



Sevenoaks
DISTRICT COUNCIL
despatched: 09.09.15

CABINET
17 September 2015 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks


AGENDA

Membership:

Chairman: Cllr. Fleming Vice-Chairman: Cllr. Lowe
Cllrs. Dickins, Firth, Hogarth, Piper and Searles

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 16 July 2015, as a correct record.	(Pages 1 - 6)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees	(Pages 7 - 8)	
(a) Petition for the Regeneration of New Ash Green Village Centre	(Pages 9 - 32)	
 <u>REPORTS AND RECOMMENDATIONS FROM THE CABINET ADVISORY COMMITTEES</u>		
5. Sevenoaks District Infrastructure Plan Update	(Pages 33 - 60)	Simon Taylor, Richard Morris Tel: 01732 227430
6. Financial Reports to the end of July 2015	(Pages 61 - 102)	Helen Martin, Adrian Rowbotham Tel: 01732 227483, Tel: 01732 227153
7. Financial Prospects and Budget strategy 2016/17 and Beyond	(Pages 103 - 120)	Adrian Rowbotham, Helen Martin Tel: 01732 227153, Tel: 01732 227483
8. Annual Treasury Management Report	(Pages 121 - 136)	Roy Parsons, Adrian Rowbotham Tel: 01732 227204, Tel:

 Indicates a Key Decision

 indicates a matter to be referred to Council

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)

CABINET

Minutes of the meeting held on 16 July 2015 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Dickins, Firth, Lowe and Searles

Apologies for absence were received from Cllrs. Hogarth and Piper

Cllrs. Abraham, Edwards-Winsor, Mrs. Hunter, Maskell, Parkin, Pett, Purves, Scholey, Miss. Stack and Thornton were also present.

11. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 4 June 2015 be approved and signed as a correct record.

12. Declarations of interest

There were no additional declarations of interest.

13. Questions from Members

There were none.

14. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees

a) Anti-Fraud Team Report 2014/15 (Audit Committee – 23 June 2015, (Minute 7)

Members reviewed the Anti-Fraud, Sanctions and Prosecution Policy, which had been updated to take account of, and align with, a change in the Department for Work & Pensions' Sanctions Policy and recommended for approval by the Audit Committee. The Anti-Fraud Manager confirmed that the principal amendment was the level of overpayment which triggered legal action which was rising from £2,000 to £4,000.

In response to a question, the Anti-Fraud Manager confirmed that as many of the Anti-Fraud's Team's responsibilities were moving to the Single Fraud Investigation Service in February 2016, proposals for transition to a Corporate Fraud Team would be brought forward to January 2016.

Public Sector Equality Duty

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

Resolved: That the Anti-Fraud, Sanctions and Prosecution Policy, be approved.

15. Oxford Palace Tower

The Portfolio Holder for Finance presented a report which outlined the immediate requirement to maintain the structural stability of the Oxford Palace Tower and requested that Cabinet recommend to Council that the works be authorised with the appropriate budget totalling £130,699 allocated from the General Fund Reserve. These works would stabilise the fabric of the Oxford Palace Tower, and future use of the building and any subsequent works required would be looked at separately with Members and in conjunction with the community.

The Chief Officer Corporate Support further confirmed the Council had a responsibility to maintain any scheduled monuments it owned. The proposal covered those works considered urgent and essential stabilisation works as set out in paragraphs 6.1 and 6.3 of the recommendation in the Appendix to the report.

The Cabinet was addressed by a local Member in support of the recommendation to Council and by a representative of the Oxford Society asking that Oxford Tower be brought to good health for the community.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council to approve allocation of £130,699 from the General Fund Reserve for the completion of essential stabilisation works at the Oxford Palace Tower.

16. Property Investment Strategy

The Portfolio Holder for Finance presented a report which requested additional funding to enable further property acquisitions to help ensure that the Council remained in a financially sustainable position going forwards. The Property Investment Strategy had been approved by Council on 22 July 2014 to support the aim of becoming more financially self-sufficient as Government Support continued to reduce. Initial acquisitions had been successful in taking the Council some way towards this aim. The Treasury Management Strategy would be amended to allow a further £10 million to be invested in 2015/16. The Chairman added that he considered financial self-sufficiency was essential.

In response to a question the Chief Finance Officer advised that a business case would need to be presented for each investment and the appropriate funding options would be considered.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) a further £10m for the Property Investment Strategy be set aside from borrowing; and
- b) the Amendment to the Treasury Management Strategy 2015/16, be approved.

17. Property Disposal Update

Members considered a report which updated them on the disposal of surplus property assets and sought approval for revised disposal strategies in respect of two properties and approval to dispose of further property.

Members noted and considered the relevant minute and recommendations received from the Policy & Performance Advisory Committee who had considered the same report. They noted the Committee's agreement with recommendations (a), (b), (e) and (f) of the report and their preferences for option 3 in the confidential Appendix A to the report for the Woodland at Hever Avenue, West Kingsdown and option 3 in the same Appendix for Timberden Farm, Shoreham.

The Chairman advised that consideration of disposal of land adjacent to Shacklands Cottages, Badgers Mount would be considered at a future point following consultation with the Parish Council and local residents.

It was moved by the Chairman and

Resolved: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendices A and C to the report, on the ground that likely disclosure of exempt information was involved as defined by paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) as identified in Schedule 12A to the Local Government Act 1972.

Members discussed the proposals in the report for each site including the recommendations contained in the confidential appendices.

Public Sector Equality Duty

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

Resolved: That

- a) delegated authority be given to the Portfolio Holder for Policy & Performance in consultation with the Head of Economic Development and Property to approve the terms of a disposal of land at Croft Road, Westerham following the bidding process;
- b) delegated authority be given to the Portfolio Holder for Policy & Performance in consultation with the Head of Economic Development and Property to approve the terms of a disposal of land at Knole Way, Sevenoaks following the bidding process;

- c) in line with the recommendation of the Policy & Performance Advisory Committee, Cabinet approve option 3 as set out in the exempt Appendix A for the disposal of Woodland at Hever Avenue, West Kingsdown;
- d) in line with the recommendation of the Policy & Performance Advisory Committee, Cabinet approve option 3 as set out in the exempt Appendix A for the disposal of land at Timberden Farm, Shoreham;
- e) an initial budget of £20,000 from Capital Reserves be approved to appoint architects to prepare development options for the Bevan Place Car Park/Swanley Working Men's Club/16 High Street site; and
- f) a budget of £61,000 from Capital Reserves be approved to enhance the value of sites at: Timberden Farm, Shoreham; Hever Avenue, West Kingsdown; and Knole Way, Sevenoaks prior to disposal.

18. Appointments to other organisations 2015/16 - Executive (Sevenoaks District Sports Council)

Members considered the report which sought to confirm the Council's executive appointments to outside organisations following an agreement from Cllr. Kelly to replace Cllr. Reay as one of the Council's three representatives on the Sevenoaks District Sports Council.

Resolved: That Councillor Reay be replaced by Councillor Kelly as an appointed representative on Sevenoaks District Sports Council for the remainder of the municipal year 2015/16.

19. Appointment to Advisory Committees

The Chairman advised that, following discussions with Members, Memberships of Cabinet Advisory Committees no longer had to be amended.

Following a request from Cllr. Firth, noting that the Chairman had agreed to an amendment in the title of the Portfolio for Legal & Democratic to the Portfolio for Legal & Democratic Services, Members were asked to consider an amendment in the title of the relevant Advisory Committee accordingly.

Resolved: That the Legal & Democratic Advisory Committee be renamed the Legal & Democratic Services Advisory Committee.

IMPLEMENTATION OF DECISIONS

This notice was published on 20 July 2015. The decisions contained in Minutes 14, 18 and 19 take effect immediately. The decision contained in Minute 17 takes effect on 28 July 2015. The decisions taken in Minutes 15 and 16 will be considered at Full Council on 21 July 2015.

THE MEETING WAS CONCLUDED AT 7.48 PM

CHAIRMAN

Item 4 (a) – Petition for the Regeneration of New Ash Green Village Centre

A petition was presented to Council on 21 July 2015, relevant minute extract below:

Council – 21 July 2015 (Minute 64 (a))

Councillor Cameron Clark and the Lead Petitioner, Victoria Barnard, had submitted a petition with 1,550 signatures in the following terms:

“We, the undersigned, call upon Sevenoaks District Council to take a more active role in ensuring the current landowners (Piperton Finance, Gable Holt Ltd and the Co-operative Society Ltd) bring New Ash Green Village Centre up to an acceptable standard (details of major issues listed below):

- Upper Street South: semi derelict appearance of the walkways/paving slabs/empty units. Rat traps left for 2+ years without being changed/removed, rats living in empty units with pest control not carried out regularly. Trees/plants growing where they shouldn't be. Bridge over Link in very poor condition, stairs and railings covered in pigeon droppings.
- Upper Street North: derelict, evident damage caused by water, damaged windows, walkways/paving slabs in a bad state, pigeons living/breeding inside the empty units (with many dead pigeons inside empty units and the floors thick with pigeon droppings), empty units not boarded up properly (being constantly ripped down by vandals), broken cladding, barbed wire hanging down, unsightly boarding, woodwork rotting, inside of the units in a derelict state.
- The Row: Many empty units which cannot be filled due to the derelict state of the interiors. Landowners will not spend money to bring them up to standard for tenants to move in. Security shutters dirty and unsightly. Rats have been seen. Pigeons roosting above shops, anti-pigeon spikes do nothing to deter them. Pigeons now laying eggs and breeding above shops. Canopies either filthy or missing, clock tower flaking paint. Bus stop in centre inhabited by rats. Boarded up toilets and doors near the bus stop. Overall appearance of the centre downstairs (most of upstairs is not accessible) is neglected and derelict/borderline derelict.

The neglect and lack of care and maintenance over a number of years in the village centre has reached its limit and cannot be allowed to deteriorate any longer.

The residents of Upper Street South, the village shop owners and the residents of New Ash Green are not prepared to tolerate the neglect and derelict appearance of the centre. It is affecting home owners and shop owners alike.

Agenda Item 4

We urge the council to ensure the landowners make the necessary improvements and regenerate the village centre as a matter of urgency.

We urge the council to take urgent steps towards making sure the landowners achieve this so the village centre is brought back to an acceptable standard so it can thrive for the local community.”

The lead petitioner, Victoria Barnard, addressed the council in support of the petition.

The Leader responded expressing shared frustration with the situation and difficulties dealing with the three different landlords of the site. There were multiple ongoing responses and it did need to be more coordinated and better communicated.

Local and neighbouring Councillors spoke in support of the issues raised and the need for improvements, with all interested parties working together as a coordinated team to renew the vision for New Ash Green.

Resolved: That the petition be referred to the Cabinet, where the Council's approach could be coordinated across the Council and communicated to residents, with a report back in six months.

RESPONSE TO ISSUES IDENTIFIED IN PETITION RELATING TO NEW ASH GREEN VILLAGE CENTRE SUBMITTED TO FULL COUNCIL

Cabinet 17 September 2015

Report of Chief Officer Communities & Business

Status: For consideration and decision

Referred by: Council 21 July 2015

Key Decision: No

Executive Summary:

Council resolved that the petition be referred to the Cabinet, where the Council's approach could be coordinated across the Council and communicated to residents, with a report back in six months

The petition contained over 1,500 signatures and will be presented to Full Council for consideration, as part of The Petition Scheme at Appendix Y of this Council's Constitution. It set out a number of issues of dissatisfaction for local residents and businesses within the village centre and calls upon the Council to "take a more active role" and take "urgent steps" to make sure that the landowners in New Ash Green bring the Village Centre "up to an acceptable standard".

This report summarises the issues raised in the petition and action taken by the Council to date and recommends the focus for the Council's future involvement in matters relating to New Ash Green Village Centre. Appendix A sets out the actions taken to regenerate the centre and deal with enforcement issues.

Portfolio Holder Cllr Hogarth

Contact Officer(s) Mark Bradbury Ext. 7099 and Alan Whiting Ext. 7446

Recommendation to Cabinet

- (a) That the Council's focus for future involvement in the village is agreed as defined within paragraphs 9 and 10 of this report.
- (b) Members' views are also sought in respect of the Council's response to the issues raised by the petition.

Reason for recommendation:

To appropriately define the Council's future involvement in matters relating to New Ash Green Village Centre and to set out coordinated action taken by the Council in response

to concerns raised by the lead petitioner.

Introduction

- 1 On 21 July, a petition was presented to Full Council for consideration as part of The Petition Scheme at Appendix Y of this Council's Constitution.
- 2 The petition contains over 1,500 signatures and calls upon the Council to "take a more active role" and take "urgent steps" to make sure that the landowners bring the Village Centre "up to an acceptable standard"

Background

- 3 Appendix A sets out a full briefing on steps the Council has taken to engage the landowners, deal with issues in the centre and secure a viable regeneration scheme for the Village Centre. These fall into the following broad areas:
 - Appropriate steps the Council has been able to take within the statutory powers available to it to seek necessary improvements to be made by landowners.
 - Non-statutory and ongoing community work we are involved in through the New Ash Green Town Team, which is facilitated by the District Council make small improvements to the Village Centre and improve footfall.
 - Ways in which we have encouraged a mixed use regeneration of New Ash Green through the statutory planning processes.
 - Ongoing efforts of Officers within the Communities & Business Team to engage landowners, improve communication between landowner and secure benefits for the Village Centre.
 - Action taken by Environmental Health and Planning Enforcement.

