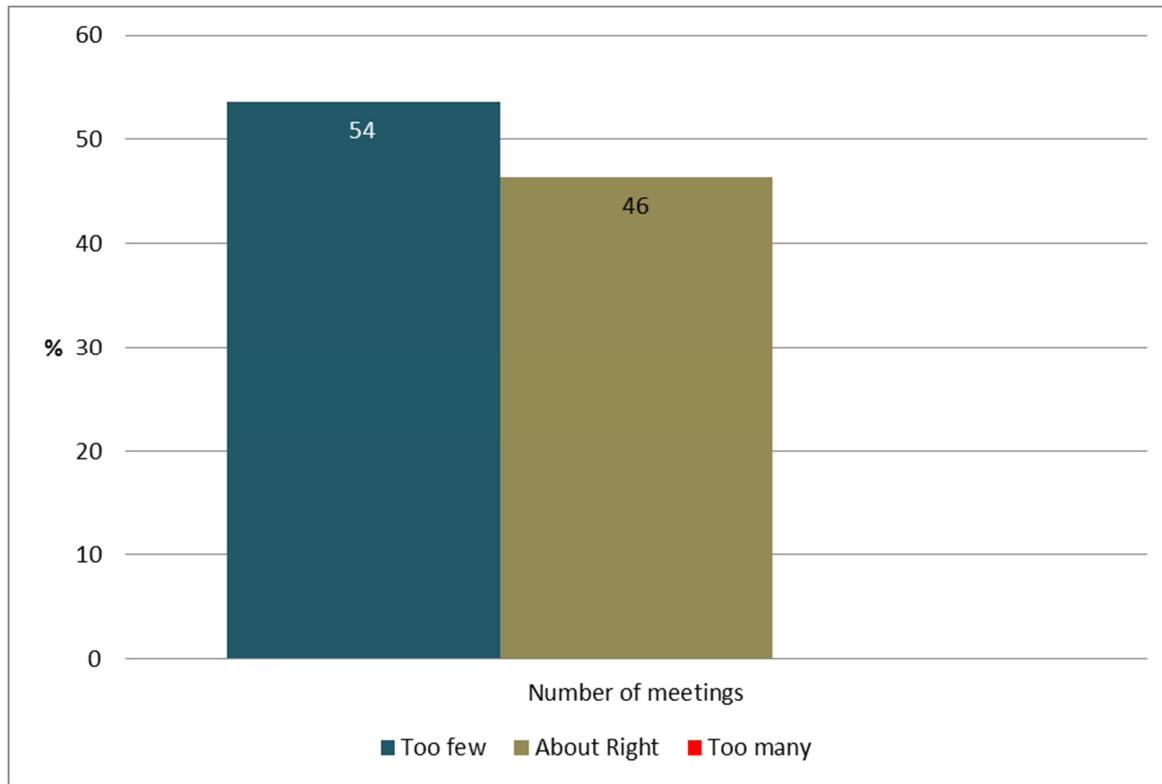
Open text comments about the Advisory Committees

7 comments were provided

Comments included:

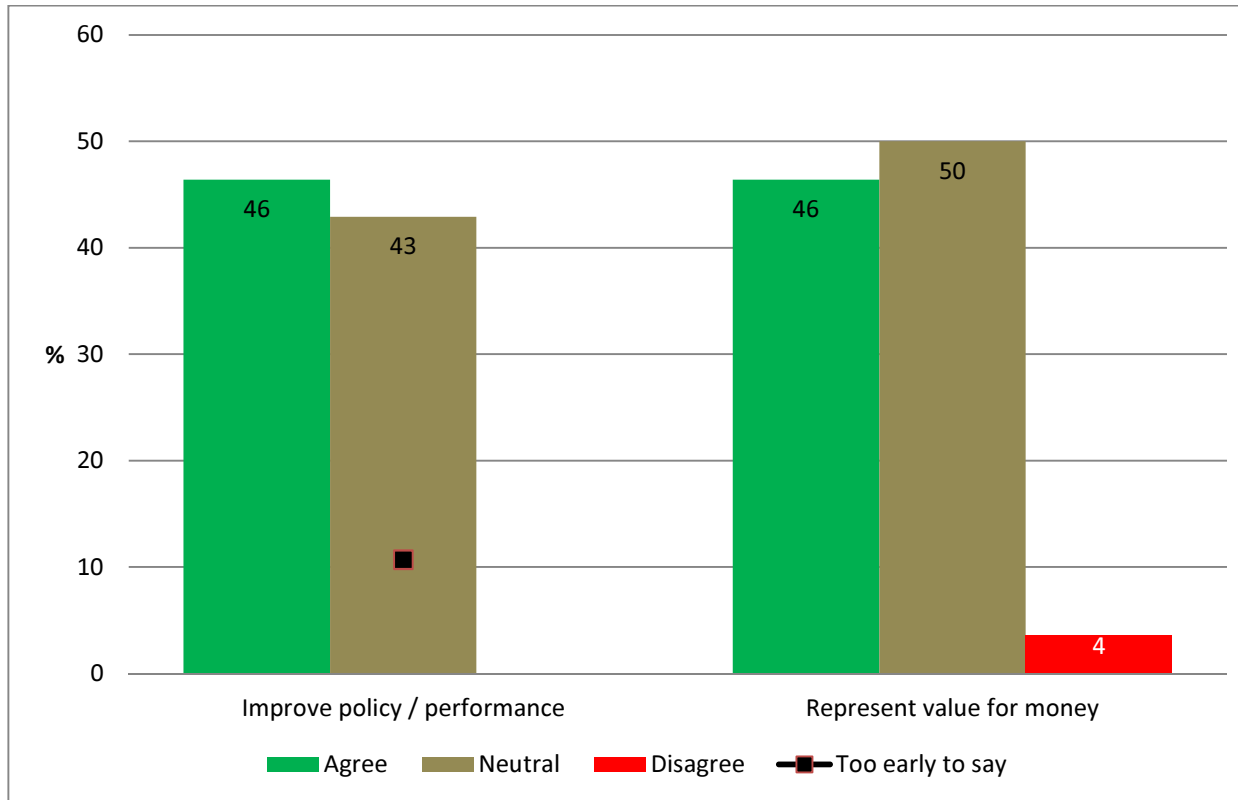
- Not enough meetings
- Portfolio holders should not chair Advisory Committees
- Less effective than Select Committees

Number of scheduled meetings



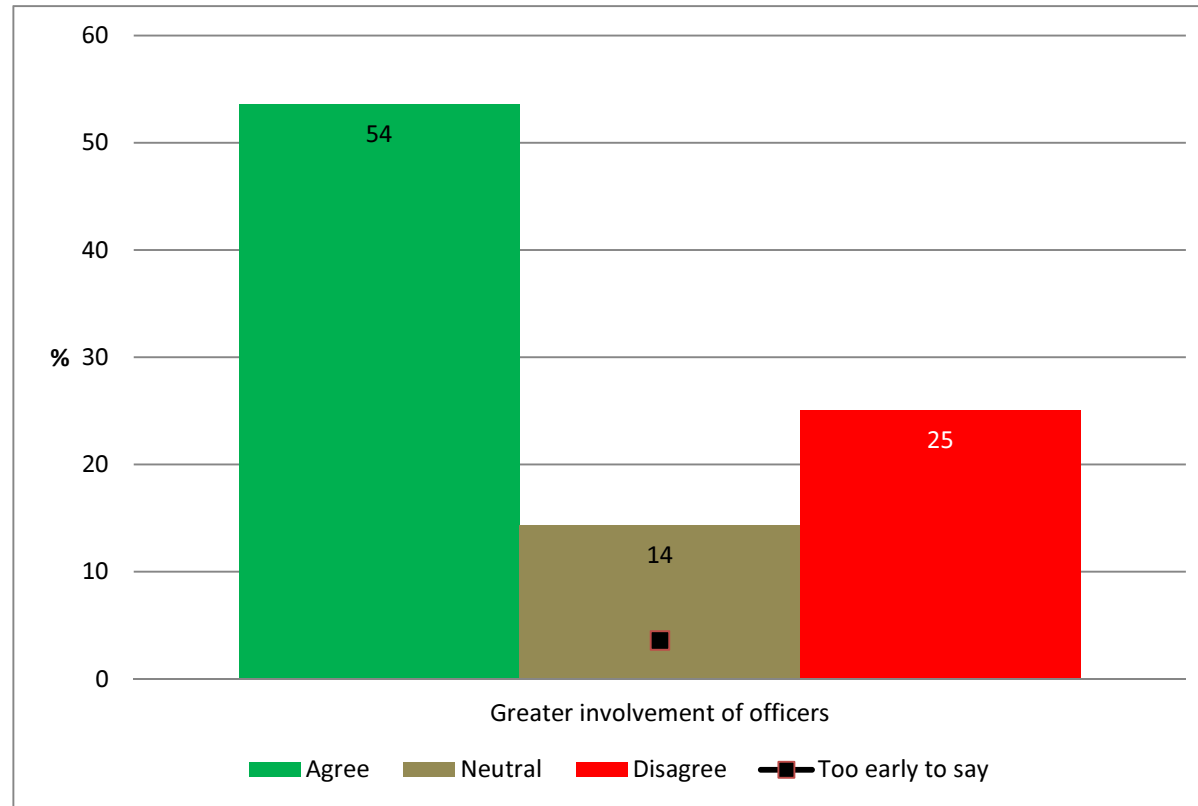
- 54% of respondents felt that the number of meetings being held was too few.
- 46% of respondents felt that the number of meetings being held was about right.
- No respondents felt that too many meetings were being held.