Appendix A sets out the full background of the Council's involvement and brings Members up to date with current issues.

The Village Centre is defined in Appendix 5 of the Council's Allocations Development Management Plan (H2 (e) New Ash Green Village Centre, New Ash Green). There are three main landowners with interests in New Ash Green Village Centre. Piperton Finance is the largest landowner, and holds the contract on behalf of the other landowners to maintain the village centre.

Piperton Finance is represented in the UK by Richmond Lodge. Piperton Finance is an overseas company with its Head Office currently based in the British Virgin Islands. The other two landowners within the Village Centre are Gableholt (an overseas company) and the Co-operative Group (Co-op) who also have agents managing their interests.

Summary of issues identified within the petition and the action taken by the Council:

4

Issues identified in the petition	Action taken
<p>“Upper Street South: semi derelict appearance of the walkways/paving slabs/empty units. Rat traps left for 2+ years without being changed/removed, rats living in empty units with pest control not carried out regularly. Trees/plants growing where they shouldn’t be. Bridge over Link in very poor condition, stairs and railings covered in pigeon droppings.”</p>	<p>A full investigation was carried out by Environmental Health:</p> <ul style="list-style-type: none"> • They found no evidence of an ongoing rat infestation at New Ash Green Shopping Centre • Following a site inspection of the pigeons within the units 18 to 27 in Upper Street North, New Ash Green Shopping Centre undertaken on 14th July 2015 at 11:00am, Environmental Health confirmed that Gableholt (via their agent Lee Baron) have removed the pigeons, cleaned the bird faeces and sealed the access points to the units <p>The Council has granted permission for 2 planning applications in respect of conversion of empty storage units to flats – 3-5 Upper Street South to x 2 flats and 2A,B&C Upper Street South to 3 flats.</p> <p>Richmond Lodge (Managing agent for Piperton Finance) has now installed new anti pigeon spikes throughout the village centre to deter pigeons.</p> <p>The Council carried out a site inspection in April 2015 to look at areas that could be detrimental to visual amenity and S215 notice has now been issued in relation to areas of concern identified. . The notice was served on 16/7/15 and came into effect on 17/8/15. Compliance is not due until 17/9/15</p> <p>Full details are set out in Appendix A.</p>
<p>“Upper Street North: derelict, evident</p>	<p>See above</p>

Agenda Item 4a

<p>damage caused by water, damaged windows, walkways/paving slabs in a bad state, pigeons living/breeding inside the empty units (with many dead pigeons inside empty units and the floors thick with pigeon droppings), empty units not boarded up properly (being constantly ripped down by vandals), broken cladding, barbed wire hanging down, unsightly boarding, woodwork rotting, inside of the units in a derelict state”</p>	<p>Full details are set out in Appendix A</p>
<p>The Row: Many empty units which cannot be filled due to the derelict state of the interiors. Landowners will not spend money to bring them up to standard for tenants to move in. Security shutters dirty and unsightly. Rats have been seen. Pigeons roosting above shops, anti-pigeon spikes do nothing to deter them. Pigeons now laying eggs and breeding above shops. Canopies either filthy or missing, clock tower flaking paint. Bus stop in centre inhabited by rats. Boarded up toilets and doors near the bus stop. Overall appearance of the centre downstairs (most of upstairs is not accessible) is neglected and derelict/borderline derelict.</p>	<p>See above</p> <p>The toilets were closed by the Council following a decision by Members as it was no longer economically viable to keep undertaking repairs. The Council has a responsibility to ensure the area is safe and secured and has satisfied itself on recent inspections (August 2015) that this is the case. In addition, it should be noted that the Village Centre is continually monitored by tilt pan and zoom CCTV system.</p> <p>The architect appointed by the Richmond Lodge (managing agent for Piperton Finance) has stated their intention to submit a planning application to remove the canopies. At the time of this report, a planning application has not been received.</p>
<p>“The neglect and lack of care and maintenance over a number of years in the village centre has reached its limit and cannot be allowed to deteriorate any longer.”</p>	<p>The Council is fully committed to securing the regeneration of the village centre. The Allocation and Development Management Plan identifies New Ash Green as a mixed use regeneration zone with up to 50 enabling units of residential accommodation.</p> <p>The Council’s long-term strategy and commitment to working with landowners continues and has over the last year secured tangible benefits for residents and businesses alike. It has also now been confirmed the largest landowner has engaged an architect to produce a master plan for the village centre.</p>

	<p>The Council has taken appropriate enforcement through Planning and Health and Safety as well undertaken numerous Environmental Visual Audits inspections.</p>
<p>“The residents of Upper Street South, the village shop owners and the residents of New Ash Green are not prepared to tolerate the neglect and derelict appearance of the centre. It is affecting home owners and shop owners alike.</p> <p>We urge the council to ensure the landowners make the necessary improvements and regenerate the village centre as a matter of urgency.</p> <p>We urge the council to take urgent steps towards making sure the landowners achieve this so the village centre is brought back to an acceptable standard so it can thrive for the local community.”</p>	<p>It should be noted that the full range of the Council’s efforts as part of a long-term strategy relating to New Ash Green are set out in Appendix A. This includes extensive landowner engagement, facilitation of meetings between landowners.</p> <p>An architect has now been appointed by Richmond Lodge (as Managing Agent for Piperton Finance) to produce a master plan for the village centre.</p>

Key Implications

Financial

5 There are no financial implications for the Council Associated with this report

Legal Implications and Risk Assessment Statement.

6 There are no legal implications for the Council associated with this report

Equality Assessment

7 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Community Impact and Outcomes

8 The weight of local feeling expressed in the petition submitted to Council on 21 July is acknowledged. The Council is fully committed to investigating the issues arising from the petition and ensure residents are made aware of appropriate information relating to the regeneration.

Agenda Item 4a

Conclusions

- 9 The petition expresses concerns of the local community in New Ash Green in relation to the condition of the Village Centre. However, it is noted that many aspects of the concerns set out in the petition should in the future be more properly be referred to landowners or their managing agents as they relate to private business relationships or disputes between landowners, their representatives and tenants or leaseholders.

It is therefore not appropriate that the Council gets directly involved in:

- Private disputes or issues that relate to business relationships between landowner or their representatives and tenants or leaseholders.
- Private disputes between landowners on matters such as service charges

The Council will, however, in its ongoing discussions with the landowners continue to encourage them to respond quickly and appropriately to tenants concerns.

- 10 It is recommended that the Council's future involvement in the Village Centre in focused on:
- Supporting and bringing forward the regeneration of New Ash Green Village Centre and ensuring that the community is engaged in bring forward proposals
 - Supporting and facilitating the New Ash Green Town Team
 - Carrying out functions relating to its services including environmental health, building control, licensing and planning development.
 - Continuing to support Community Safety activities such as Environmental Visual Audits and the Community Safety Focus Group
- 11 This report sets out the coordinated action the Council has taken to address concerns within the context on the ongoing and long-term strategy set out in Appendix A.
- 12 Members' views are also sought in respect of the Council's response to the issues raised by the petition.

Appendices

Appendix A – The Council's involvement in New Ash Green Village Centre

Lesley Bowles
Chief Officer, Communities & Business

Appendix A – New Ash Green Village Centre Regeneration - background information.

1. Introduction

- 1.1. The Village Centre is defined in Appendix 5 of the Council's Allocations Development Management Plan (H2 (e) New Ash Green Village Centre, New Ash Green). See page 9 of this report for further details. There are three main landowners with interests in New Ash Green Village Centre.
- 1.2. Piperton Finance is represented in the UK by Richmond Lodge. Piperton Finance is an overseas company with its Head Office currently based in the British Virgin Islands. The other two landowners within the Village Centre are Gableholt (an overseas company) and the Co-operative Group (Co-op) who also have agents managing their interests
- 1.3. The District Council has no land or property related rights in the Centre, other than the lease in respect of the public toilet as addressed in the main report (paragraph 4)
- 1.4. The Centre has been in commercial decline for some time and there has been an apparent lack of private sector investment in its physical fabric. The shopping offer has contracted especially with respect to the upper floors and there is evidence of decay.
- 1.5. The District Council has been pressing the landowners for several years to produce a strategy for investment, which would focus on enhancing the shopping offer and regenerate the worn out fabric. Such a strategy might include refurbishment or redevelopment in whole or part depending upon the viability of the proposals.

2. Local consultations – Planning for Real

- 2.1. In 2005 a comprehensive consultation of local residents, businesses and organisations was conducted by Sevenoaks District Council. The Planning for Real method was used with participants making known their aspirations for the village centre using a model of the village built by local children and taken to a variety of community locations
- 2.2. The conclusions identified were as follows:
 - Residents of New Ash Green have demonstrated their commitment to the village centre by participating fully in this consultation event.
 - No residents expressed satisfaction with the current state of the Shopping Centre.
 - There is a clear link between the run down appearance of the Shopping Centre and anti-social behaviour.
 - Residents are open to new development ideas, including a mixed development incorporating retail, residential units and office accommodation.
 - The minimum requirement is immediate repairs to the Centre and an on-going maintenance programme.
 - The community feels let down by the neglected state of the Shopping Centre which is an important part of the village.
- 2.3. In addition, the report identified possible future action based on the findings of this consultation as follows:

Agenda Item 4a

Appendix A – New Ash Green Village Centre Regeneration - background information.

- A timetable of action to be agreed for either re-development or refurbishment and maintenance of the Shopping Centre.
- The owners of the Shopping Centre should draw up options for the re-development of the Centre to take account of the views expressed in this report and consult further with residents to identify preferred options.
- Any re-development or refurbishment proposals should be developed in partnership with Kent Police and other agencies that can assist in addressing anti-social behaviour issues.

2.4. The consultation informed subsequent planning policy which supports the need to regenerate the Centre.

3. Local consultations on redevelopment/regeneration options for New Ash Green village centre.

- 3.1. In 2008, a firm of architects were commissioned by the representatives of the biggest landowner in New Ash Green, Piperton Finance, to carry out a community consultation on possible regeneration/redevelopment options for the Village centre.
- 3.2. The purpose of the consultation was to seek the community's views on three initial design concepts for the village centre drawn up by the architects on behalf of the centre owners. The architects led on the consultation which was facilitated by Sevenoaks District Council's Community Development team.
- 3.3. The concepts were broad outline ideas showing a range of different options in relation to the balance and location of retail and residential units, parking and landscaping. The concepts were intentionally broad as it was not appropriate to present more detailed plans prior to ascertaining the community's views. The concepts were designed to stimulate ideas and discussion at this early stage with the community's views to be fed into the more detailed consideration about the future of the village centre. The intention was not to ask participants to select just one favourite concept, but to consider the positive and negative aspects of each one to inform the next design.
- 3.4. The community responded positively to the opportunity to express their views about the future of the village centre. In total, 619 people came to the consultation events with a further 22 commenting on-line. There were almost 1000 written comments submitted during the consultation.
- 3.5. The consultation suggested three possible concepts, with the intention that the community would identify their likes and dislikes from each one and that the final design would incorporate the best of all three initial ideas. The analysis of the number of comments received showed that Concept A was the least popular overall and concept C was the most popular. Other conclusions:

Appendix A – New Ash Green Village Centre Regeneration - background information.

- **Parking:** Any regeneration of the village centre will need to take account of current parking capacity and ensure that a sufficient amount of car parking in the village is maintained, including the additional needs of new residents.
- **Housing:** There needs to be careful consideration regarding the type, style and size of residential developments in New Ash Green and all new residential buildings should be subject to the Village Association covenants.
- **Architecture:** Whilst there is a desire for the village centre to be “opened up” and made more welcoming thus reducing fear of crime, there is also a view that a newly built centre should be sympathetic to the existing architecture.
- **The regeneration process:** The regeneration process must be planned carefully to ensure the least possible disruption to important village services and ensure that existing centre residents are consulted and informed.

3.6. The concepts used at the consultation event are shown on the following pages (pages 5-7)

3.7. The consultation and design work followed agreement by all three landowners to work together to regenerate the Centre.

3.8. However, subsequently, the change in the global economy caused the major landowner to withdraw from the regeneration scheme, although retaining ownership.

4. Progress following the consultations:

4.1. After progress on the regeneration scheme was suspended by the landowners in September 2008 and following repeated efforts to clarify the situation, the Council was informed that in light of the current economic climate, the situation regarding the regeneration of the Village Centre was being re-considered by the Land Owners.

4.2. An urgent meeting was arranged by the Council on 1st December 2008 with Land Owners. The meeting was not attended by 2 of 3 of the major landowners. However, the Co-operative did attend together with the architects representing the largest landowner through their managing agent Richmond Lodge.

4.3. The council wrote to the landowners on 5th December 2008 to make it clear that the lack of progress at this meeting was a serious disappointment to everyone involved, expressing its very real concern about the future of the village centre, and urging landowners to give a clear indication of intent regarding the future at the earliest date.