Working Groups



- 46% of respondents agree that working groups improve Council policy and / or performance. No respondents disagreed.
- 46% of respondents agree that working groups represent value for money. 4% of respondents disagreed.

Involvement of officers



- 54% of respondents agreed that the number of meetings and working groups require a greater involvement of officers.
- 25% of respondents disagreed that the number of meetings and working groups require a greater involvement of officers.
- 14% of respondents neither agreed nor disagreed that the number of meetings and working groups require a greater involvement of officers.
- 4% of respondents said too early to say or do not know.

Open text comments on Meetings, Working Groups & Involvement of Officers

6 comments were provided

Comments included:

- Working groups – are not new, were used under previous system
- Working groups – exist because of shortage of proper meetings
- More demand on officers

Open text comments on the main strength of the new governance arrangements

21 comments were provided

Comments included:

- No strengths
- More opportunity to participate
- No significant improvement
- Working groups have been a positive
- Improved Scrutiny Committee
- Provides for succession planning
- Too soon to say
- Members can contribute effectively and more meaningfully
- Better engagement

Open text comments on the main weakness of the new governance arrangements

22 comments were provided

Comments included:

- Less effective than Select Committee process
- Not enough meetings
- Too few Portfolio Holders
- Too many Deputy Portfolio Holders
- Less effective / efficient decision making process
- Too much demand on a lean workforce
- Cabinet Members chairing Advisory Committees
- Too soon to say
- Small number of people making most decisions
- Responsibility for matters unclear
- Too few Advisory Committees

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Governance Arrangements – 2nd Members Survey

Final results

The governance structure of the Council changed in May 2013, with an ‘early indication’ survey undertaken in October 2013.

This second survey was open from the 3 February to the 14 February, with a response rate of 68.5% (37 of 54 members have responded).

Context

- 70% of respondents had completed the earlier survey, with 72% not having changed their opinion since the last survey;
- Of those responding 86.5% said that they had formed an opinion on how the new governance arrangements were working;
- 54% of respondents had no special responsibility; and
- A majority of respondents (56%) were backbenchers.

Advisory Committees

- A majority (60%) did not think that Portfolio Holders should Chair Advisory Committees;
- 68% said there should be more meetings of the Advisory Committees, with 65% agreeing that 6 Advisory Committee meetings would be about right;
- 27% of respondents agreed that the Council would work better with 3 Advisory Committees with more frequent meetings;
- 57% of respondents would prefer if Councillors were allowed to sit on 2 Advisory Committees, with 70% of all respondents saying that they think they would have a wider understanding of the work of the Council if they were able to sit on more than one Advisory Committee.

Working Groups

- 60% of respondents believe that working groups work effectively.

Cabinet & Portfolio Holders

- 51% of respondents think there should be more Portfolio Holders (43% disagree);
- 51% believe responsibility for matters would be clearer with smaller Portfolio Briefs and more Portfolio Holders (43% disagree); and
- 51% think there should be fewer Deputy Portfolio Holders (41% disagree).

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Scrutiny Committee

- 46% of respondents would prefer Scrutiny to change to a fixed membership rather than the current 'Pool' system (32% disagree, with 22% saying that they do not know).

Effectiveness

- 56% of respondents believe that the new working arrangements do not improve accessibility of Portfolios and reduce remoteness;
- 62% do not feel more engaged in decision making or more able to influence decisions made;
- 60% do not feel that training and councillor development has improved;
- 58% do not believe that succession planning for Cabinet has improved;
- When asked whether the new system has led to an improvement on the previous working arrangements 43% said yes, 43% said no, with the remaining 14% saying that they do not know.

Comments

Respondents were provided with an opportunity to record any comments they had in relation to the questions in the survey. Set out below is a summary of the issues raised in the 19 comments provided.

Advisory Committees

- They are there to advise the Portfolio and it is therefore right that the Portfolio Holder is able to chair the meeting
- Advisory Groups should be able to choose their own Chairman but not adverse to this being the Portfolio Holder if so selected
- Preference that they are independently chaired to improve backbencher involvement
- Concern that 4 meetings is insufficient
- Preference for sitting on more than one Advisory Committee

Working Groups

- Are really helpful in reducing feelings of remoteness and add value to the Council at no additional financial cost
- Are a way in which member involvement can increase
- Are a way of keeping down the number of Advisory Committee meetings as work can be carried out between meetings
- Suggested that all Advisory Committee Members should be involved in working groups
- Not all working groups have been effective
- Working group subjects could be more substantial

- Could be seen as a demotion of the role of Councillors

Cabinet & Portfolio Holders

- Leader should decide on Cabinet and Portfolios
- Cabinet is not big enough
- Size of Cabinet limits opportunities for advancement of backbenchers
- Less Deputy Cabinet Members
- Cabinet positions should be rotated and changed every 4 years
- Number of Portfolio Holders is about right
- Portfolio of services could be more equal in size to prevent some being overloaded

Scrutiny Committee

- Gives backbenchers a chance to hold Cabinet Members to account

Other comments

- Member involvement in decision making seems to have declined
- Councillors seem more remote from council business
- Unclear why the original decision to not remunerate Vice Chairman has been reversed
- Training and development for Councillors is an area that needs to be addressed
- Survey questions did not all appear to be neutral
- The new system has more roles for Councillors so everyone should be more involved

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Item 7 (d) – Recorded Votes at Budget Meetings

The attached report was considered by the Governance Committee, relevant minute extract below:

Governance Committee – 13 March 2014 (Minute 37)

The Chief Officer Legal and Governance presented a report which advised Members that as a result of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 all councils were now required to adopt the practice of recorded votes on any decision relating to the budget or council tax at the relevant budget setting meeting of Full Council and it would apply to any report or amendment at that budget meeting that has an implication for the setting of the budget.

Members were advised that as the change to Standing Orders was brought about by a change in legislation, the Monitoring Officer had delegated authority to ensure the Council's Constitution was updated to reflect the new requirement.

Resolved: That **Council be recommended** to note the requirement to hold a recorded vote at future budget setting meetings of Full Council.

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RECORDED VOTES AT BUDGET MEETINGS

Council – 1 April 2014

Report of Chief Officer Legal and Governance

Status: For Consideration

Also considered by: Governance Committee – 13 March 2014

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Christine Nuttall Ext. 7245

Lee Banks Ext. 7161

Recommendation to Governance Committee: Recommend that Council note the requirement to hold a recorded vote at future budget setting meetings of Full Council.

Recommendation to Council: Council note the requirement to hold a recorded vote at future budget setting meetings of Full Council.

Reason for recommendation: As a result of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 all councils are required to adopt the practice of recorded votes on any decision relating to the budget or council tax at the relevant budget setting meeting of Full Council.

Introduction and Background

- 1 On 4 February 2014 the Department for Communities and Local Government wrote to the Leaders of all Principal Councils in England setting out their intentions to introduce legislation to require recorded votes to be taken at all future budget setting meetings of Full Council for any decision relating to the budget or council tax.
- 2 It is the Governments view that “Local people should be able to see how those they have elected to represent them have voted on these critical decisions” and “If local people are to continue to have confidence in their councils and their elected representatives, then the practice of recorded votes needs to be followed everywhere...”
- 3 To facilitate this, ‘The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014’ were introduced and brought in to force from 25 February 2015. A copy of these Regulations is made available at Appendix A to this report.

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- 4 The Regulations make it mandatory for councils as soon as is practicable after the Regulations are in force, to amend their Standing Orders so as to include provisions requiring recorded votes at budget meetings.
- 5 The Regulations sets out the following requirement:

“Immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting”
- 6 This is to be adopted in setting the Council Tax precept, setting the budget or in voting on any proposed amendments that could result in the budget or precept being amended for the coming year.
- 7 As the change to Standing Orders is brought about by a change in legislation delegated authority is granted to the Monitoring Officer to ensure the Council’s Constitution is updated to reflect the new requirements. The Council is required to adopt recorded votes at its budget setting meeting, likely to be held in February 2015.

Other Options Considered and/or Rejected

None. As a new Regulation the Council is required to implement changes to its Standing Orders and adopt recorded votes at its next budget setting meeting of Full Council.

Key Implications

Financial

None.

Legal Implications and Risk Assessment Statement.

It is a requirement of new Regulations that the Council adopts recorded votes on all matter relating to the setting of the Council budget or the Council Tax precept at future meetings of Full Council.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of	No	

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
opportunity?		
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

The Council is required through The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 to ensure that recorded votes are taken at all future budget setting meetings of Full Council for any decision relating to the budget or council tax. The Council’s Constitution is required to be updated to reflect the new arrangements and this will be undertaken under delegated authority by the Monitoring Officer.