Agenda Item 4a

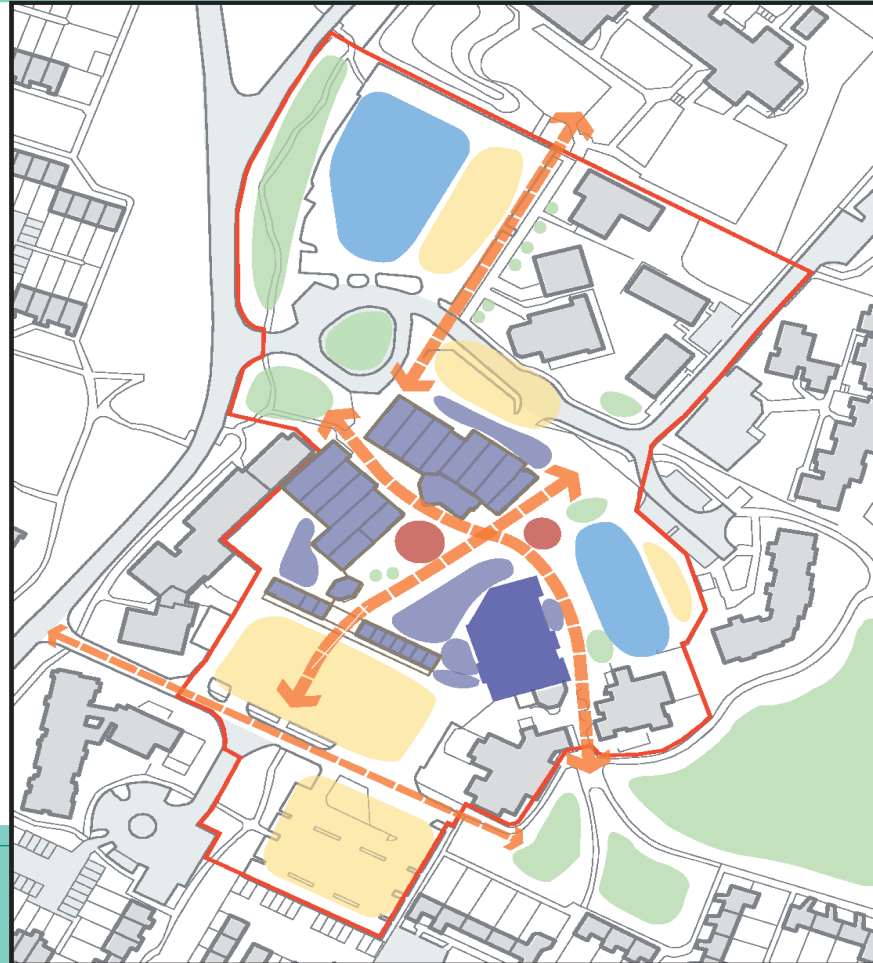
Appendix A –New Ash Green Village Centre Regeneration - background information.

- 4.4. At this stage, the Council was particularly concerned about the lack of regeneration as it was clear from information received by Officers that the continued effects of the economic downturn and the lack of action by landowners was having a significant impact on local businesses and local people.
- 4.5. While the Council continued to press the landowners to set out their intentions regarding the village centre, it was not possible to get a formal co-ordinated response from the landowners to when, and if regeneration plans would recommence. The Council remained pro-active in promoting the regeneration of the village centre.

05 > CONCEPT A

NewAshGreen
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- Some suggested new residential
- Improved pedestrian routes
- Improved landscaping in centre
- Suggested residential to north car park with associated parking
- Suggested parking for school drop-off & community facilities
- Some existing retail units refurbished and extended
- Refurbish existing and/or for new residential above retained retail units
- More open space in the Village Centre
- Retain existing central & south car parking for Village Centre, village Hall & Pub
- Retain and extend existing Co-op with residential above



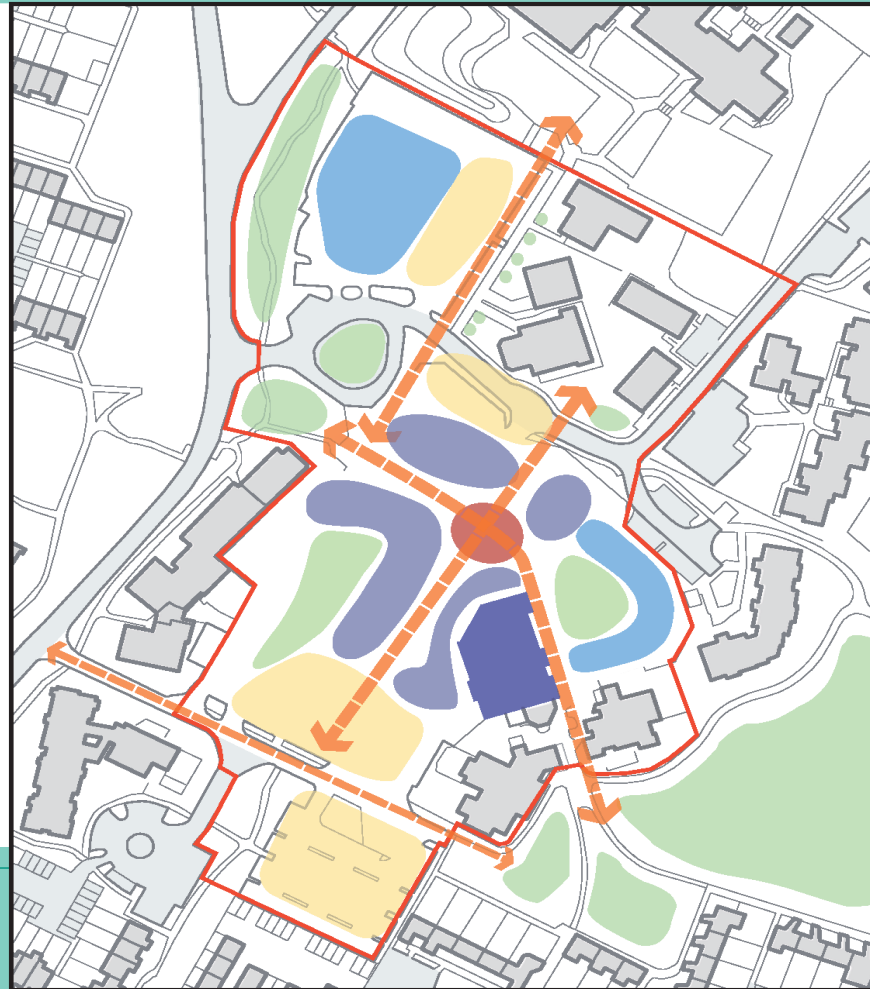
- Retail
- Existing Co-op
- Residential
- Parking
- Landscape
- Village Centre
- ➡ Pedestrian routes

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07 > CONCEPT B

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- Suggested new residential
- Suggested new retail units around new village centre
- Some retail with residential to upper floors
- Improved pedestrian routes
- Improved landscaping in centre
- Suggested residential to north car park with associated parking
- Suggested parking for school drop-off & community facilities
- More open space in the Village Centre
- Retain existing central & south car parking for Village Centre, village Hall & Pub
- Retain and extend existing Co-op with residential above



- Retail
- Existing Co-op
- Residential
- Parking
- Landscape
- Village Centre
- ← Pedestrian routes

09 > CONCEPT C

NewAshGreen
RETAIL // RESIDENTIAL // COMMUNITY

- Suggested new residential
- Suggested new retail units around new village centre
- Some retail with residential to upper floors
- Improved pedestrian routes
- Improved landscaping in centre
- Retain car parking to north car park
- More open space in the Village Centre
- Retain central car park for Village Centre, Village Hall & Pub with suggested residential above
- Suggested new residential to south car park retaining vehicular access to neighbouring development
- Retain and extend existing Co-op with residential above



- Retail
- Existing Co-op
- Residential
- Parking
- Landscape
- Village Centre
- ← Pedestrian routes

5. The Local Plan and New Ash Green Village Centre

- 5.1. The council has now put in place the foundations for regeneration of the village centre by including it in the Local Plan. References to New Ash Green are made in the Core Strategy and the Allocations and Development Management Plan. This ensures that should the proposals come forward to regenerate the village centre, planning policies support the process
- 5.2. The Allocations and Development Management Plan (ADMP) was adopted February 2015. In the Plan, New Ash Green Village centre (only as part of regeneration process) has been allocated for mixed use development, by incorporating a residential component. Under ADMP Policy H2, mixed use sites are described as needing to “provide for a range of employment, retail and community facilities in addition to housing types, density, mix and tenure considered appropriate.” The map allocating New Ash Green Village Centre (ADMP Policy H2(e)) is shown on page 9.

Agenda Item 4a
Appendix A –New Ash Green Village Centre Regeneration - background information.

5.3. The Local Plan provides for the centre to be regenerated to provide a mix of retail and business space together with a small number of new homes.

5.4. By including the centre in the Core Strategy, the area should be more attractive to potential developers.

5.5. All housing and mixed use allocations that have been adopted in the ADMP have individual development guidance that developers would have to take into account. This includes access, landscape, design and delivery considerations. The following extract relates to New Ash Green and can be found in Appendix 5 of the ADMP.

Site Address:	New Ash Green Village Centre, New Ash Green	Settlement:	New Ash Green
Ward:	Ash	Proposed Allocation:	Mixed use including residential as part of a regeneration scheme for the village centre
Current Use / PP:	Village centre uses (retail and services, community facilities, parking) and residential		
Development Guide:			
Design and Layout			
<p>New Ash Green village centre will be regenerated and the quality of the environment improved so that it more effectively meets the needs of the community. Development should retain a scale appropriate to the size of the community it is intended to serve and a form that respects the distinctive character of the settlement. Development should achieve a satisfactory relationship with the adjoining housing and open space (The Mote).</p> <p>Proposals should include retail, employment and community facilities and services. Office space should be retained or provided in this central location. An element of residential development (in the form of apartments) should be included as part of the regeneration scheme.</p>			
Landscape			
<p>Tree Preservation Orders apply around the boundary and within the site and development should not result in the loss or harm to any of these trees.</p> <p>The scheme should provide improvements to the local centre public realm.</p>			
Access			
<p>Servicing, parking and access arrangements will need careful consideration once the mix of uses is determined and a Transport Assessment will be required. Parking should be re-provided as part of the scheme, including parking for residential units. The pedestrian environment should be designed to provide a safe and secure access incorporating security measures (such as the public realm overlooked by residential development) to</p>			

Appendix A –New Ash Green Village Centre Regeneration - background information.

deter crime, the fear of crime and antisocial behaviour.

Infrastructure

Contributions will be required to CIL.

Developers will be required to demonstrate that there is adequate waste water capacity both on and off the site to serve the development and that it would not lead to problems for existing or new users. In some circumstances it may be necessary for developers to fund studies to ascertain whether the proposed development will lead to overloading of existing water infrastructure.

Delivery - SDC working with multiple site owners to bring forward scheme on site. SDC would like the village centre regeneration to take place as soon as feasible, but the Estimated Development Period indicated below provides a cautious estimate.

Gross Area (Ha):	1.87	Net Area (Ha):	1.87
Indicative Housing Capacity:	50	Phasing	10-15 years (2022-26) (although earlier if feasible)

6. Environmental Visual Audit (EVA)

- 6.1. EVAs are carried out by the Sevenoaks District Community Safety Partnership and are designed to support activity around the community safety. They include advice from the Police, Kent Fire and Rescue Service and other appropriate partners, including local representatives.
- 6.2. An environmental Visual Audit was first undertaken in New Ash Green village centre in April 2008 as local people had expressed concern about the level of maintenance being undertaken by the owners.
- 6.3. The importance of maintaining the village centre to an appropriate standard of ongoing repair has been stressed repeatedly by the Council. Eight inspections of the village centre were carried out on behalf of the Partnership between August 2008 and December 2010.
- 6.4. Any action available to the council and its partners has been linked to improving the safety of the centre through the Environmental Visual Audit as set out below. The District Council has:
 - Installed 13 state-of-the-art CCTV cameras in the Shopping Centre, replacing the fixed position black and white cameras. The new cameras are visually more discreet than their predecessors and cover most of the centre. They have helped the police to keep the village centre safe.
 - Investigated and responded to alleged breaches of planning control including serving a S215 notice on Richmond Lodge who represented the major landowner, Piperton Finance. The notice required the landowner to take steps requiring land to be cleaned up as its condition adversely affected the amenity of the area.
 - Cleaned up graffiti in the village centre.
 - Investigated health and safety issues. As a result of action taken by Sevenoaks District Council, improvement works in the service yard area to the rear of the shops in the Row were completed. Work carried out included seeking Counsel's advice on Health and Safety at Work issues, a formal request for information under S20(2)(j) and (k) of the Health and safety at Work etc. Act 1974 and service of an improvement notice to Richmond Lodge in respect of the service yard area to Richmond Lodge.

Appendix A –New Ash Green Village Centre Regeneration - background information.

7. The New Ash Green Town Team 2012-2015

7.1. In 2012, the Council applied for Portas Pilot funding for New Ash Green Village centre, it was awarded £10,000 to be used to promote and encourage more people to use the Village Centre.

7.2. This funding use was specified for community events and activities, branding (including possible signage) and for some minor environmental improvements. The Town Team is facilitated by the District Council. We continue to work very closely with the Town Team, local Members, representative organisations including the Parish Council and the Village Association, local traders, residents and community groups to deliver small yet realistic improvements to the appearance of the centre and to respond to local concerns.

7.3. Underpinning the work of the Town Team are deeply held concerns about the need for the Village Centre to be regenerated and for improvements to be made. The efforts of the Town Team have been supported by continued and ongoing work of the Communities and Business Team in engaging landowners and enhancing the work of the Town Team through securing landowner investment in projects.