Appendices

Appendix A – The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014

Background Papers:

None.

Christine Nuttall

Chief Officer for Legal and Governance

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S T A T U T O R Y I N S T R U M E N T S

2014 No. 165

LOCAL GOVERNMENT, ENGLAND

**The Local Authorities (Standing Orders) (England)
(Amendment) Regulations 2014**

<i>Made</i> - - - -	<i>29th January 2014</i>
<i>Laid before Parliament</i>	<i>31st January 2014</i>
<i>Coming into force</i> - -	<i>25th February 2014</i>

The Secretary of State for Communities and Local Government, in exercise of the powers conferred by sections 8, 20 and 190 of the Local Government and Housing Act 1989(a), makes the following Regulations:

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and come into force on 25th February 2014.

(2) In these Regulations “the 2001 Regulations” means the Local Authorities (Standing Orders) (England) Regulations 2001(b).

Amendments relating to recording votes for budget meetings

2.—(1) The 2001 Regulations are amended as follows—

(2) In regulation 4(c) (alternative arrangements – standing orders relating to staff)—

(a) for the heading substitute “Committee system – standing orders relating to staff, proceedings and business”;

(b) after paragraph (a) insert—

“(aa) incorporate in standing orders the provisions set out in Part 3 of Schedule 2 or provisions to the like effect;”;

(c) in paragraph (b) after “(a)” insert “or (aa)”.

(3) In Schedule 2 (provisions to be incorporated in standing orders regulating proceedings and business)—

(a) after paragraph 14 of Part 1 insert—

“15. Immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the

(a) 1989 c. 42. Section 20 was amended by section 119 of, and Schedule 6 to, the Local Democracy, Economic Development and Construction Act 2009 (c. 20).

(b) S.I. 2001/3384.

(c) See regulation 3(4) of these Regulations for a further amendment to regulation 4 of the 2001 Regulations.

Agenda Item 7d

persons who cast a vote for the decision or against the decision or who abstained from voting.

16. In paragraph 15—

- (a) “budget decision meeting” means a meeting of the relevant body at which—
 - (i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992(a); or
 - (ii) issues a precept under Chapter 4 of Part 1 of that Act,and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting;
- (b) references to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.”;

(b) after paragraph 10 of Part 2 insert—

“**11.** Immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

12. In paragraph 11—

- (a) “budget decision” means a meeting of the relevant body at which—
 - (i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992(b); or
 - (ii) issues a precept under Chapter 4 of Part 1 of that Act,and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting;
- (b) references to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.”;

(c) after Part 2 insert—

“PART 3

Authority operating committee system

1. Immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

2. In paragraph 1—

- (a) “budget decision” means a meeting of the authority at which—
 - (i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992(c); or
 - (ii) issues a precept under Chapter 4 of Part 1 of that Act,

(a) 1992 c. 14. Relevant amendments were made by the Localism Act 2011 (c. 20), sections 72, 74, 75 and 79 and Schedules 6 and 7.

(b) 1992 c. 14. Relevant amendments were made by the Localism Act 2011 (c. 20), sections 72, 74, 75 and 79 and Schedules 6 and 7.

(c) 1992 c. 14. Relevant amendments were made by the Localism Act 2011 (c. 20), sections 72, 74, 75 and 79 and Schedules 6 and 7.

and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting;

- (b) references to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.”.

Amendments consequential on the Local Government and Public Involvement in Health Act 2007 and the Localism Act 2011

3.—(1) The 2001 Regulations are amended as follows.

(2) In regulation 2 (interpretation)—

- (a) omit the definitions of “alternative arrangements” and “council manager”;
- (b) after the definition of “chief finance officer” insert—
““committee system” has the same meaning as in Part 1A(a) of the 2000 Act”;
- (c) in the definition of “elected mayor”, “executive”, “executive arrangements” and “executive leader” for “Part II” substitute “Part 1A”.

(3) In regulation 3 (executive arrangements – standing orders relating to staff, proceedings and business)—

- (a) in paragraph (1)—
- (i) for “Part II” substitute “Part 1A”;
- (ii) in sub-paragraph (a) for “11(2)” substitute “9C(2)”;
- (iii) in sub-paragraph (b) for “11(3)” substitute “9C(3)” and at the end of the sub-paragraph insert “and”;
- (iv) omit sub-paragraph (c);
- (v) in sub-paragraph (d) for “(a), (b) and (c)” substitute “(a) and (b)”;
- (b) in paragraph (2) for “(a), (b), (c) or (d)” substitute “(a), (b) or (d)”.

(4) In regulation 4 for “alternative arrangements under Part II” substitute “committee system under Part 1A”.

(5) In Schedule 1—

- (a) in Part 1—
- (i) in paragraph 1 in the definition of “elected mayor” and “executive” for “Part II” substitute “Part 1A”;
- (ii) in paragraph 3(f) for “paragraph 6 of Schedule 1” substitute “paragraph 5 of Schedule A1”;
- (b) in Part 2 in paragraph 1 in the definition of “elected mayor” and “executive” for “Part II” substitute “Part 1A”;
- (c) omit Part 3; and
- (d) in Part 4 in the heading for “Alternative Arrangements” substitute “Committee System”.

(6) In Schedule 2—

- (a) in Part 1—
- (i) in the heading omit “or Mayor and Council Manager Executive”;
- (ii) in paragraph 1 in the definition of “elected mayor” and “executive” for “Part II” substitute “Part 1A”;
- (iii) in paragraph 8(a) for “32 to 37 or 43 to 49” substitute “31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ(b)”;

(a) Part 1A was inserted by the Localism Act 2011 (c. 20), section 21 and Schedule 2.

(b) Relevant amendments were to the Local Government Finance Act 1992 (c. 14) were made by the Localism Act 2011 (c. 20), sections 72, 74, 75 and 79 and Schedules 6 and 7.

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(b) in Part 2—

- (i) in paragraph 1 in the definition of “executive” and “executive leader” for “Part II” substitute “Part 1A”;
- (ii) in paragraph 6(a) for “32 to 37 or 43 to 49” substitute “31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ”.

Transitional provision

4.—(1) A relevant authority which is already operating executive arrangements or the committee system, as the case may be, shall modify its standing orders in accordance with the amendments made to the 2001 Regulations by these Regulations as soon as reasonably practicable after the day on which these Regulations come into force.

(2) In paragraph (1), “relevant authority” means a county council, a district council or a London borough council.

Signed by authority of the Secretary of State for Communities and Local Government

29th January 2014

Brandon Lewis
Parliamentary Under Secretary of State
Department for Communities and Local Government

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 which require certain local authorities in England to make or modify standing orders so that they include certain provisions relating to staff and other matters.

Regulation 2 provides that the votes at key budget decision meetings by local authorities are recorded. Regulation 3 makes amendments consequential on Part 3 of the Local Government and Public Involvement in Health Act 2007 (which provided for the discontinuance of the mayor and council manager form of executive) and Part 1 of the Localism Act 2011 (which provided for local authorities to adopt either executive arrangements or the committee system).

Regulation 4 makes transitional provision.

No impact assessment has been prepared in relation to these Regulations because no impact on the private or voluntary sectors is foreseen.

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Item 7 (e) – Recording of meetings

The attached report was considered by the Governance Committee, relevant minute extract below:

Governance Committee – 13 March 2014 (Minute 38)

The Chief Officer Legal and Governance presented a report which set out having a trial audio recording of the meetings of Full Council in May and July 2014. If these were successful then the recording of all Full Council, Development Control Committee and Licensing Hearings meetings could take place. She explained that there was a cost implication for keeping the recordings and that there would be a retention policy which would keep the recordings on the Council's network for a period of six months commencing on the day of the meeting. If a meeting were to last three hours and the recording was retained for six months the cost would be £20 per meeting.

Resolved: That **Council be recommended** to record Full Council meetings on a trial basis for the month of May and July 2014 and if successful Full Council ratify the roll out of recording all meetings of Full Council, Development Control Committee and Licensing Hearings.

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RECORDING OF MEETINGS

Council – 1 April 2014

Report of Chief Officer Legal and Governance

Status: For decision

Also considered by: Governance Committee – 13 March 2014

Key Decision: No

This report supports the key Aim of Effective Use of Council Resources

Portfolio Holder Cllr. Fleming

Contact Officer(s) Mrs Christine Nuttall – Chief Officer Legal and Governance

Recommendation to Governance Committee: That Full Council meetings to be recorded on a trial basis for the month of May and July 2014 and if successful Full Council will be asked to ratify the roll out of recording all meetings of Full Council, Development Control Committee and Licensing Hearings.

Recommendation to Full Council: That Full Council meetings to be recorded on a trial basis for the month of May and July 2014 and if successful Full Council will be asked to ratify the roll out of recording all meetings of Full Council, Development Control Committee and Licensing Hearings.

Reason for recommendation: With present technology anyone can record any meetings undetected which opens the possibility of challenge.