7.4. Here are some examples of Town Team successes so far:

- Secured landowner investment from Richmond Lodge and Marcus King (then managing agents to Gableholt) to pay for the purchase and installation of Christmas lights. The responsibility for installing Christmas lights has now been passed onto Richmond Lodge.
- Secured funding from Richmond Lodge to pay for the refurbishment of a planter in the Village Centre
- Installed new signs to direct passing traffic to the Village Centre and free parking
- Undertook dog fouling initiative in partnership with the Council's Environmental Health Team.
- Contributed to the planning of a successful "Christmas Magic" in New Ash Green event.

8. Christmas Magic Event – 13 December 2014

8.1. We supported and delivered a successful Christmas Magic in New Ash Green event and ensured that bringing increased trade to the Centre was a central element of event. The event was the Council's first Christmas community event and attracted over 1000 people to the Village Centre.

8.2. We successfully negotiated a cash and in-kind contributions towards the event from Richmond Lodge. They also agreed to the use of space within the car parks in the New Ash Green for events to take place and provided staff support on the day.

Agenda Item 4a
Appendix A –New Ash Green Village Centre Regeneration - background information.

- 8.3. Anecdotal evidence suggests that some local traders more than doubled their normal takings. Amber Markets, who facilitated market stall on the day, reported that some market traders sold out during the event and requested to be involved in future events.
- 8.4. Thank you's and positive comments received from local members, traders and residents reflect how positively the event was viewed.

9. Landowner Engagement 2013-2015

- 9.1. The Council adopted a new strategy for engaging landowners. In particular, Mr. Jassat from Richmond Lodge (representing Piperton Finance) has been able to use an Officer as a single point of contact for all enquiries with the Council. This has resulted in dramatically improved relationship with Richmond Lodge and has led to significantly improved communication. It has also meant we have been able to secure contributions from the landowner for Council and Town Team activities in New Ash Green.
- 9.2. We have continuously engaged landowners in New Ash Green. In the last two years our considerably improved relationship with landowners has enabled us to facilitate meetings between representatives of Piperton Finance, District Council Officers and Local Members:
- 29 April 2014
 - 6 August 2014
- 9.3. In April and May 2015, we arranged site meetings between the Head of Property and Economic Development and Richmond Lodge. This allowed them an opportunity to set out their plans for the site. They also confirmed their intention to engage a firm of architects to produce a masterplan for the Village Centre. A site meeting was also arranged for the Head of Property and Economic Development to meet with a representative for Gableholt, the second largest landowner.
- 9.4. In May and June 2015 we made links with the Co-op through their new Estates Surveyor for the South East. In June this year we successfully opened a dialogue between the Co-op and Richmond Lodge.
- 9.5. In May 2015 a firm of Architects confirmed that that they had been appointed by Richmond Lodge to produce a master plan for the Village Centre.
- 9.6. The appointed Architect was also previously employed during the consultation stages and managed their input to consultations about regeneration concepts with local residents in 2008.
- 9.7. We have ensured that the Architects still have access to all previously held consultations and planning policy materials.

10.Environmental Health

- 10.1.Environmental Health has received several complaints both directly from Mrs. Barnard (lead Petitioner) and via the Community Safety Unit. The majority of the complaints received by Environmental Health Team concern pigeons living throughout the Village Centre and accumulations of droppings.
- 10.2. The Environmental Health Team has very limited powers to deal with pigeons within the Centre. Pigeons are not considered a public health pest in law and we have no statutory powers to require that land owners and occupiers take steps to either pigeon proof their properties or remove the birds. Officers from Environmental Health have regularly visited the Centre and it is considered by us that although accumulations of droppings are sometimes present (particularly after the weekend) they are generally dealt with efficiently by the caretaker. The amount of droppings we have seen is also considered to be of a similar level to that seen in other urban shopping areas elsewhere in the district.
- 10.3. Owing to the construction of the Centre there are a large number of roosting surfaces and although some efforts have been made by individual property owners and occupiers it is impossible to entirely prevent pigeons in the Centre.
- 10.4. Environmental Health has limited powers to deal with pigeons and droppings inside office and shop units as a statutory nuisance (accumulation). An Officer in the team is currently dealing with the representatives of Gableholt regarding pigeons which have entered at least one unit in Upper Street North. This matter was brought to our attention by Mrs. Barnard who can see the problem from her property (but is not directly affected by a statutory nuisance). Officers have been liaising with the managing agent directly and have been advised that contractors have been employed to remove the pigeons and seal the entry points.
- 10.5. Environmental Health arranged to meet the caretaker in order to undertake an inspection of the area in July 2015.
- 10.6. They found no evidence of an ongoing rat infestation at New Ash Green Shopping Centre. The last complaint about rats received concerned units operated by the Cooperative Group in April 2013. At that time Environmental Health arranged to access each of the units alleged to be infested by rats (in Upper Street South) and found no evidence that this was the case. The rat traps referred to by the petition are bait stations/ boxes put in place by the Co-ops pest contractor in 2013. Bait stations pose no public health risk and are a preferred method of pest contractors to safely treat rats.
- 10.7. The Council's Commercial Team has advised that they do not have any concerns about rats affecting the food businesses at the Centre and have received no other complaints. However in light of the allegations raised by the petition an Officer revisited the area on 6 July but did not find further signs of rat infestation (particularly around the bus stop area).
- 10.8. Following a site inspection of the pigeons within the units 18 to 27 in Upper Street North, New Ash Green Shopping Centre undertaken on 14th July 2015

Agenda Item 4a
Appendix A –New Ash Green Village Centre Regeneration - background information.

Environmental Health confirmed that Gableholt have removed the pigeons, cleaned the bird faeces and sealed the access points to the units.

11.Planning Enforcement

- 11.1. In 2008 the Council identified 17 The Row and 10A Upper Street North as unacceptably untidy sites whose condition warranted attention. Through negotiation the owner addressed this situation such that the improvement was not deemed sufficiently poor to be able to substantiate formal action.
- 11.2. In 2009 2, 6 and 8 The Row were deemed to have become unsatisfactory in terms of their appearance and condition. A formal Notice was served under Section 215 Town and Country Planning Act 1990 (as amended).
- 11.3. In 2013 land to the rear of 6 The Row was recognised as being unacceptably untidy. Negotiation was undertaken and the breach rectified such that the land was no longer in such a state as to allow formal action to be undertaken.
- 11.4. In 2013 the Council also became aware of the use of 25 The Row as a café without the requisite planning permission in place. The owner was contacted and the breach ceased without formal action being required.
- 11.5. During 2013 and 2014 a number of unauthorised advertisements for Clocktower Gym had been displayed in various locations. The display of advertisements without the required consent is one of the few issues that are a criminal offence however before proceeding with a prosecution the Council would be expected to demonstrate that the “offender” has been given an opportunity to address the issue. In this case, following advice from Council Officers, the offending advertisements were removed.
- 11.6. The Council has recently identified a number of areas within the Centre that we feel need to be improved. The owner has been written to formally to advise that this is the case and a notice was served on 16/7/15 and came into effect on 17/8/15. Compliance is not due until 17/9/15.
- 11.7. The architect appointed by Richmond Lodge has stated that it is their intention to submit a planning application to remove the canopies in the village centre rather than repair existing broken canopies which is stipulated in the notice. At the time of this report a planning application to remove the canopies has not been received by the Council.

12.Planning Applications

- 12.1. Planning applications were submitted by Richmond Lodge on 14/03906 submitted on 16.12.14 (Granted 18.03.15) and 14/03844 submitted 09.12.14 (Granted 26.05.15)
- 12.2. These were in respect of 3-5 Upper Street South and 2A,B and C Upper Street South for conversion of storage units to flats for residents'

13.Recent Developments August 2015

- 13.1. There have been a number of recent developments in New Ash Green during August 2015.
- 13.2. The Architects have now stated that they have a formal agreement in place with Richmond Lodge (acting as agents on behalf of Piperton Finance) and they plan to commence studies with a view to producing a master plan for regeneration in New Ash Green. We have been informed that this will involve site visits, studies and discussions with local businesses during August/September 2015
- 13.3. In view of this, the Council facilitated a meeting which took place on 5 August between representatives of the Co-op and Richmond Lodge (representing Piperton Finance) in New Ash Green. The key action points agreed at the meeting are as follows:
- That the Estates Surveyor (South East) for the Co-op should arrange to meet the architects in their London Offices at the earliest opportunity.
 - Both Richmond Lodge and the Co-op agreed that a workshop would be a positive step forward and undertook to send representatives to such a workshop.
 - It has been suggested that the District Council would be willing to host a meeting with all three landowners in neutral territory at the Council Offices, with a suggested date of the beginning of October. Richmond Lodge and the Co-op agreed that this was a good idea and that they would be willing to attend.
 - The Council and representative for Richmond Lodge have now made contact with the new managing agents for the phase 2 landowner, Gableholt. Gableholt have appointed new managing agents to represent their property interests and new strategic managing agents. The Council have held encouraging meetings with the property agents.

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Item 5 – Sevenoaks District Infrastructure Plan Update

The attached report (subject to later added paragraph 21) was considered by the Planning Advisory Committee, relevant minute extract below:

Planning Advisory Committee – 7 July 2015 (Minute 9)

Members were advised that a Sevenoaks Infrastructure Delivery Plan was first prepared in 2010 for the Core Strategy (adopted 2011) and that this was a “live” document which illustrated the infrastructure that was required to support development across the District. Following the adoption of the Community Infrastructure Levy (CIL) Charging Schedule in February 2014, the Council was currently updating its draft Infrastructure Plan which would be used as evidence for the new Local Plan and provide up to date information for elaborating the Council’s Regulation 123 List (adopted November 2014) which set out the infrastructure that could be funded through CIL receipts.

An updated report would be considered by the Cabinet at its meeting on 17 September 2015.

The Planning Officer (Policy) advised that Town and Parish Councils would be provided with a second chance to submit comments as the previous deadline had fallen over the run up to the elections, it would also give a further opportunity to reinforce that it was a ‘live ‘ document.

Resolved: That the report on the progress of the Infrastructure Plan as an important element of the evidence base for the new Local Plan and CIL Regulation 123 List, be noted.

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SEVENOAKS DISTRICT INFRASTRUCTURE PLAN UPDATE

Cabinet – 17 September 2015

Report of Chief Planning Officer – Richard Morris

Status: For Consideration

Also considered by: Planning Advisory Committee – 7 July 2015

Key Decision: No

Executive Summary:

A Sevenoaks Infrastructure Delivery Plan was first prepared in 2010 for the Core Strategy (adopted 2011). This is a “live” document which illustrates the infrastructure that is required to support development across the District. Following the adoption of the Community Infrastructure Levy (CIL) Charging Schedule in February 2014, the Council is currently updating its draft Infrastructure Plan. This will be used as evidence for the new Local Plan and provide up to date information for elaborating the Council’s Regulation 123 List (adopted November 2014) which sets out the infrastructure that can be funded through CIL receipts.

An update to Kent County Council’s response has been included in the report following the meeting of the Planning Advisory Committee held on 7th July.

Portfolio Holder Cllr. Piper

Contact Officer(s) Simon Taylor Ext.7134

Recommendations to the Cabinet:

To consider and note the report on the progress of the Infrastructure Plan as an important element of the evidence base for the new Local Plan and CIL Regulation 123 List.

Reason for recommendation:

In order to consider an important element of the evidence base for the new Local Plan and CIL Regulation 123 List.

Introduction and Background

- 1 The Planning Act 2008 defines infrastructure to include roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities and open space.

Agenda Item 5

- 2 Further to this, the Sevenoaks Core Strategy defines “infrastructure” as “[...] the various services and facilities that are necessary to help sustainable communities” and that physical, social and green infrastructure should be applied to this definition (CS para. 5.5.1). The Core Strategy also states that “supporting development with adequate infrastructure is important for balanced communities and the need for community facilities is specifically recognised in the Sevenoaks District Community Plan”.
- 3 A draft Infrastructure Plan was submitted as evidence to the examination of the CIL Charging Schedule in October 2013. The plan outlines the potential strategic schemes for the District from infrastructure providers, as well as local schemes that could be eligible for CIL funding. This was prepared following consultation with different organisations (i.e. infrastructure providers, SDC, KCC and town/parish councils).
- 4 Recently, the Council has adopted the Community Infrastructure Levy (CIL) Charging Schedule (adopted February 2014), CIL Regulation 123 List (adopted November 2014) and the Allocations and Development Management Plan (ADMP) (adopted February 2015). As a result the Infrastructure Plan must be reviewed to inform how infrastructure will be delivered during the period of the new Local Plan as well as the production of a detailed Regulation 123 List.
- 5 Once endorsed, the Infrastructure Plan will be treated as a “live” document that will inform the preparation of the new Local Plan. It will also be used to inform the preparation of the Council’s Regulation 123 List on the types of infrastructure that CIL can fund. The current List (adopted November 2014) is broad and states that CIL can fund (but is not limited to):
 - Transport schemes;
 - Flood defence and water quality schemes;
 - Education;
 - Health and social care facilities;
 - Police and emergency services facilities;
 - Community facilities; and
 - Green infrastructure

The current Regulation 123 List notes that CIL receipts will not be used to fund site-specific infrastructure that would be secured through a planning obligation (i.e. site-specific access improvements, on-site open space provision, site-specific green infrastructure etc.). Infrastructure projects that are detailed on the Regulation 123 List cannot be funded by planning obligations.

Current Position of the Infrastructure Plan

- 6 Following the adoption of CIL and the ADMP, the Infrastructure Plan must be updated to reflect the planned future development of the District, as well as

supporting additional development that may come forward. This should be described as “critical” infrastructure to be delivered across the District. The Plan will also reflect the requirements for additional infrastructure from town and parish Councils.

- 7 A full list of infrastructure providers, town and parish councils that were consulted can be found in Appendix A.
- 8 Information packs requesting evidence were sent out April 2015, requesting evidence for infrastructure that would be required to support development in the District and an estimated cost. Town and parish councils were also asked to provide information on projects that they would like to see provided by infrastructure providers. Evidence submitted was based on a revised housing supply described in the ADMP (para. 3.8), which included all allocated sites in the ADMP and anticipated phasing of Land West of Enterprise Way, Edenbridge and Fort Halstead, Halstead.
- 9 Badgers Mount Parish Council was established in May 2015 and was not consulted at the time of the request for evidence was sent in April 2015.
- 10 At present, SDC have received 20 responses from different organisations:
 - 14 responses from town and parish councils:
 - Ash-cum-Ridley Parish Council
 - Brasted Parish Council
 - Chiddingstone Parish Council
 - Dunton Green Parish Council
 - Edenbridge Town Council
 - Hartley Parish Council
 - Horton Kirby and South Darenth Parish Council
 - Knockholt Parish Council
 - Leigh Parish Council
 - Otford Parish Council
 - Riverhead Parish Council
 - Sevenoaks Town Council
 - Swanley Town Council
 - Westerham Town Council
 - 6 responses from infrastructure providers:

Agenda Item 5

- Environment Agency
 - Highways England (*formally know as Highways Agency*)
 - Kent Wildlife Trust
 - NHS Property
 - NHS West Kent Clinical Commissioning Group (CCG)
 - Sutton and East Surrey Water
- 11 16 organisations submitted evidence for new or improved infrastructure in conjunction with the Regulation 123 List. Three organisations (Environment Agency, Highways England, and Horton Kirby and South Darenth Parish Council) responded stating there was no requirement for new infrastructure as a result of the scale and distribution planned in the District.
- Sutton and East Surrey Water provided an update on its planned projects for the District but stated that these would be funded through customer bills, as part of their Price Review in 2019 and did not require CIL funding at this stage.
- 12 Queries were received by Arriva Southern Counties and Fawkham Parish Council in relation to the Infrastructure Plan. Currently, no formal submission has been received by either organisation.
- 13 Correspondence was received from Kent County Council stating that they would supply their submission by mid-June. At the time of this report, a response from KCC Public Health had been received. Currently, representations from other KCC departments have not been received.
- 14 Internal SDC departments including Direct Services and Economic and Community Development have been consulted on some elements of the Infrastructure Plan. No representations have been submitted at this time.

Reponses to the Request for Evidence

- 15 While only 20 organisations responded to the “Request for Evidence” consultation, a total of 108 projects were submitted for consideration.
- 16 A majority of town and parish councils expressed a desire to develop community facilities and green infrastructure, which includes improvements to play areas and creation of a multi-use games area (MUGA). Town and parish councils also expressed a desire to see transport and traffic improvements. For infrastructure required by other providers, some town and parish councils indicated that health and education provision should be improved to accommodate future development.
- 17 NHS Property and NHS West Kent CCG submitted responses for improving health infrastructure across the District. NHS West Kent CCG outlined the general position for the District, while NHS Property outlined proposals for individual surgeries at particular locations.

- 18 Sevenoaks Town Council submitted its Community Investment Plan as their representation to the Request for Evidence. A majority of items have been added to the schedule of responses. However points 13 (Neighbourhood Plan Development) and 15 (Project Management and Contingency) of the Community Investment Plan were removed as these were not considered as infrastructure under the current Regulation 123 List.
- 19 Riverhead Parish Council and Otford Parish Council have requested projects to be provided by private developers. Riverhead Parish Council has requested that the developer of Fort Halstead take a lead role in providing a medical centre in the parish. While this request is to be considered infrastructure, it could be considered as site-specific as it subject to a private developer and therefore may not be eligible for CIL funding.
- Otford Parish Council has requested the provision of retirement homes for local residents. While considered important to meeting the local need, the development of retirement housing will most likely be undertaken by a private developer and may be profitable. As a result, this project is considered not to be an appropriate use of CIL receipts.
- 20 A summary schedule of responses received can be found in Appendix B.
- 21 Following the report's discussion by Members of the Planning Advisory Committee (7th July), officers received a response from Kent County Council (KCC). KCC stated that there were no significant projects identified in the District at this time. KCC recognised that education and library provision is a concern across Kent but no data has been provided to illustrate the situation for the Sevenoaks District in these two areas at present.

Moving the Infrastructure Plan Forward

- 22 There are some infrastructure providers which are important to the preparation of the Infrastructure Plan as they provide the delivery of critical infrastructure throughout the District. Where responses were not received by important infrastructure providers at the time of this report will be followed up to ensure that they are engaged in the process. Important providers include (but not limited to) KCC, SDC and utility providers.
- 23 Where organisations have not responded, it could be assumed that additional infrastructure for the District is not required. Members may wish to extend the consultation to additional infrastructure providers, town and parish councils to ensure that their engagement is included in the Infrastructure Plan.
- 24 It is the intention that the Infrastructure Plan should be treated as a "live" document, as the need for infrastructure and priority of delivery can change over the plan period. It will also allow the Council greater opportunity to review and update the Plan regularly to ensure that infrastructure is being delivered to support development coming forward. Furthermore, the Infrastructure Plan will aid the preparation of a detailed Regulation 123 List, which will be used by the Council's CIL Spending Board, illustrating the types of infrastructure that CIL can fund as well as indicating the priority of delivery of local and district-wide infrastructure projects.

Agenda Item 5

Other Options Considered and/or Rejected

Members may not consider the Infrastructure Plan update. This option was rejected on the basis that the Infrastructure Plan is an important evidence base document, for the new Local Plan Review and update of the Council's current Regulation 123 List. The option was also rejected on the basis that the Infrastructure Plan is important to the Council's CIL Governance process.

Key Implications

Financial

The report does not have direct financial implications for the Council although once agreed a Regulation 123 List will help guide expenditure of CIL monies.

Legal Implications and Risk Assessment Statement.

The report does not have legal implications for the Council.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

It is important to update the Sevenoaks Infrastructure Plan so that it reflects the adoption of CIL and the allocated sites set out in the Allocations and Development Management Plan. Following the adoption of the CIL Charging Schedule, the Council is now obligated to pay out monies from CIL receipts received to fund infrastructure across the District. The Plan, once endorsed, will be used to prepare a detailed Regulation 123 List which can be used by the CIL Spending Board to inform the types of infrastructure that CIL can fund. The Infrastructure Plan will provide a valuable evidence base for the new Local Plan as well as illustrating "critical" local and district-wide infrastructure projects.

Appendices

Appendix A – List of Organisations Consulted

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Background Papers:

[Draft Community Infrastructure Levy: Infrastructure Plan for Submission \(July 2013\)](#)

Richard Morris
Chief Officer for Planning

Appendix A – List of Organisations Consulted

***Bold** text shows where a response has been received for the Request for Evidence exercise (May 2015).

**Where an organisation has been underlined, a response was received as part of the draft Infrastructure Plan submission for the CIL Charging Schedule examination (October 2013)

Parish and Town Councils

Ash-cum-Ridley Parish Council

Badgers Mount Parish Council
(formed May 2015)

Brasted Parish Council

Chevening Parish Council

Chiddingstone Parish Council

Cowden Parish Council
Crockenhill Parish Council

Dunton Green Parish Council

Edenbridge Town Council

Eynsford Parish Council
Farningham Parish Council
Fawkham Parish Council

Halstead Parish Council

Hartley Parish Council

Hever Parish Council
Hextable Parish Council

Horton Kirby & South Darenth Parish Council

Kemsing Parish Council

Knockholt Parish Council

Leigh Parish Council

Otford Parish Council

Penshurst Parish Council

Riverhead Parish Council

Seal Parish Council

Sevenoaks Town Council

Sevenoaks Weald Parish Council
Shoreham Parish Council
Sundridge w/ Ide Hill Parish Council

Swanley Town Council

Westerham Town Council

West Kingsdown Parish Council

Infrastructure Providers

Arriva Southern Counties

British Telecom

EDF Energy Networks

Environment Agency

Go Coach

High Weald AONB Unit

Highways Agency

Kent County Council

(including KCC Environment & Planning, KCC Highways, **KCC Public Health**, KCC Waste Management

Kent Adult Education

Kent Ambulance NHS

Kent Community Health NHS Foundation Trust

Kent Downs AONB Unit

Kent Fire and Rescue Service

Kent Police

Kent Wildlife Trust

Kent Youth Service

Metrobus

Mobile Operators Association

National Grid

Natural England

Network Rail

NHS Dartford, Gravesham and Swanley Clinical Commissioning Group

NHS Kent & Medway

NHS Property Services Ltd

NHS West Kent Clinical Commissioning Group

Sevenoaks District Council

Southeastern

Southern Rail

Southern Water

Sutton and East Surrey Water

Thames Water

Thameslink-Great Northern

UK Power Networks

West Kent Police

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Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Types of Infrastructure CIL can fund under the Regulation 123 List

1. Transport schemes other than site-specific access improvements
2. Flood defence schemes
3. Water quality schemes
4. Education
5. Health and social care facilities
6. Police and emergency facilities

7. Community facilities

8. Communications infrastructure (beyond the directly secured by agreement between the developer)

9. Green infrastructure other than site-specific improvements or mitigation measures (for example, improvements to parks and recreation grounds)

NOTE: This list is not exclusive and may use CIL to fund additional types of infrastructure, subject to CIL governance arrangements.

Organisation	Date Responded	Project	Estimated Project Cost	Response / Project Details / Justifications	Timeframe for Project	Reg.123 Category
Sevenoaks Town Council	23 April 2015	Community / Conference Centre at Bat & Ball	Unknown	Intention to sell existing TC offices and replace with a community/conference centre which would house the Council offices. Hopes to lead to a regeneration scheme for Bat & Ball.	Unknown	7
		Replacement of Raleys Gym	£95k	Expanding the services and programmes available, rather than building a new “like-for-like” facility.	Unknown	7
		Replacement of Indoor Cricket School	£150k	To invest in the facilities, with the potential to either combine the Indoor Cricket School with the Indoor Bowls Club, or relocate the facility to the Wildernesse School site.	Unknown	7
		Café on the Vine	Unknown	Refurbishing the existing band practice room into a café.	Unknown	7
		New Play Area near the Town Centre	£100k	Creation of a large scale play area that can be accessed to and from the town centre.	Unknown	9
		Greatness Community Facility	Unknown	Creation of new pavilion for junior football club which will incorporate public toilets, café and small community meeting rooms.	Unknown	7
		Multi Use Games Area (MUGA)	£100k	Replacement of the tennis courts with new MUGA.	Unknown	9
		“Free” Recreational Facilities	£120k	Includes outdoor gym equipment, basketball nets, outdoor table tennis.	Unknown	9
		Stag Community Arts Centre	£250k	Improvements and investment into equipment and interior to offer better facilities for the community to use.	Unknown	7
NHS West Kent CCG	15 May 2015	GPs for Overall Housing Position for the Sevenoaks District	£6,246,350 (£550 per person x	Consider that current services are being used at optimum level. Future development on allocated sites will drive the need for more services and GPs to be available, to cope with future demand.	2015- 2026	5

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

			11,357 individuals)			
Brasted Parish Council	15 May 2015	Multi Play & Sports Zone	£40k	Wish to provide greater provision of equipment for older children (10yrs+) as the current equipment is not appropriate for their use. Provision of outdoor gym equipment and completion of the multi-play zone (only tennis courts completed to date). Current usage includes general public, weekly Youth Club, Football Club (twice a week on the playing field), Outdoor exercise group (3 times a week) and Tennis Club (twice a week).	3yrs	9
		Improvement of existing football pitch	Unknown	Improving the maintenance and drainage of the football pitch which may include scarification, aeration, localised re-seeding and top dressing.	2yrs	9
		Expansion of the existing pavilion to include increased storage space and accommodate a new Parish office	Unknown	Facility currently supports a daily preschool, weekly youth club, meeting room, exercise classes, private parties and groups. Refurbishment of the internal space will allow greater use of the space, as well as providing a Parish Office; currently the Parish Council does not own any property to use as an office.	2yrs	7
		Public Car Park	Unknown	Increasing parking for the village as the demand outweighs supply. Increased parking provision would also be able to accommodate commercial parking for local businesses.	Unknown	1
Kent Wildlife Trust	15 May 2015	Darent Valley Project	£3.5k ecological monitoring / £3.5k visitor survey / £30k habitat enhancement	Further enhancement works for ecological management and enhancement, improved access provision and visitor education along the Darent Valley river corridor from Swanley to Sevenoaks Wildfowl Reserve along the Darent Valley park. Currently £46k is committed to the project from 2015 Catchment Partnership Fund.	2015 - 2026	9
		Enhancement Project at Sevenoaks Wildlife Reserve	£3.5k ecological monitoring / £25-30k wardening / £500k capital investment	Further improved access provision and visitor management within the Sevenoaks Wildlife Reserve, enhancing the visitor experience with improved facilities (i.e. educational, visitor, car parking, pathways, hide networks etc.) Currently £300k is ring-fenced to match Landscape Partnership Scheme.	2015 - 2026	9
		Eden Valley Project	£45k per year for invasive species	The project would provide ecological management and enhancement, improved access provision and education along the Eden Valley from Hever Castle in the east to the Sevenoaks District	2015 - 2026	9