Introduction and Background

- 1 The Council's Constitution states that in relation to the Photography and Recording of Meetings the consent of Members present at any meeting shall be required before any person may record, broadcast or photograph proceedings at the meeting. Any recording, broadcasting or photography shall be conducted in a manner to be directed by the Chairman and shall cease immediately if either:
 - Members so resolve; or
 - The Chairman so directs.
- 2 The Department for Communities and Local Government are encouraging the public to report on meetings, allowing the filming of councillors and officers at meetings that are open to the public including the social media reporting of meetings.

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- 3 As a result of the above information the Governance Committee Working Group looked into the benefits of recording Council meetings which were concluded to be as follows:
- With present technology anyone can record any meeting undetected which opens the possibility of challenge as to what was said at the meeting.
 - The Council will have a true record of what was said in the event of an edited version being produced.

Matters to Consider

- 4 The Governance Committee Working Group considered that the recording of Council meetings in the Council Chamber could be feasible as this is an area already wired for sound.
- 5 The I.T. Department of the Council have looked into the feasibility of recording meetings that are held within the Council Chamber. Testing has confirmed that the recordings are clear when using the Chambers microphone system. Should two members be speaking into the microphones concurrently it will pick up both sets of voices. However, in testing, the recordings did also pick up the voices of those nearby, which could mean that some 'off-microphone' comments could be picked up.
- 6 The meetings would be recorded in an audio format called MP3. This is the format that audio is typically stored in and can be listened back on a collection of devices including PC's, laptops, tablet computers and MP3 players like iPods and iPhones.
- 7 As MP3 requires a small amount of disk space for storage, this would mean that storage for many meetings could take place.
- 8 A copy of the recording could be made available to the public upon request.
- 9 Information in relation to what recording is taking place at other councils indicates that Dartford Council and Tonbridge and Malling Council do not currently record any of their meetings. Tunbridge Wells Council is undertaking a trial run in relation to recording Full Council.

Policy Statement

- 10 The Governance Committee Working Group concluded that it was important to devise a Policy Statement that would set out the purpose of recording, how information on recording would be relayed to the public and the retention periods for recording. A draft Policy Statement is attached as an Appendix to this report.

Key Implications

Financial

In the testing the I.T department used a Philips digital Dictaphone which was easy to plug into the existing audio/visual (AV) solution in the chamber. This Dictaphone cost approximately £60 and could continue to be used for this purpose in the future.

The cost of providing the disk space includes the cost of securing the recording through the use of backup technology which will store the data both on-site and off-site.

Assuming that a meeting lasting three hours and the recording is retained for 6 months the cost would be £20 per meeting.

Example of costs

Meeting	Meetings / Year	6 Months Retention Cost	Retention Period (Years)		
			1	2	3
Council	7	£140	£280	£560	£840
Development Control	17 (approx)	£340	£680	£1,360	£2,040
			If retention periods are increased		

The retention periods shown above are examples.

Legal Implications and Risk Assessment Statement.

The Governance Committee Working Group considered that with present technology anyone can record any meeting undetected which opens the possibility of challenge as to what was said if we do not have our own recording which the Council can guarantee has not been 'edited'.

Resource (non financial)

There would be a cost in officer time as an officer would need to setup the recording device at the start of the meeting and then store it away at the end of the meeting. This entire process is likely to take only a matter of minutes. An officer would also need to copy the audio recording onto the Council's IT systems, although this should take no long than 10 minutes to complete. Additionally an officer may need to review the entire meeting content to ensure that the recording is fit for purpose and this would take as long as the original meeting took place.

On occasion members of the public may ask for a copy of the recording in order to listen to what was said. This would be available on a CD and could be supplied on a cost recovery basis only.

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Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The introduction of recording certain meetings enables there to be a true copy of what was said.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

Conclusions

The Governance Committee Working Group concluded that the need on occasion to clarify what may have taken place at a council meeting, if issues of accuracy are raised, may make it desirable for some Council meetings to be recorded.

Background Papers:

[Sevenoaks District Council Constitution](#)

[Department for Community and Local Government
"Your council's cabinet – going to its meetings, seeing how it works – a guide for local people"](#)

Christine Nuttall

Chief Officer for Legal and Governance

Audio Recording of Meetings

Policy Statement

DRAFT

Introduction

Audio recording of meetings held in the Council Chamber was agreed by Council in April 2014.

This Policy Statement sets out the rules the Council will apply to undertaking audio recordings and its policies for the retention, sharing and disposal of those recording.

Purpose

Meetings are to be recorded to provide a full and accurate record of the discussions held at meetings held in the Council Chamber including Full Council, Development Control and Licensing Hearings.

The recordings will enable the Council to respond to any requests for clarification of items discussed. They will not be routinely reviewed or in anyway replace the process of the taking of Minutes at meetings.

The recordings will not be routinely published.

Policies

Signs will be posted on the entrance ways to meetings stating that the meeting may be recorded

Before commencing the meeting the Chairman of that meeting will inform attendees if the meeting is to be recorded

Recordings will be retained on the Council's network for a period of 6 months commencing on the day of the meeting.

At the end of the 6 month period the recordings will be deleted from the Council's network and no further record will be kept except in exceptional circumstances.

In exceptional circumstances, where a need is identified to retain the full recording for a period more than 6 months, the Council may make arrangements for the recording to be fully transcribed.

Transcribed documents, in line with best practice, will be retained until their useful life has ceased, before being properly disposed of.

Where the Council receives a request for a copy of the recording this will be made available on CD. The Council reserves the right to request payment for each copy of a recording produced based on cost recovery only.

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**Item 7 (f) – Hackney Carriage and Private Hire Licensing: License Fees
2014/15**

The attached report was considered by the Licensing Committee, relevant minute extract below:

Licensing Committee – 18 March 2014 (Minute 21)

The Licensing Partnership Manager presented a report which detailed the fees and associated costs for licences in respect of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators. Communication was sent to Hackney Carriage and Private Hire licensees which asked for their views on the proposed increases in fees for the Taxi Licensing service. Only one comment was received.

In response to a question the Licensing Partnership Manager confirmed that there had been no changes to the report apart from the corrected typographical errors.

Public Sector Equality Duty

Members noted that there were no adverse equality impacts arising from the report.

Resolved: That it be **recommended to Full Council** that from 1 April 2014 the list of fees and associated costs for licences in respect of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators be varied as set out in paragraph 7 of the report.

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HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING: LICENCE FEES 2014/2015

Council – 1 April 2014

Report of the: Chief Officer Environmental and Operational Services

Status: For Decision

Also considered by: Licensing Committee – 18 March 2014

Key Decision: No

This report supports the Key Aim of Safe Communities to aid in the reduction of crime within the District.

Portfolio Holder Cllr. Ms Lowe (Housing and Community Safety)

Contact Officer(s) Claire Perry Ext: 7325 / 07970 731616

Recommendation to the Licensing Committee: That the Licensing Committee recommend to Full Council that from 1 April 2014 the list of fees and associated costs for licences in respect of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators be varied as set out in paragraph 7 to the report.

Recommendation to Full Council: That from 1 April 2014 the list of fees and associated costs for licences in respect of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators be varied as set out in paragraph 7 to the report.

Reason for recommendation: to ensure that the Council complies with its Statutory duty and ensure that the 'Taxi Licensing' service remains self-financing, in accordance with the Council's Service and Budget Plan.

Introduction and background

1. Following the Licensing Committee meeting on 4 February 2014 communication I was sent to Hackney Carriage and Private Hire licensees asking for their views on the proposed increases in fees for the Taxi Licensing service.
2. The taxi licensing service is required to be self-financing and the proposed increases to fees will ensure this is maintained.
3. A Public Notice was also placed in a local paper and information was available on the Council's website.
4. The licence fees and associated costs of 'taxi' licensing are proposed to be increased in line with the 3.5% inflation rate in accordance with the Council's

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Service and Budget Plan. All other increases in cost of providing the service have been absorbed by efficiency savings as a result of the Licensing Partnership.

5. In the report to the Licensing Committee on 4 February 2014 the details of the other charges levied by other agencies were outlined.
6. To date the only response that has been received is attached as Appendix A and is copied below.

'I have viewed the proposed increase in the Taxi Licensing fees for 2014/2015 which are acceptable to me as a current licensed Taxi Driver in Sevenoaks.

Many of my licensed colleagues have discussed these new increase charges and we are content that they are necessary for the purpose of providing the support and licensing for our business.

Hope these comments are helpful.