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

			control, signage, monitoring visitor numbers	border, south-west of Edenbridge. Currently, there is a committed annual spend (£10k for 2015/16)		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 45 NHS Property Services</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">18 May 2015</p>	<p>Improvements to <u>Sevenoaks Hospital</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy</p>	£600k	<p>Sevenoaks Hospital is located within Sevenoaks centre. A wide range of community, primary, secondary care and mental health services are delivered from the site, across four main buildings. There is limited opportunity to increase service provision across the sites to the assumed patient population without further investment to be made in the properties. Investment will create additional capacity through the development of new consulting space, administrative areas and patient facilities.</p>	By 2020 at the latest	5
		<p>Improvements to <u>South Park Medical Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy</p>	£240k	<p>South Park Medical Centre operates from purpose-built surgery premises within the Sevenoaks town centre. The leased premises offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients.</p> <p>To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients.</p> <p>Capital investment will be required to support such development.</p>	By 2020 at the latest	5
		<p>Improvements to <u>Town Medical Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy</p>	£480k	<p>The Town Medical Practice operates from property within the town centre. The leased premises offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients.</p> <p>To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients.</p> <p>Capital investment will be required to support such development.</p>	By 2016/17 at the latest	5
		<p>Improvements to <u>West Kingsdown Surgery</u> to support additional capacity and increased level of service to new patients arising from</p>	£240k	<p>West Kingsdown Surgery operates from purpose-built surgery premises. The premises offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients.</p>	By 2020 at the latest	5

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Page 46		developments under the Infrastructure Plan within the Core Strategy		To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.		
		Improvements to <u>Westerham Surgery</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy	£480k	Westerham Surgery operates from purpose-built surgery premises within the Sevenoaks town centre. The leased premises offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients. To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.	By 2020 at the latest	5
		Improvements to <u>Amherst Medical Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy	£600k	Amherst Medical Practice operates from two facilities within the Sevenoaks. The premises offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients. To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.	By 2020 at the latest	5
		Improvements to <u>Brasted Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy patient capacity	£600k	The Brasted Practice operates from modern surgery premises which offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients. To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.	By 2020 at the latest	5
		Improvements to <u>Kemsing Medical Practice</u> to support additional capacity and increased level of service to	£720k	The Kemsing Medical Practice operates from modern surgery premises which offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients.	By 2020 at the latest	5

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Page 47		new patients arising from developments under the Infrastructure Plan within the Core Strategy		To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.		
		Improvements to <u>Oxford Medical Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy	£720k	Oxford Medical Practice operates from modern surgery premises which offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients. To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.	By 2020 at the latest	5
		Improvements to <u>St Johns Medical Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy	£840k	St Johns Medical Practice operates from purpose-built surgery premises within the Sevenoaks town centre. The leased premises offer restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients. To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.	By 2020 at the latest	5
		Improvements to <u>Sundridge Medical Practice</u> to support additional capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy	£240k	The Hildenborough Medical Group operates from a range of surgery premises with the branch premises at Sundridge offering restricted accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients. To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients. Capital investment will be required to support such development.	By 2020 at the latest	5
		Improvements to <u>Weald Practice</u> to support additional	£240k	The Weald Practice is a branch site of Tonbridge Medical Group. It operates from basic surgery premises offering restricted	By 2020 at the latest	5

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

		capacity and increased level of service to new patients arising from developments under the Infrastructure Plan within the Core Strategy		<p>accommodation which limits the practice in terms of expansion and its capacity to register and treat new patients.</p> <p>To support the delivery of residential development in the town, the practice will need to improve the existing facilities to provide additional consulting space in which to treat new patients.</p> <p>Capital investment will be required to support such development.</p>		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 48</p> <p>Westerham Town Council</p>	<p>25 May 2015</p>	<p>Redevelopment of Pavilion and enhancement of King Georges playing field</p>	<p>Unknown</p>	<p>Currently the field supports the Junior Football Club and the adjoining pavilion, is used by the Council funded Youth Club. The field has tennis and basketball area together with a skate park and playground. The current facilities however are not fit for purpose and with the expansion of the Junior Football Club there is a need to enhance the facilities on site to maximise recreational and sport space for the local community.</p> <p>Greatest demand for a multi sports surface which would enable a wider variety of sports including football, netball, tennis, to be accommodated. In consequence, the pavilion would need to be altered to allow greater use by the community. The full results were published on both the VisitWesterham and Council websites and in the Westerham and Brasted Gazette. The multi-use sport surface would encourage sport participation and the local community has evidenced a need for it.</p> <p>The focus is now moving to establish what is feasible and fundable. Advice from Fields in Trust who are responsible for ensuring our field is used principally for outdoor sport, play or recreation has been sought, and Bond Bryant are generously giving their design advice. Sources of further funding are being explored.</p> <p>The Town Partnership made a successful application for funding from SDC's Big Community Fund for £1250 to support the development of the outdoor gym.</p>	<p>1 - 2yrs</p>	<p>7 / 9</p>
		<p>Overflow parking at Darenth car park</p>	<p>£30-40k</p>	<p>There is very limited parking elsewhere in the Town. (See also application for Pavilion) Sporting activities on the adjacent playing field is driving the increased use and additional development will increase these pressures.</p>	<p>2yrs</p>	<p>7</p>

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

		Public toilets	£40-80k	<p>The public toilet adopted by the WTC from SDC is deemed no longer fit for purpose. It is an old stone structure with separate His and Hers facilities. The plumbing and electrics are very old and constantly in need of repair as is the building structure.</p> <p>Replacement of the current facility is estimated to cost £40,000. A new facility at the car park is estimated at £80,000</p> <p>WTC currently has reserves set aside for maintenance and improvement of the existing facility of £7500</p>	18 months (availability of funding)	1
		Pedestrian Crossing on Old London Road, Westerham	£20k	<p>With the development of the housing scheme on the Old School site accessing the Old London Road pedestrian use will increase both to the Town and other resident facilities. The pedestrian walkway on one side of the road is inadequate for additional pedestrians and a crossing would enable safe passage across a very busy arterial road.</p>	18 months (availability of funding)	9
Hartley Parish Council	26 May 2015	Replacement of existing play equipment	£80k	<p>The Parish Council recently replaced the equipment at one of its 3 playgrounds and usage has increased significantly. There is a need in the community for additional, updated playgrounds.</p>	ASAP	1
Chiddingstone Parish Council	28 May 2015	Car park improvements in Chiddingstone	£100k	<p>Not enough parking due to tourist attractions, school parking, weddings and other village events. Currently, there is £7,200 committed from the Parish Council for the project.</p>	ASAP	1
		Car park improvements at Bough Beech	£23k	<p>Residents park on the road and on an area belonging to KCC. This is dangerous and unacceptable. There is insufficient available. Currently, there is £5,000 committed from the Parish Council for the project.</p>	ASAP	1
Leigh Parish Council	28 May 2015	Cricket Pavilion re-development	Unknown	<p>Sport is to be encouraged and is particularly important for rural communities. The cricket pavilion desperately needs updating and requires disabled access.</p>	ASAP	7
		Improvements to kerbing around the village green	£5k	<p>Too many cars and delivery vehicles who drive onto the edge of the Green and damage the existing kerbing.</p>	ASAP	1
		Provision of a zebra crossing	Unknown	<p>Too many cars & hazards for school children and elderly residents crossing the road.</p>	Unknown	1
Dunton Green Parish Council	29 May 2015	Provision of an AstroTurf/all weather pitch	£500k (pitch costs) / £300-500k	<p>There is a lack of all-weather facilities in Dunton Green and across Sevenoaks as a District. DGPC has land which could be utilised for sporting/recreational facilities for the benefit of the District.</p>	2020 – 2025	9

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

			(associate works)			
		Provision of floodlighting for multi-use games area (MUGA)	£100k	Improves health and safety in recreation ground. Dunton Green has recently refurbished its outside recreational facilities and to maximise use of the MUGA through autumn/winter, flood lighting is required. This would ensure that the facilities were available to all for a longer period, aiding the health and fitness of people in the District and Dunton Green in particular.	2017 – 2020	9
Knockholt Parish Council	29 May 2015	Redevelopment of the village centre and facilities	£1.5M	The existing village hall is over forty years old and rapidly deteriorating in addition to being very inefficient energy wise. A detailed structural survey concluded that refurbishment would be both expensive and provide only a temporary solution. As a remote village in the Sevenoaks district there is a need for a modern village centre to provide a social hub which would allow village clubs to deliver a wide range of activities to residents across all age groups. A part time medical facility is planned as transport links are very poor and unsuitable for the elderly. Current funds stand at £15,000 before the main grant applications are submitted in July 2015.	2015 – 2018	7
Riverhead Parish Council	29 May 2015	Speed reducing measures along the A224 and A25, approaching Riverhead centre	Unknown	Increase in number of cars will increase road noise generally and late night/weekend speeding when roads are not so busy.	2018 - onwards	1
		Provision of a new zebra crossing for A224, near Tesco	£20-30k	Residents and local business workers will find it increasingly difficult to cross the road safely as the amount of traffic will increase.	2018 - onwards	1
		Planting trees along A224 between Dunton Green and Riverhead	Unknown	Reduce pollution and noise due to the increase in traffic resulting from the development of Fort Halstead.	2018 - onwards	9
Otford Parish Council	29 May 2015	Development of a “green car park”	£90k	To ameliorate overcrowding in current parish car park and allow the full utilization of the village halls and recreational grounds. To encourage visitors to the historic sites and the village shops	2015 – 2020	1 / 9
		Maintenance of existing toddlers playground and equipment	£2k/yr.	To provide maintenance of existing equipment and remove burden from council tax payments	2015 – 2020	9
		The development of cycleways with route between Otford and Sevenoaks	£100k	To promote community fitness and accessibility	2015 – 2020	1

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

		Acquisition of a youth centre	£1M	To promote youth involvement in the community	2015 – 2020	5
		Installation of a zip-wire at Telston park	£20k	To promote youth involvement	2015 – 2020	9
		Creation of “green car park” to the rear of school playground	£100k	Provide safe passage for all pupils and significantly reduce traffic congestion in the village during school opening and closing times.	2015 – 2020	1
		Improvement to Otford Memorial Hall	£60k	To enhance facilities for the community.	2015 – 2018	7
Ash-cum-Ridley Parish Council	29 May 2015	Upgrade of Hodsoil Street play area safety surface	£3,800 +VAT (£4k)	The current rubber safety mats need to be replaced and no longer conform to the EU regulations. It would be beneficial to install artificial grass along with safety matting underneath.	2yrs.	9
Edenbridge Town Council	29 May 2015	Improvements to existing street furniture	£3k/yr	Maintain and replace street furniture and park benches to enhance the local environment	2015 – onwards	9
		Repairs to the Lingfield Road Pavilion	£35k	To provide high quality sports facilities. The roof of the sports pavilion constructed in the 70's is causing problems with water/condensation damaging the building. The pavilion is used as changing and social facilities for the rugby and football teams and hired out for local private and community events.	2015 URGENT (ETC emphasis)	7
		Improvements to public toilets	£40k	The current toilets are in need of upgrading. The improvements this would enable toilet facilities to be made available for extended hours benefiting residents and visitors. Provision for these improvements was included in the Sainsbury's application which is now not going ahead.	2015 – onwards	7
		Increasing provision for allotments for North & East ward	£8-10k	Identified lack of provision as identified in the SDC Open Spaces review and Recreation ground study (ALLOT 5) Waiting list at existing site	2015 – onwards	9
		Improvements to street lighting	£2k per light	To maintain current street Lights. Approx. 210 lights currently in use and provided by the parish	2015 – outward	7
		Provision of outdoor fitness play equipment	£40k	Currently no equipment provided within parish. Youth Work Consortium Young People's Survey Results 2015 identified this as a need Edenbridge Town Council consultation with older residents and others in 2012 which also identified a need for this equipment.	2015 – onwards	9
		Refurbishment of Marsh Green playground	£50k	Equipment dated and does not provide stimulating or challenging activities for users.	2018	9
		Refurbishment of Recreation Ground playground	£80k	Equipment dated and does not provide stimulating or challenging activities for users	2017	9