Mr. John Lewis

H20'

7. The proposed fees are:

	Existing Fees	New Fees for 2014/15
Hackney Carriage Driver Licence		
On initial application	£163 for three years	£169 for three years
Disclosure Barring Service search fee	£44 every three years	£44 every three years or £13 per year if they sign up to the DBS online service
Total (including DBS fee)	£207 for three years	£213 for three years
On renewal	£118 for three years	£122 for three years
Disclosure Barring Service search fee	£44 every three years	£44 every three years or £13 per year if they sign up to the DBS online service
Total (including DBS fee)	£162 for three years	£166 for three years
Hackney Carriage Vehicle Licence	£290 for one year	£300 for one year

Private Hire Operator Licence		
On initial application	£300 for three years	£300 for three years
On renewal	£96 for three years	£100 for three years
Private Hire Driver Licence		
On initial application	£163	£169
Disclosure Barring Service search fee	£44 every three years	£44 every three years or £13 per year if they sign up to the DBS online service
Total (including DBS fee)	£207 for three years	£213 for three years
On renewal	£118 for three years	£122 for three years
Disclosure Barring Service search fee	£44 every three years	£44 every three years or £13 per year if they sign up to the DBS online service
Total (including DBS fee)	£162 for three years	£166 for three years
Private Hire Vehicle Licence	£290 for one year	£300 for one year
Additional Costs		
Change from Hackney Carriage to Private Hire	£68	£70
Change from Private Hire to Hackney Carriage	£90	£90
Replace vehicle plate	£23	£23
Replace driver badge	£9	£9
Vehicle re-test	£54.85	£54.85
Vehicle partial re-test	£27.42	£27.43
Change of ownership of licensed vehicle	£67	£69
Attempting "Knowledge Test" after one failure	£49	£50

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Failure to attend in time for the vehicle test (10 minutes prior to the test start time)	£27.42	£27.43
Failure to attend with correct documentation	£27.42	£27.43
Copy of existing paper licence	£8	£11
Change of address details for a replacement licence	£10.50	£11
Change of name for a vehicle or operator licence	£10.50	£11
Change of name and address for a driver badge	£20	£20
Medical fee for a new and renewal driver licence for Hackney Carriage and Private Hire payable directly to The Cedars Surgery	£50 for three years payable directly to the surgery	£50 for three years payable directly to the surgery
<p>Replacement Vehicles</p> <p>If a licensed vehicle is replaced during the valid licence period then the cost of licensing the replacement vehicle will be £290. However, if the vehicle is replaced within six months of the issue of the licence then the fee will be reduced by £100 in the first of those six months; £90 in the second; £80 in the third; £70 in the fourth; £60 in the fifth and £50 in the sixth month.</p> <p>If a licensed vehicle is replaced temporarily for up to 2 months because of damage to it then the fee will be £99 to test and licence the replacement vehicle and a further £99 to test and re-licence the original vehicle.</p>		

Other Options Considered and/or Rejected

8. If the Licensing Committee were minded not to approve these fees the Council would not be able to meet the Council's Service and Budget Plan or ensure the Taxi Licensing Service was self-financing.

Key Implications

Financial

The cost of licence fees takes into account the need to maintain a 'self financing' position for the service. The proposals contained in this report will achieve this.

Legal, Human Rights etc.

Should parts of industry believe the authority’s fees are at a level which is greater than the costs of the statutory functions then it would be open to them to undertake a judicial review proceeding. Should this arise, the authority would need to evidence how it arrived at the fee levels to demonstrate that they have been calculated on a cost recovery basis only.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	N/A
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?		

Appendices

Representation

Background Papers:

[Report to Licensing on 4 February 2014](#)

Mr Richard Wilson

Chief Officer Environmental and Operational Services

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Leeann Leeds

From: [REDACTED]
Sent: 26 February 2014 08:33
To: Leeann Leeds
Subject: Re: Proposed increase in Taxi fees

Good morning Leanne, I hope that you are well.

I have viewed the proposed increase in the Taxi licensing fees for 2014/2015 which are acceptable to me as a current licenced Taxi Driver in Sevenoaks.

Many of my licenced colleagues have discussed these new increase charges and we are content that they are necessary for the purpose of providing the support and licensing for our business. Hope these comments are helpful.

Mr John Lewis
H20

On Monday, 24 February 2014, 16:57, Leeann Leeds <Leeann.Leeds@sevenoaks.gov.uk> wrote:
Good afternoon,

To date we have received no responses regarding the proposed increase in fees. Please would you be able to provide any feedback before the 5th March as this is the deadline date for the committee report. Any information received after this will be fed back to the Councillors but will go as an additional item rather than in the main report.

If you wish to receive a hard copy of the public notice, please do not hesitate to contact the Licensing team.

Kind regards
Leeann

Mrs. Leeann Leeds
Licensing Officer for Sevenoaks District Council

Direct dial: 01732 227270
Fax: 01732 742339
Email: leeann.leeds@sevenoaks.gov.uk
www.sevenoaks.gov.uk

Please don't print this e-mail unless you really need to

The Licensing Partnership

Sevenoaks District Council, Tunbridge Wells Borough Council and Maidstone Borough Council have a Licensing Partnership to process and issue licensing applications.

Applications should be sent to the address below where there is a central administration.

Licensing Officers are located at each local licensing authority, together with admin support to deal with people visiting the Gateways and Tunbridge Wells Town Hall.

Please send all licensing applications to:



Licensing Partnership

P.O. Box 182

Sevenoaks

Kent TN13 1GP

email: licensing@sevenoaks.gov.uk

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tel: 01732 227004

Payments: For all licensing applications please make cheques payable to: "**Sevenoaks District Council**". Alternatively card payments may be made over the telephone on the number above.

Help us to improve our licensing service to you by completing our online survey [Click here to comment](#)

- We value your feedback, comment online on the service you receive from us: [Click here to comment](#)

This email may contain privileged/confidential information. It is intended solely for the person to whom it is addressed. If you are not the intended recipient you may not copy, deliver or disclose the content of this message to anyone. In such case please destroy/delete the message immediately and notify the sender by reply email. Opinions, conclusions and other information in this message that do not relate to the official business of Sevenoaks District Council shall be understood as neither given nor endorsed by the Council. All email communications sent to or from Sevenoaks District Council may be subject to recording and/or monitoring in accordance with relevant legislation.

Visit the Council at <http://www.sevenoaks.gov.uk/>

From: Leeann Leeds
Sent: 06 February 2014 10:41
Subject: Proposed taxi fees and charges for 2014/15

Dear licensees,

Please find attached the proposed fees and charges for 2014/15 which the Licensing Committee recommended were appropriate for consultation with the Taxi trade at the Licensing Committee meeting yesterday evening.

The increase that has been made to the fees is that of a 3.5% increase that Council Members have agreed for income in the Council's Service and Budget Plan for the Council. All other increases in costs have been absorbed by efficiencies within the Licensing Partnership.

If you wish to comment on the proposed fees and charges please respond in writing to the Licensing Partnership by 7th March 2014. You may either email your comments to licensing@sevenoaks.gov.uk or send your responses to The Licensing Partnership, P.O. Box 182, Sevenoaks, Kent TN13 1GP.

Please pass this on to your colleagues who do not have email and hard copies can be provided on request if you telephoned 01732 227004. A public notice will be available on the Council's website, displayed at the Council offices, at the testing centre at Dunbrik and in Swanley Library.

All responses will be presented to the Licensing Committee on 18th March 2014.

Kind regards
Leeann

Mrs. Leeann Leeds
Licensing Officer for Sevenoaks District Council

Direct dial: 01732 227270
Fax: 01732 742339
Email: leeann.leeds@sevenoaks.gov.uk
www.sevenoaks.gov.uk

Item 7 (g) – Adoption of Kent Licensing Compliance and Enforcement Protocol

The attached report was considered by the Licensing Committee, relevant minute extract below:

Licensing Committee – 18 March 2014 (Minute 22)

The Licensing Partnership Manager presented a report which advised Members of the revised Kent and Medway Compliance and Enforcement Protocol. She explained that a working group of the Kent and Medway Regulatory Licensing Steering Group which included some of the 12 other Local Authorities and Kent Police met to review the exiting protocol.

In response to a question the Licensing Partnership Manager explained that there were key factors which were considered for a risk rating on a premises. Each premises would be given a score and depending on what band it was in would then depend on how often the premises was visited.

Public Sector Equality Duty

Members noted that there were no adverse equality impacts arising from the report.

Resolved: That it be **recommended to Full Council** to adopt a revised Kent and Medway Compliance and Enforcement Protocol.

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KENT & MEDWAY COMPLIANCE AND ENFORCEMENT PROTOCOL

Council – 1 April 2014

Report of the: Chief Officer Environmental and Operational Services

Status: For Decision

Also considered by Licensing Committee – 18 March 2014

Key Decision: No

This report supports the Key Aim of Safe Communities to aid in the reduction of crime within the District.

Portfolio Holder Cllr. Ms Lowe (Housing and Community Safety)

Contact Officer(s) Claire Perry Ext: 7325 / 07970 731616

Recommendation to the Licensing Committee: That the Licensing Committee recommend to Council the adoption of a revised Kent & Medway Compliance and Enforcement Protocol. The protocol has been produced for use by all agencies who are involved with compliance and enforcement of licensed premises.

Recommendation to Full Council: That the revised Kent & Medway Compliance and Enforcement Protocol be adopted.

Reason for recommendation: to ensure that the Council operates with its partner agencies to seek an agreed and consistent approach with compliance and enforcement of licensed premises within the District.