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

		Refurbishment of Spitals Cross playground	£75k	Equipment dated and does not provide stimulating or challenging activities for users	2016	9
		Refurbishment of Stangrove Road playground	£80k	Equipment dated and does not provide stimulating or challenging activities for users	2025	9
		Installation of a new playground for “wheeled sports” (i.e. scooters, BMX and skaters)	£50k	Provision of small concrete bowl type skate facility for use by scooters, BMX and skaters	2016 – onwards	9
		Playground refurbishment with BMX and Skate Ramps	£50k	Equipment dated and does not provide stimulating or challenging activities for users and is not appropriate for use by scooters.	2016	9
		Drainage improvements at the Recreation Ground	£100k	To provide High Quality Sports Provision. The site is within the flood plain and to maintain the high standard of pitches it requires adequate drainage.	2020	2
West Kingsdown Parish Council	01 June 2015	Flashing speed sign at the village end near to Pells Lane, as traffic calming	Unknown	Flashing speed sign at the village end near to Pells Lane, as traffic calming	Unknown	1
Swanley Town Council	04 June 2015	Sewerage and surface water drains scheme to support a new toilet block on Swanley Park	Unknown	*	Unknown	7
		To build a new community building in Swanley Park	Unknown	*	Unknown	7
Halstead Parish Council	09 June 2015	Replacement of the village hall.	Unknown	The current village hall is very old. Has had major works undertaken but facilities are still in adequate. Demand outweighs capacity	Unknown	7
		New play area / adult outdoor gym	£200k	Current play area is badly situated. Equipment is poor and dated. Adult gym would be a new addition. Currently has £6,000 committed to the project.	2015 – 2019	9
KCC Public Health	16 June 2015	Provision of new sporting and recreational facilities, and open space	Unknown	Access and use of recreational, sporting and leisure facilities including play facilities and community centres can reduce the risk of and support the recovery from mental illness, can impact positively on social isolation, improve engagement in physical activity and reduce obesity in adults and children. The development of infrastructure in line with national standards and with key target groups in mind has a critical role in preventing ill health. In addition, the development of residential units will increase the child population projected to increase by 3.9% from 2015 to 2019. This includes a 5.4% increase in the 0-4 population. This will impact	Unknown	7 / 9

<p>Page 53</p>			<p>on community children’s health services including midwives, children’s centres, health visitors and school nursing. Accommodating this increased demand will require investment into medical and leisure infrastructure including children’s centres and community services which are the sites generally used for delivery by these health professionals. Children’s Centres and community centres like play facilities provide opportunities for children to interact, play and socialise which are all critical for their healthy development. In addition to increased physical activity which reduces obesity. Children are greatest in number in Sevenoaks Town and St Johns ward.</p> <p>Mental health : The rates of mental health contact rates amongst 18- 64 year olds are highest in Swanley St Marys, Swanley White Oak and Swanley Christchurch and Swanley Village, Kemsley and Sevenoaks Twon Centre and St Johns. Mental Health contact rates for 65+ are greatest in Brastead, Edenbridge South and West and Sevenoaks Town and St Johns, Sevenoaks Eastern and Hextable.</p> <p>Social isolation: Older people are at greater risk of social isolation and loneliness with risk increasing with age. Social isolation and loneliness are associated with increased hospital admissions, increased vulnerability to stroke, heart failure and coronary heart disease. People who are socially isolated are less likely to be compliant with treatment. There is a close association between social isolation and mental ill-health.</p> <p>Residents aged 65 and over are greatest in Brastead, Chevening and Sunbridge, Otford and Shoreham, Kemsling, Fawksham and Kingsdown and Hartley and Hodsoll Street. Residents 85 and over are greatest in Swanley White Oak, Hartley and Hodsoll Street and Brastead, Chevening and Sunbridge.</p> <p>Physical activity : 25.5% of adults in Sevenoaks are estimated to be physically inactive . This is not significantly different from the England average but there is a likely to be a large variation between wards.</p> <p>Obesity : Modelled adult obesity is greatest in Swanley St Marys Ward and Fawkham and West Kingsdown Wards. Childhood obesity at Year R is greatest in Swanley Christchurch and Swanley Village and at Year 6 in those with wards an in addition, SWanely White Oaks, Swanely Christchurch and Swanely Village.</p>		
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Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

				The data referred to above is taken from the Health and Social Care Maps developed by the Kent and Medway Public Health Observatory . They can be assed at http://www.kmpho.nhs.uk/health-and-social-care-maps/sevenoaks/ and are updated as new data becomes available.		
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Organisations Requiring Infrastructure to be developed by Other Organisations

Organisation	Date Responded	Project	Project Lead	Response / Project Description / Justifications	Timeframe for Project	Reg.123 Category
Partley Parish Council 054	26 May 2015	Replacement of portacabin classroom at the pre-school	KCC / Round Ash Pre School	The existing portacabin is in a dilapidated condition.	ASAP	4
		New burial ground and Garden of Remembrance	Unknown	The existing Burial Ground is becoming full and therefore, additional burial facilities are required. Between January and May 2015, there were 8 burials in the old Burial Ground. There is currently only space for 5 more burials in the existing Burial Ground. There is currently £50,000 committed to the project from the Parish Council (a reserve of £50,000 has been set aside to meet the costs)	ASAP	7
Leigh Parish Council	28 May 2015	All weather sports pitch for Leigh Primary School	KCC	More pupils at Leigh School due to new housing provision. Pressure on sports facilities.	2016	9
		Additional Classroom for Leigh Primary School	KCC	More housing being built at Powder Mills and elsewhere. Pressure on school places.	2016	4
Dunton Green Parish Council	29 May 2015	Expansion of Dunton Green Primary School	KCC	Dunton Green Primary School is already oversubscribed. Ryewood Meadows is only 25% complete with the prospect of additional capacity from this development and Fort Halstead. Current demand is not satisfactory and there will be further increases in demand as developments become populated. Dunton Green Primary School should expanded to ensure that it can meet Dunton Green and wider demand.	ASAP (next 12 months for Ryewood Meadows) (remainder over a 8 - 10yr period to meet demand)	4

Agenda Item 5

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Page 55		Medical Facility	West Kent CCG	Existing medical facilities (surgeries in particular) and already stretched. Dunton Green residents have to travel to obtain medical attention. A medical facility was proposed for the Ryewood Meadows development but inexplicably there seems to be little progress here. Additional development in close proximity to Dunton Green (Fort Halstead) only increases the need for such a facility within Dunton Green.	12 - 18 months (5 - 10yrs for future development) ¹	5
		Provision of a ticket office at Dunton Green station	Southeastern	Dunton Green station is unmanned and has an inadequate ticket machine. Given the increased usage which will result from new residents based at Ryewood Meadows and potential for increased demand from Fort Halstead. Given Dunton Green's direct routes into London, a manned ticket office (if only at peak times) or a full ticket machine are required. Discussions regarding Dunton Green being brought into the Oyster Area are ongoing with further potential increases in demand at this station.	ASAP	1
		Maintenance and refurbishment of street lighting	KCC	Lighting inventory on London Road has been neglected and the height of columns through the village is inappropriate given the village setting. Lighting columns should be replaced with something more in-keeping with the village and there should be a budget to facilitate regular painting/refurbishment. The lights detract from village's appearance and detract from the route into Sevenoaks.	5 - 10yrs	7
		Improvements to underpass lighting	KCC	The lighting in and at both ends of the underpass under London Road (next to the primary school) are not fit for purpose. For at least the last eight years the Parish Council has been trying to get these repaired/upgraded. This is an important thoroughfare and given the potential increase in traffic volumes as a result in traffic volumes as a result of the Ryewood Meadows and proposed Fort Halstead development. It becomes increasingly important that there is a safe pedestrian route especially in such close proximity to the primary school.	1 - 2yrs	7

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Page 56		Improvements to lighting at zebra crossings	KCC	Approaches to 3 zebra crossings in the village are dark and pedestrians are not clearly visible to motorists. Introduction of lights at these crossings will ensure the safety of motorists and pedestrians alike. London Road is a key transport link and vehicle speeds are often perceived to be excessive, making use of the crossings more precarious. Increased traffic volumes anticipated following development exacerbate that need for crossings to be improved for safety.	9 months – 2 years	1
		Interactive speed signs to regulate traffic flows/speed	KCC	London Road has a high volume of traffic and the speed at which that traffic flows needs to be regulated. Given the road layout it is not easy to have speed watch groups, interactive speed awareness signs at either end of the village would alert motorists to their speed and help ensure that the 30mph speed limit is observed, especially near the school. Increased traffic volume is anticipated as a result of the proposed development at Fort Halstead; safety through the village is of paramount concern.	1 year – ASAP	1
		Traffic calming on Station Road	KCC / SDC	Traffic calming measures introduced to offset increased traffic volume impacts from Ryewood Meadows are a great cause for concern for residents of Station Road. Incidents of vehicles being unable to pass and the negative impact of the measures has been documented at length to SDC and KCC. Measures need to be reviewed (many residents calling for the “chicanes” to be removed and be replaced by “sleeping policemen”).	2 - 5yrs	1
Riverhead Parish Council	29 May 2015	Cycle path from Polhill-Riverhead-Sevenoaks	KCC	To reduce the number of cars and subsequent pollution and to protect cyclists against the increased number of cars	2018 – onwards	1
		Primary School / Grammar School	KCC	Primary school should be developed at the site of the Fort Halstead development so that children will have access to a local school. Riverhead and Dunton Green schools are already oversubscribed and the situation will only worsen with no school planned for Fort Halstead. Existing grammar schools are already oversubscribed.	2018 - onwards	4

Agenda Item 5

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Oxford Parish Council	29 May 2015	Building of a new primary school on the edge of the village centre with associated staff car parking	KCC	To help alleviate congestion in the High Street and in the village car park. Provision of a larger school to facilitate the growing school roles.	2016 - 2020	4
		Traffic calming along Otford High Street	KCC Highways	To reduce the speed of traffic in the high street and enable pedestrians to have a broader route	2016 - 2020	1
		Development of Palace Tower and Palace Field as a historical asset	Trustees Group	The need to recognise an unrecognised site which was once larger than Hampton Court. Initial costs only provided to cover “condition survey” To prevent further erosion and decay. To enhance the conservation area	2015 - 2020	7
		Facilities to produce visual/audio materials for visually/audio impaired people	SDC	In support of the “Caring Community” to improve communications with the audio and visually impaired. (audio, large print, braille, Moon, Mokaton)	2015 - 2020	Unknown
		Re-instate road and drains in Tudor Drive and Crescent	KHS	The roads are set on a steep gradient and poor drainage has caused undermining and subsidence	2015 - 2020	2
		Provision of width and weight signs for Pilgrims Way East	KHS	To reduce speed and size of traffic in a narrow road with no footways	2015 - 2020	1
		Expansion of existing doctor’s surgery, to include additional consultancy room, minor operations theatre and nurses station	Oxford Surgery	To promote community health. Additional infrastructure within the community.	2015 - 2020	5
		Introduction of broad cobbled area between pond and shops	KHS	To slow traffic and create awareness of pedestrians crossing to this central beauty spot.	2015 - 2020	1
		One-way (weighted) sluice by north side of bridge over Darenth for flood defence	Environment Agency	To prevent back-up of flow in high water scenarios. This would reduce flooding of the adjoining drainage stream which provides free outlet to surface drainage of Rye Lane.	2015 - 2020	2
Edenbridge Town Council	29 May 2015	Individual householders flood defence scheme	Environment Agency	To reduce flooding in Edenbridge	ASAP	2
		Edenbridge flood alleviation scheme	Environment Agency	To reduce flooding in Edenbridge	ASAP	2
		Improvements to roundabout at St. Johns Way and Commerce Way	KHS	The roundabout is aesthetically out of keeping with the scale and design of the surrounding road network. Plans have been discussed to remove the metal work and astro turf the centre. This was originally considered with the Sainsbury's and Tesco's planning applications	ASAP	1

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Page 58				which are no longer going ahead.		
		Doctors surgery expansion	NHS Trust	Current Surgery working V2 Doctor short.	ASAP	5
		Widening rail bridge to allow great access for lorries	Network Rail	Lorries unable to access town from North, limiting viability of Industrial and retail opportunities. To sustain and encourage local employment and business viability.	ASAP	1
		Provision of a safe walking route from Romani Way to Hever Road	KHS / Kent PROW	To protect residents and children accessing the local schools and town centre facilities.	ASAP	1
		Provision of a safe walking route from Den Cross to Marsh Green	KHS / Kent PROW	To protect residents when walking into Edenbridge	ASAP	1
		Provision of a safe walking route from St Brelades to Railway Bridge	KHS / Kent PROW	To protect vulnerable residents accessing the local facilities	ASAP	1
		Additional primary school places	KCC	Current Primary School at capacity.	ASAP	4
		Improvements to youth provision	KCC	To develop community cohesion	ASAP	7
		Creation of disabled access for Edenbridge Town Railway Station	Network Rail	No disabled access to south platform Edenbridge Station	ASAP	1
		Creation of disabled access for Edenbridge Railway Station	Network Rail	No disabled access to south platform Edenbridge Station	ASAP	1
West Kingsdown Parish Council	01 June 2015	Provision of a roundabout at Fawkham Road/School Lane/London A20	Unknown	Provision of a roundabout at Fawkham Road/School Lane/London A20	Unknown	1
		Provision of crossing over London A20 and library/Gamecock Meadow	Unknown	Provision of crossing over London A20 and library/Gamecock Meadow	Unknown	1

Agenda Item 5

Organisations Not Requiring Infrastructure

Organisation	Date Responded	Reason Given
Sutton and East Surrey Water	20 April 2015	Infrastructure required for the District is expected to be fully funded at the next price review in 2019 (PR2019) through customer bills.
Environment Agency	11 May 2015	There is no requirement for new infrastructure as a result of the scale and distribution of development planned in the Sevenoaks LDF Core Strategy.
Highways England <i>(formally Highways Agency)</i>	14 May 2015	There is no requirement for new infrastructure as a result of the scale and distribution of development planned in the Sevenoaks LDF Core Strategy.
Horton Kirby & South Darenth Parish Council	28 May 2015	There is no requirement for new infrastructure as a result of the scale and distribution of development planned in the Sevenoaks LDF Core Strategy.