Introduction and background

Introduction

A working group of the Kent and Medway Regulatory Licensing Steering Group recently met to review the existing Kent and Medway Enforcement Protocol. The existing protocol was in excess of 80 pages long and due to the level of detail and size was rarely referred to. The aim of the working group was to produce a protocol that was fit for purpose and would be used by all agencies involved in the compliance and enforcement of licensed premises.

The revised protocol is now 3 pages long and consultation has been carried out with agencies who attend the Kent and Medway Regulatory Licensing Steering Group.

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Other Options Considered and/or Rejected

1. If the Licensing Committee were minded not to approve adoption of this protocol we would be left with a document that is not fit for purpose.

2. Key Implications

Financial

There are none.

Legal, Human Rights etc.

There are none as this protocol sets out how each business will be treated in a fair manner.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	N/A
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?		

Appendices

Kent and Medway Licensing Compliance and Enforcement Protocol

Background Papers:

None

Mr Richard Wilson

Chief Officer Environmental and Operational Services

Kent and Medway Licensing Compliance and Enforcement Protocol

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1. INTRODUCTION

1.1 This joint Licensing Compliance and Enforcement Protocol seeks to cover all relevant licensing functions and all related topics, in as much as it applies to each individual organisation in Kent and Medway.

1.2 These include but are not exclusive to the following organisations:

Kent Police

Kent Fire and Rescue Service

Kent County Council Trading Standards

Gambling Commission

Securities Industry Authority

Public Health

Social Services

Licensing Operations at the Local Authorities in Kent and Medway

2. AIM OF THIS PROTOCOL

2.1 This protocol is intended to reinforce the aims of the published guidance to all relevant legislation (as shown in appendix A) by promoting effective practice, and the Regulators Code ensuring proportionate, consistent and targeted regulator activity, whilst developing a transparent and effective dialogue and understanding between regulators and those we regulate.

3. PRINCIPLES OF OPERATION

3.1 In adopting this document the parties agree to:

- Continue to promote the spirit of co-operation that exists between the relevant agencies;
- Recognise the benefits to be derived from developing close working relationships;
- Seek to enhance the understanding of the advantages and opportunities which joint activity can bring to effective enforcement and community safety;
- Promote the legitimate exchange of information and operational co-operation in support of shared objectives.

3.2 Each party to this protocol undertakes:

- To regularly consult with each other upon matters of policy and strategy;
- To ensure that the information it holds is accurate and up to date;
- That information disclosed by any party will be kept secure by the partner to whom it has been provided.

3.3 All parties to this protocol agree when handling the media:

- To be fair to other organisations and maintain their integrity;
- When providing information to do so honestly and fairly;
- Statements must reflect the multi-agency decision process or, clearly identify the statement as the independent position of an individual organisation;
- Consent of the data owner will be sought prior to releases of information to all third parties.

4. LIAISON ARRANGEMENTS

4.1 There will be regular contact and liaison between the parties to:

- Provide access to appropriate sources of information;
- Provide a consistent approach to communication, operations and investigations;
- Encourage early contact and liaison in specific cases;
- Allow for advice or guidance to be given in relation to a specific case;
- Ensure that any national or regional campaigns or investigations are considered;
- Enable relevant officers to be kept informed of the progress of cases that are being investigated;
- Ensure that information and intelligence being passed between the agencies is in accordance with the Kent and Medway Information Sharing Agreement (see Appendix B) and data protection legislation.

4.2 To this end, officers from parties will seek to:

- Ensure the effective exchange of information between the agencies;
- Consider the need for joint visits;
- Implement co-ordinated actions as necessary;
- Co-ordinate the supply of evidence and information to any other agency taking formal action;
- Work together where practicable, to promote stated objectives;
- Discuss and liaise in the event of uncertainty over lead roles.

5. EFFECTIVE PRACTICE

- 5.1 The parties to this agreement will ensure that they will carry out the work undertaken in accordance with the legislation, government guidance and all reasonable aspects of effective practice. In doing so each party will:
- Focus primarily on premises/activities that are determined by consultation between the parties to be a high risk of contravening the legislation and the objectives of the legislation;
 - Ensure all guidance and information is in a clear, accessible and concise format, using media appropriate to the business;
 - Ensure that service delivery is provided in a non-discriminatory manner;
 - Highlight those matters that are legal requirements to separate them from matters that are recommendations or good practice;
 - Provide information in a timely manner and where required, advise recipients of their legal rights in such matters;
 - Ensure, wherever possible, that responsible persons do not undertake work that is unnecessary in terms of duplication with other legislation and has regard to cost/benefit; available technology; consistency in application with enforcement action proportionate to risk in each case;
 - Deal with the public, licensees and businesses in a fair and honest way;
 - Provide a courteous, efficient responsive and helpful service, responding promptly and appropriately to service requests and complaints;
 - Attend court in support of partner agencies where it is agreed that evidence/information will be of mutual assistance having due regard to liability.

6. RISK RATING OF LICENSED PREMISES

- 6.1 The Licensing Authority will assess the risk rating of licensed premises and will base their regulatory activity on risk, prioritising high risk premises and activities.

7. COMPLIANCE

- 7.1 Parties will regularly discuss applications, reviews, complaints and intelligence that have been received concerning licensed premises and other matters.
- 7.2 Routine visits/inspections may be made on the basis of risk assessments, as well as intelligence led operations.

- 7.3 The parties when inspecting premises will draw the appropriate authority's attention to any contraventions of any relevant legislation which are found to exist.
- 7.4 Non compliance with the relevant legislation may lead to the appropriate proportionate enforcement action.

8 ENFORCEMENT

8.1 Enforcement action may include the following:

- No further action
- Verbal warning
- Written warning
- Prosecution
- Other legal action

8.2 The relevant organisation considering enforcement action will:

- Give an early indication to all relevant parties of their intended course of action.
- Liaise with those parties as necessary to ensure a co-ordinated and thorough approach.
- Have considered that alternative approaches to dealing with the situation have been previously attempted and/or deemed to be inappropriate.

9. REVIEW OF THIS PROTOCOL

9.1 The parties shall periodically review this Protocol, at least once every five years, to ensure that it maintains a suitably responsive and practical arrangement for all licensing functions.

Appendix A

Relevant legislation

The following list, though not exhaustive, details the legislation under which organisations issue licences, permits and registrations and enforce the same. The protocol used by Sevenoaks District Council will only apply to the legislation below which is dealt with by the Licensing Partnership.

For alcohol, regulated entertainment and late night refreshment

Licensing Act 2003

Criminal Justice and Police Act 2001

Policing and Crime Act 2009

Crime and Security Act 2010

Police Reform and Social Responsibility Act 2011

Live Music Act 2012

For gambling

Gambling Act 2005 (as amended)

For sex establishments and sexual entertainment venues

Local Government Miscellaneous Provisions) Act 1982

Policing and Crime Act 2009

For scrap metal dealers and motor salvage operators

Scrap Metal Act 2013

For taxi licensing

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) act 1976

Road Safety Act 2006

Transport Act 1985

Road Vehicles (Construction and Use) Regulations 1986

Various Road Traffic Acts

For street collections

Police, Factories etc. (Miscellaneous Provisions) Act 1916

For house to house collections

Agenda Item 7 Licensing Compliance and Enforcement Protocol

House to House Collection Act 1939

House to House Regulations 1947

For street trading, market stall licences and car boot sales

Local Government (Miscellaneous Provisions) Act 1982

For caravans and mobile homes

Public Health Act 1936

Caravan Sites and Control of Development Act 1960

Mobile Homes Act 2013

Pleasure Boats

Public Health Acts Amendment Act 1907

Animal Boarding

Animal Boarding Establishments Act 1963

Pet shops

Pet Animals Act 1951

Riding Establishments

Riding Establishments Act 1964

Zoo licence

Zoo Licensing Act 1981

Performing Animals registration

Performing Animals (Regulation) Act 1925

Food Premises registration

EC Regulations 852/2004 (Food Premises)

Tattooists, piercing and electrolysis licence

Local Government (Miscellaneous Provisions) 1982

Massage and special treatment premises licensing

Byelaw under the Local Government (Miscellaneous Provisions) act 1982

Hypnotism permit

Hypnotism Act 1952

Environmental permitting

Environment Permitting (England and Wales) Regulations 2007

Safety certificates for regulated stands at sports grounds

Part III of the Fire Safety and Safety of Places Sport Act 1987

Ability to place tables and chairs in the road, to use the street or pavement space for displays, licences and consents for structures over, along and under the highway and skip licences

Highways Act 1980

Other legislation and codes of practice to which organisations must have due regard when making licensing and enforcement decisions. Locally set byelaws may also apply.

Crime and Disorder Act 198

Human Rights Act 1998

The Anti-Social Behaviour Act 2003

The Equalities Act 2010

Environmental Protection Act 1990

Health Act 2006 and Smoke-free Regulations 2006/7

Legislative and Regulatory Reform Act 2006

Health and Safety (First Aid) Regulations 1981

Regulatory Reform (Fire Safety) Order 2006

Security Industry Act 2001

European Service Directive 2006/123/EC (Services in the Internal Market) and the Provision of Services Regulations 2009

Data Protection Act 1998

Freedom of Information Act 2000

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DRAFT CALENDAR OF MEETINGS FOR THE MUNICIPAL YEAR 2014/15

Council – 1 April 2014

Report of Chief Officer Legal and Governance

Status: For Consideration

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Vanessa Etheridge Ext.7199

Recommendation: That the Calendar of Meetings for 2014/15 be approved subject to formal adoption at the Annual Meeting of the Council on 13 May 2014.

Introduction

- 1 The draft calendar of meetings for the municipal year 2014/15 is attached for consideration. All Members and Senior Officers have been consulted on the draft dates.
- 2 This draft calendar avoids meetings on Mondays and Wednesdays, except for one Licensing Committee on a Monday and one Development Control meeting on a Wednesday. It also attempts to keep meetings away from school holidays as much as is possible, and apart from Development Control Committee keeps August free of formal meetings. In order to avoid adding meetings later in the year, Development Control Committee has now been arranged as much as possible on a three-week cycle. Whilst this increases the number of programmed meetings it more truly reflects the number of meetings that have been historically held in previous municipal years.
- 3 Whilst best endeavours will be maintained to avoid evening meetings on Mondays and Wednesdays it may be necessary to look at these dates if additional meetings are called. All additional meeting dates are set up in consultation with the relevant Chairman.

Conclusion

- 4 It is the responsibility of the Annual Meeting of the Council to confirm the Council's calendar of meetings for the oncoming year. However, it is considered sensible to put it before this meeting of the Council to allow more time for the publication of the calendar and for the booking of meeting rooms.

Key Implications

Financial

Agenda Item 8a

None directly arising from this report.

Legal Implications and Risk Assessment Statement.

The Council is under a legal duty to hold an Annual Meeting during a particular period and to set a Council Tax by a specific date. The calendar proposed here meets those requirements.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	N/A
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

Members are requested to consider the attached draft Calendar of Meetings and recommend it to the meeting of Annual Council for formal adoption.

Appendices

Draft Calendar of meetings for the municipal year 2014/15

Christine Nuttall
Chief Officer for Legal and Governance

SEVENOAKS DISTRICT COUNCIL - DRAFT CALENDAR OF MEETINGS 2014/15

(As agreed at XXX for the most up to date information please check the Council's website)

	APRIL 2014			MAY 2014				JUNE 2014				JULY 2014				
MONDAY	21 Easter Monday	28		5 Public Holiday	12	19	26 Public Holiday	2	9	16	23	30	7	14	21	28
TUESDAY	22	29 Housing & Community Safety Advisory Cttee		6	13 Annual Council Sp. Cabinet	20 DCC	27	3 Finance & Resources Advisory Cttee	10 Audit Committee	17 Housing & Community Safety Advisory Cttee	24 Strategy & Performance Advisory Cttee	1 Local Planning & Environment Advisory Cttee	8 Economic & Community Development Advisory Cttee	15 Scrutiny Committee	Council	29
WEDNESDAY	23	30		7	14	21	28	4	11	18	25	2	9 Health Liaison Board (2pm)	16	23	30
THURSDAY	24 DCC	1 Economic & Community Development Advisory Cttee		8 Cabinet	15 Strategic Board	22 European Elections	29	5 Cabinet	12 DCC	19 Sevenoaks District Joint Transportation Board	26 Licensing Committee (6pm)	3 DCC	10 Cabinet	17 Governance Committee	24 DCC	31
FRIDAY	25	2		9	16	23	30	6	13	20	27	4	11	18	25	1

	AUGUST 2014				SEPTEMBER 2014					OCTOBER 2014				NOVEMBER 2014	
MONDAY	4	11	18	25 Public Holiday	1	8	15	22	29	6	13	20	27	3	10
TUESDAY	5	12	19	26	2 Finance & Resources Advisory Cttee	9 Audit Committee	16 Sevenoaks District Joint Transportation Board	23	30 Licensing Committee (6pm)	7 Strategy & Performance Advisory Cttee	14 Housing & Community Safety Advisory Cttee	21 Economic & Community Development Advisory Cttee	28	4 Council	11 Finance & Resources Advisory Cttee
WEDNESDAY	6	13	20	27	3	10	17	24	1 Health Liaison Board (2pm)	8	15	22	29	5	12
THURSDAY	7	14 DCC	21	28	4 DCC	11 Cabinet	18 Governance Committee	25 DCC	2 Scrutiny Committee	9 Cabinet	16 DCC	23 Local Planning & Environment Advisory Cttee	30	6 DCC	13 Cabinet
FRIDAY	8		22	29			19					24	31		14

Key (Most meetings start at 7pm and are held at the Council Offices in Argyle Road - please check the Council website for details.)

- Council
- Development Control Committee
- Licensing Committee 6pm
- Audit Committee
- Scrutiny Committee
- Governance Committee
- Standards Committee

- Cabinet
- Strategy & Performance Advisory Committee
- Economic & Community Development Advisory Committee
- Finance & Resources Advisory Committee
- Housing & Community Safety Advisory Committee
- Local Planning & Environment Advisory Committee
- District Strategic Board
- Joint Transportation Board
- Health Liaison Board 2pm

Agenda Item 8a

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SEVENOAKS DISTRICT COUNCIL - DRAFT CALENDAR OF MEETINGS 2014/15

(As agreed at XXX for the most up to date information please check the Council's website)

	NOVEMBER 2014		DECEMBER 2014					JANUARY 2015				FEBRUARY 2015		
MONDAY	17	24	1	8	15	22	29	5	12	19	26	2 Licensing Committee (6pm)	9	16
TUESDAY	18 Strategic Board	25 Governance Committee	2 Strategy & Performance Advisory Cttee	9 Sevenoaks District Joint Transportation Board	16	23	30	6	13 Audit Committee	20 Finance & Resources Advisory Cttee	27 Local Planning & Environment Adviaory Cttee	3 Scrutiny Committee	10 Housing & Community Safety Advisory Cttee	17 Council (Budget)
WEDNESDAY	19	26	3 Health Liaison Board (2pm)	10	17	24	31	7	14	21	28	4	11	18
THURSDAY	20 Scrutiny Committee	27 DCC	4	11 Cabinet	18 DCC	25 Public Holiday	1 Public Holiday	8 DCC	15 Cabinet	22 Standards Committee	29 DCC	5 Cabinet	12 Economic & Community Development Advisory Cttee	19 DCC
FRIDAY	21	28	5	12	19	26 Public Holiday	2	9	16	23	30	6	13	20

	FEB 2015		MARCH 2015				APRIL 2015				MAY 2015			
MONDAY	23	2	9	16	23	30	6 Easter Monday	13	20	27	4 Public Holiday	11	18	25 Public Holiday
TUESDAY	24 Reserve Council (Budget)	3 Strategy & Performance Advisory Cttee	10 Sevenoaks District Joint Transportation Board	17 Audit Committee	24 Local Planning & Environment Advisory Cttee	31 Council	7	14 Finance & Resources Advisory Cttee	21 Strategic Board	28 Scrutiny Committee	5	12	19 Annual Council Cabinet	26 DCC
WEDNESDAY	25 Health Liaison Board (2pm)	4	11	18	25	1 DCC	8	15	22	29 Health Liaison Board (2pm)	6	13	20	27
THURSDAY	26 Governance Committee	5 Cabinet	12 DCC	19 Licensing Committee (6pm)	26 Housing & Community Safety Advisory Cttee	2	9	16 Cabinet	23 Economic & Community Development Advisory Cttee	30 DCC	7 Elections	14	21	28
FRIDAY	27	6	13	20	27	3 Good Friday	10	17	24	1	8	15	22	29

Key (Most meetings start at 7pm and are held at the Council Offices in Argyle Road - please check the Council website for details.)

- | | | |
|-------------------------------|---|----------------------------|
| Council | Cabinet | District Strategic Board |
| Development Control Committee | Strategy & Performance Advisory Committee | Joint Transportation Board |
| Licensing Committee 6pm | Community & Economic Development Advisory Committee | Health Liaison Board 2pm |
| Audit Committee | Finance & Resources Advisory Committee | |
| Scrutiny Committee | Housing & Community Safety Advisory Committee | |
| Governance Committee | Local Planning & Environment Advisory Committee | |
| Standards Committee | | |



COUNCIL – 1 APRIL 2014

Report by Leader of the Council

This is my report to Council on the work undertaken by the Leader and the Cabinet in the period 1 February 2014 to 14 March 2014.

February

Kent Police Crime Panel (Cllr Lowe attended)

Kent County Leaders Meeting

South East England Councils

Council Transformation Fund Roundtable (DCLG)

South East England LEP Board Meeting

CoCo Tele Conference (Cabinet Office)

LGA Councillors Forum

LGA Executive

Business Breakfast (Breakfast Friends)

Advice Service Transition Fund Launch Event

Social Value Act One Year on – Conference

Ministerial Meeting (DCLG)

March

Kent Leaders & Kent MPs Meeting

Fly the Flag Day

Launch event of Our Place Programme

Kent and Medway Economic Partnership Board

DCN Executive meeting

Sevenoaks Town Forum

Agenda Item 11

Tackling Disadvantage KCC

National Developing Commercialism in Local Government Conference

LGA Councillors Forum

Lizzy Yarnold Celebration Tour

DCN Assembly

Kent LEP team meeting

LEP Additional Board Meeting

1:1 with Chief Constable of Kent (Mr Puseley)

AUDIT COMMITTEE ANNUAL REPORT 2013-14

Council – 1 April 2014

Report of Cllr Grint, Chairman of the Audit Committee

Status: For Consideration

Introduction and Background

- 1 This is my report to the Council on the work of the Audit Committee during the year 2013-14.
- 2 The Audit Committee is responsible for discharging the functions conferred by the Accounts and Audit Regulations 2011. The Committee met four times during the year. As a newly created Committee, we commenced the year with a presentation, by the Audit, Risk and Anti-Fraud Manager, on the Committee's role and the scope of its responsibilities. The key responsibilities include approving the Council's Annual Statement of Accounts, approving the Annual Governance Statement, approving the Annual Internal Audit Plan and monitoring and reviewing the work of Internal Audit, and reviewing the arrangements for the management of business risks.
- 3 In line with its Terms of Reference, the Audit Committee has met regularly during the course of the year. As Chair of the Committee, I have held regular protocol briefings with Officers. Details of the range of issues considered by the Committee over the course of the year are set out below:.

Internal Audit

- | | |
|----------------|---|
| June 2013 | <ul style="list-style-type: none">• Summary of the Public Sector Internal Audit Standards• Annual review of the Effectiveness of Internal Audit• Internal Audit Annual Report 2012/13 |
| September 2013 | <ul style="list-style-type: none">• Internal Audit First Progress Report 2013/14 |
| January 2014 | <ul style="list-style-type: none">• Internal Audit Second Progress Report• Revised Internal Audit Charter |
| March 2014 | <ul style="list-style-type: none">• Internal Audit Third Progress Report• Annual Internal Audit Plan for 2014/15 |

Governance, Risk & Anti-Fraud

- | | |
|-----------|---|
| June 2013 | <ul style="list-style-type: none">• Investigations Team Annual Report – summary of anti-fraud work carried out in 2012/13 and work plan for |
|-----------|---|

Agenda Item 12

2013/14, and approval of the Sanctions & Prosecution Policy

- Risk Management Report – Summary of Progress made in implementing the Council’s revised risk management framework
- September 2013
- Report of the Officer of the Surveillance Commissioner regarding the Council’s Surveillance Policy
 - Annual Governance Statement 2012/13
- January 2014
- Revised Risk Management Policy Statement
- March 2014
- Revised Risk Management Strategy

Reports of the External Auditor

- June 2013
- Audit Plan and Audit Fee
 - Housing & Council Tax Benefit Grant
- September 2013
- Statement of Accounts for 2012/13
- January 2014
- Annual Audit Letter and Update on External Audit work
 - Housing & Council Tax Benefit Grant

- 4 In addition to the core work of the Committee, a Member Working Group was also set up in July 2013 to review the draft Statement of Accounts. Its findings were reported back to the full Audit Committee at its meeting in September, and included several recommendations to improve the presentation of financial information.
- 5 At the meeting held in January 2014, Members of the Committee considered their training needs. It was agreed that enhanced introductions to reports will seek to address members’ training needs in the first instance.
6. The Audit Committee maintains a constructive dialogue and effective working relationship with the Council’s external auditors, Grant Thornton. The audit partner and audit manager from Grant Thornton have attended 3 of the 4 Audit Committee meetings during the year. In March 2014 I also attended an inaugural event, facilitated by Grant Thornton, bringing together the chairmen of Audit Committees from local authorities across Kent.
7. The Committee intends to undertake a self-assessment of its performance over the past year, in accordance with regulatory guidance. The outcome will be reported as part of the Annual Governance Statement process at the June Committee meeting.
- 8 It is my opinion that the work of the Committee has had a positive influence on the overall control environment within the Council, with recommendations made and adopted which led to amendments to the draft statement of accounts and

enhancements to the Internal Audit Plan. The Committee has developed good working relationships with Officers and External Audit, and has offered constructive comments on a range of issues. The Committee also continues to develop and improve its understanding of the many technical issues presented to it.

9. I should like to thank all members of the Audit Committee for their personal contribution to the work of the Committee over the past year. I should also like to thank Officers, in particular Adrian Rowbotham and Bami Cole, for the help and support they have given the Committee throughout the year.

Cllr John Grint
Chairman, Audit Committee

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Annual Report by Chairman of the Scrutiny Committee - 2013/14

As part of the new Governance arrangements agreed by Council in April 2013, the Council has moved to a system of one Scrutiny Committee and five Advisory Committees. The Scrutiny Committee has drawn up and followed a work plan for 2013/14 which has focussed on some key areas. These are:

- Inviting two Cabinet Portfolio Holders to each meeting of the Scrutiny Committee to discuss particular areas of focus/challenge.
- Inviting a number of external representatives to attend Scrutiny Committee to discuss particular areas of concern.
- Setting up a number of In-Depth Scrutiny working groups as task and finish groups to investigate particular areas in detail, reporting back to the Committee so that recommendations can be agreed and reported to Cabinet.

Scrutiny training was also provided to members of the Committee in October 2013, by an external trainer from South East Employers, in order to further inform Members in how to carry out effective Scrutiny.

Based on the above approach, the following is a summary of work carried out during 2013/14 by the Scrutiny Committee.

Portfolio Holders

For their first attendance before the Scrutiny Committee, Portfolio Holders were asked to give an overview of the areas covered by their Portfolios, and were subsequently asked a number of questions by Members of the Committee regarding specific challenges and their approach and views. Portfolio holders attended as follows:

Scrutiny Committee	Portfolio Holder	Portfolio Area
July 2013	Cllr Peter Fleming	Strategy and Performance
July 2013	Cllr Michelle Lowe	Housing and Community Safety
September 2013	Cllr Ian Bosley	Local Planning and Environment
September 2013	Cllr Roddy Hogarth	Economic and Community Development
November 2013	Cllr Brian Ramsay	Finance and Resources

For the second attendance before the Scrutiny Committee, Portfolio Holders focussed on a more specific area under their remit as follows:

Scrutiny Committee	Portfolio Holder	Areas of Focus
November 2013	Cllr Peter Fleming	The Corporate Plan and the need to become more financially self-sufficient
February 2013	Cllr Michelle Lowe	Welfare Reform, HERO service and Internet Safety
February 2013	Cllr Ian Bosley	Allocations and Development Management Plan, Community Infrastructure Levy, Gipsy and Traveller Plan Consultation.

Agenda Item 13

External Invitees

November 2013 – Jayne Black, Director of Operations Maidstone and Tunbridge Wells NHS Trust.

Ms Black gave an overview of the work of the Trust and answered questions from Members including a number regarding Accident and Emergency Procedures and Performance.

February 2013 – County Councillor David Brazier, KCC Cabinet Member for Highways and Julian Cook, KCC Highways District Manager for Sevenoaks.

The KCC Cabinet Member explained that the service had been underfunded for a number of years but more recently, following a number of re-organisations was in better shape and had been allocated more funds to support the current Find and Fix programme. The District Manager also highlighted fly-tipping as another significant area of concern.

Members of the Committee sought clarification regarding highway repairs including policies and approach to pothole repairs and resurfacing and the County Council's approach to dealing with fly-tipping

April 2014 – Chief Inspector Cook and Chief Superintendent Corbishly, Kent Police.

CI Cook and CS Corbishly have been invited to the April meeting of the Scrutiny Committee to discuss matters relating to levels of policing and crime across the district and particular issues that they encounter.

In-Depth Scrutiny Working Groups

A number of In-Depth Scrutiny Working Groups have been created to look at specific areas at the request of the Scrutiny Committee, these are as follows:

Parking

Remit - Parking Issues Relating to the Provision and Management of On Street and Off Street Parking, and Parking Enforcement.

Outcomes - Recommendations considered at Cabinet, 6th March

Budget

Remit – To consider the draft budget presented to Cabinet on 5th December 2013

Outcomes – To draw up an alternative terms of reference complete with suggested timeline to carry out scrutiny work in time to feed into the 2014/15 budget process. To be brought to the April Scrutiny Committee meeting.

Leisure

Remit - To benchmark with other authorities the amount spent by Sevenoaks District Council on the provision of leisure services through the leisure trust. To analyse the amount of subsidy per use of the Council's centres paid by the Council to Sencio – if possible in comparison with other authorities as well as over time. To assess customer satisfaction with the service provided. To

assess the retention rates for fitness users, the key profit-making area of the business. To look at initiatives that are in place or could be put in place to improve income and retention.

Outcomes – To report back to Scrutiny Committee in July 2014

Lessons Learned

1. Not having a fixed membership was not helpful to gaining scrutiny experience.
2. The number of working groups will probably be limited by capacity and interest of members to engage.
3. Officer support for working groups is key.
4. Identifying the areas to challenge and scrutinise is very demanding and is often dependant, counter-intuitively, on officers.

Councillor James London

Chairman

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