Appendix B – Schedule of Infrastructure Plan Responses (May 2015)

Responses Considered Not Part of the Regulation 123 List

Organisation	Project	Project Details	Reason for Removal
Sevenoaks Town Council	Neighbourhood Plan Development	Sevenoaks Town Council has started the process of engaging with the community to a Neighbourhood Development Plan enabling a strategy to be put in place for Sevenoaks for the next 10-20 years. Questionnaires have been delivered to all households and a 10% response received. Work continues on the development of the Neighbourhood Development Plan and Sevenoaks Town Council has set aside approx. £385,000 for projects identified in this process	Project is not considered as infrastructure or part of the current Regulation 123 List.
	Overall Project Management	It is essential that sufficient resources are made available to ensure that the projects are delivered and that there is an overall contingency fund. Sevenoaks Town Council has budgeted £500,000 for this.	Project is not considered as infrastructure or part of the current Regulation 123 List.
Riverhead Parish Council	Medical Practice	Medical practitioners in Sevenoaks are full and no such facility exists in Riverhead or Dunton Green	While considered as infrastructure, the project can be considered as site-specific subject to a private developer. This may not be eligible for CIL funding.
Stford Parish Council	Building of retirement homes for long term aging village population	The Parish Plan identified a need of residents who wished to down-size and remain within the community. This would free up larger homes for expanding families	While considered important to meeting the local need, the development of retirement housing will most likely be undertaken by a private developer and may be profitable. As a result, this project is considered not to be an appropriate use of CIL receipts.

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Item 6 – Financial Reports to the end of July 2015

The Finance Advisory Committee met on 1 September 2015 but was inquorate, however those Members present discussed the attached report and were in agreement with the recommendations.

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FINANCIAL RESULTS 2015/16 – TO THE END OF JULY 2015

Cabinet – 17 September 2015

Report of Chief Finance Officer

Status: For consideration

Also considered by: Finance Advisory Committee – 1 September 2015

Key Decision: No

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

Portfolio Holder Cllr. Searles

Contact Officer(s) Helen Martin Ext. 7483

Recommendation to Finance Advisory Committee: That the report be noted, and any comments forwarded to Cabinet.

Recommendation to Cabinet: Cabinet considers any comments from Finance Advisory Committee and notes the report

Reason for recommendation: sound financial governance of the Council.

Overall Financial Position

1. Four months into the year the results to date show an overall unfavourable variance of £6,000.
2. The year-end position is forecast to be £202,000 worse than budget; just under 1.4% of the net budget for the year.
3. Both the results to date and forecasts include any significant accruals.

Key Issues for the year to date

4. **Property Investment Strategy Income** – this is a new income source and represents income derived from the recent acquisitions of commercial property. As at the end of July we had received £177,000 and this will be transferred to the Budget Stabilisation Reserve.
5. **Revenues and Benefits Partnership** Within Finance, additional resources have been used to help address the Benefits workload and to be proactive in contacting Council Tax Support customers. The funding of this additional cost will be shared

Agenda Item 6

with Dartford BC with the SDC element funded from the agreed carry forward and contributions from KCC, Fire and Police.

6. **Income** from On Street parking, Land Charges and Development Management are ahead of budget at the end of July. Other major income sources are currently below profiled budgets.
7. **Pay costs** – the actual expenditure to date on salaried staff (excluding those who are externally funded) is, in total, within £26,000 of budget. There are variances in individual areas and the larger variances are explained in the Chief Officer commentaries.
8. **Corporate Savings** – there is a budget of £100,000 from vacancy savings and these savings are currently £15,000 behind schedule.

Year End Forecast

9. The year-end position is forecast to be £202,000 worse than budget.
10. Forecast net income of £383,000 from commercial letting of the recent Property Investment Strategy acquisitions is excluded from the forecast as it will be transferred to the Budget Stabilisation Reserve.

Unforeseen pressures on 2015-16 Budget

11. Costs have been incurred at Farningham Woods for coppicing woodland to try to contain the infestation of Oriental Chestnut Gall Wasp under instruction from DEFRA/Forestry Commission. There is a forecast of £40,000 for this work.
12. Work on the Individual Electoral Registration Canvass is forecast to exceed budget by £56,000; the cost of the additional work is forecast to be greater than the amount of central government funding that we have received.
13. Tandridge District Council have terminated the agreement whereby Sevenoaks staff managed asset maintenance work and this has resulted in lost income of £10,000.

Other forecasts for 2015-16

14. Budgeted income of £36,000 from a Building Control shared management arrangement with Tonbridge and Malling Council will not be received this year as full shared working commenced in October 2014.
15. Income from sale of recycled glass is forecast to be £15,000 below budget following adverse market fluctuations in the price of cullet.
16. Asset Maintenance work at Hever Road site is forecast to exceed budget by £23,000.

17. The budgeted surplus for the Direct Services Trading account has increased by £20,000 following a reallocation of savings required by SCIA21 (Back Office Savings).
18. Investment income from treasury activity is a small unfavourable variance.

Future Issues and Risk areas

19. Chief Officers have considered the future issues and risk areas for their services and the impacts these may have on the Council's finances as follows:
 - Some posts are proving difficult to fill and there are some vacancies;
 - Asset Maintenance costs may increase, costs have already exceeded the original budget at the Hever Road site;
 - Universal Credit will impact on this council from October 2015;
 - Benefit Fraud will move to the DCLG in February 2016. It is the intention to have a corporate fraud function after that date;
 - Funding arrangements for the Housing HERO project are being reviewed;
 - There remains the risk that planning decisions will be challenged, either at appeal or through the Courts.
20. Planned savings for 2015/16 total £533,000, including efficiency savings, particularly from partnership working, and from additional income generation and these will be risk areas for the current and for future years.
21. Grant funding to local government has been reducing and this is a non-protected area and must be considered vulnerable in the future. Further information about government plans for future funding is expected to be announced in the Comprehensive Spending Review in November.

Key Implications

Financial

The financial implications are set out elsewhere in this report.

Legal Implications and Risk Assessment Statement

Under section 151 of the Local Government Act 1972, the Section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also identified.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Agenda Item 6

Appendices

Appendix – July Budget Monitoring

Background Papers:

None

**Adrian Rowbotham
Chief Finance Officer**

Budget Monitoring Sheets for July 2015

Contents

- 1 Commentaries
- 2 Overall Summary
- 3 Overall Summary by Service
- 4 Cumulative Salary Monitoring
- 5 Direct Services Trading accounts
- 6 Investment Income
- 7 Staffing Statistics
- 8 Reserves
- 9 Capital
- 10 Income Graphs

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BUDGET MONITORING - Strategic Commentary - As at 31 July 2015

Overall Financial Position

- Four months into the year the results to date show an overall unfavourable variance of £6,000.
- The year-end position is forecast to be £202,000 worse than budget; just under 1.4% of the net budget for the year.
- Both the results to date and forecasts include any significant accruals.

Key Issues for the year to date

- **Property Investment Strategy Income** – this is a new income source and represents income derived from the recent acquisitions of commercial property. As at the end of July we had received £177,000 and this will be transferred to the Budget Stabilisation Reserve.
- **Revenues and Benefits Partnership** Within Finance, additional resources have been used to help address the Benefits workload and to be proactive in contacting Council Tax Support customers. The funding of this additional cost will be shared with Dartford BC with the SDC element funded from the agreed carry forward and contributions from KCC, Fire and Police.
- **Income** from On Street parking, Land Charges and Development Management are ahead of budget at the end of July. Other major income sources are currently below profiled budgets.
- **Pay costs** – the actual expenditure to date on salaried staff (excluding those who are externally funded) is, in total, within £26,000 of budget. There are variances in individual areas and the larger variances are explained in the Chief Officer commentaries.
- **Corporate Savings** – there is a budget of £100,000 from vacancy savings and these savings are currently £15,000 behind schedule.

Year End Forecast

- The year-end position is forecast to be £202,000 worse than budget.
- Forecast net income of £383,000 from commercial letting of the recent Property Investment Strategy acquisitions is excluded from the forecast as it will be transferred to the Budget Stabilisation Reserve.

Unforeseen pressures on 2015-16 Budget

- Costs have been incurred at Farningham Woods for coppicing woodland to try to contain the infestation of Oriental Chestnut Gall Wasp under instruction from DEFRA/Forestry Commission. There is a forecast of £40,000 for this work.
- Work on the Individual Electoral Registration Canvass is forecast to exceed budget by £56,000; the cost of the additional work is forecast to be greater than the amount of central government funding that we have received.
- Tandridge District Council have terminated the agreement whereby Sevenoaks staff managed asset maintenance work and this has resulted in lost income of £10,000.

Other forecasts for 2015-16

- Budgeted income of £36,000 from a Building Control shared management arrangement with Tonbridge and Malling Council will not be received this year as full shared working commenced in October 2014.
- Income from sale of recycled glass is forecast to be £15,000 below budget following adverse market fluctuations in the price of cullet.
- Asset Maintenance work at Hever Road site is forecast to exceed budget by £23,000.
- The budgeted surplus for the Direct Services Trading account has increased by £20,000 following a reallocation of savings required by SCIA21 (Back Office Savings).
- Investment income from treasury activity is a small unfavourable variance.

Future Issues and Risk areas

- Chief Officers have considered the future issues and risk areas for their services and the impacts these may have on the Council's finances as follows:
 - Some posts are proving difficult to fill and there are some vacancies;
 - Asset Maintenance costs may increase, costs have already exceeded the original budget at the Hever Road site;
 - Universal Credit will impact on this council from October 2015;
 - Benefit Fraud will move to the DCLG in February 2016. It is the intention to have a corporate fraud function after that date;
 - Funding arrangements for the Housing HERO project are being reviewed;
 - There remains the risk that planning decisions will be challenged, either at appeal or through the Courts.

- Planned savings for 2015/16 total £533,000, including efficiency savings, particularly from partnership working, and from additional income generation and these will be risk areas for the current and for future years.
- Grant funding to local government has been reducing and this is a non-protected area and must be considered vulnerable in the future. Further information about government plans for future funding is expected to be announced in the Comprehensive Spending Review in November.

Contacts:

Pav Ramewal	Chief Executive	ext 7298
Adrian Rowbotham	Chief Finance Officer	ext 7153
Helen Martin	Head of Finance	ext 7483

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Communities and Business – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Economic Development Property	10		New Economic Development Property team is not yet fully staffed. This has been partly offset by additional costs associated with our properties, some of these cost have been addressed by a report to Cabinet 16 th July 2015.
West Kent Partnership	12		Annual contributions from partners have now been received in advance of expenditure.
West Kent Partnership Business Support	44		Annual contributions from partners have now been received in advance of expenditure.
Salaries	39		New Economic Development Property team not yet fully staffed. The new Economic Development Officer and Project/Programme Co-ordinator started on 10th August. The vacant Property Surveyor post is being reassessed against current business needs and a proposal will be presented to SMT and Cabinet briefing shortly.
Capital – Investment Properties	192		Balance of Property Investment Strategy budget associated with Acquisition of Suffolk House and Swanley Petrol Filling Station.

Future Issues/Risk Areas

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**Chief Officer Communities and Business
August 2015**

Corporate Support – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance Hever Road	-30	-23	Current forecast due to increased asset maintenance costs. This area is currently under review. Current additional overspend due to be recovered from insurance claim.
Asset Maintenance IT	65		Spend as per IT Asset Maintenance plan.
Estates Management – Buildings	-11	-10	£13k unrecoverable income forecast due to termination of Asset Maintenance agreement by Tandridge District Council.
Support – Contact Centre	19		Underspend due to currently vacant posts.
Support – General Admin	50		Current position reflects an overachievement in print income currently being monitored, plus £10k MFD invoices received late July not shown in these figures and MFD expenditure allocated to fleet replacement costs.
Salaries	45		Variance to date relates to vacancies/maternity leave which are in the process of being filled.

Future Issues/Risk Areas

Costs for the maintenance of Hever Road in relation to allocated budget are currently under review.

**Chief Officer Corporate Support
August 2015**

Environmental & Operational Services – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Building Control	-25	-36	Fee income £7,000 below budget target. Budget contains £36,000 income for previous shared management arrangement with T&MBC which will not be realised as full shared working commenced in October 2014.
Car Parks	-18		First half year's NDR bills higher than profile. First quarter rent for new area of Blighs car park paid. Overall income to budget target.
Car Parking – On-street	12		Income £46,000 above budget target, partly offset by increased salary costs (Parking Engineer now full time) and loss of income from sharing previous Parking Engineer with T&MBC. Contribution to be made for construction of overflow car park at Darent car park in Westerham.
EH Environmental Protection	5	10	Savings on air quality monitoring costs and income received for polluting premises registration ahead of profile.
Parks – Rural	-51	-40	Unbudgeted expenditure incurred at Farningham Woods for coppicing woodland to try to contain infestation of Oriental Chestnut Gall Wasp under instruction from DEFRA/Forestry Commission. Some income should be recovered by sale of felled timber. Further coppicing to be undertaken but costs covered by timber value.
Refuse Collection	-64	-15	Income from first quarter recycling credits profiled but not yet invoiced to KCC. Income from sale of recycled glass £15,000 lower than profile due to sharp fall in price paid for Cullet. Price subject to market fluctuations.
Salaries – Environmental Health	10		Vacancy in Environmental Protection team not filled yet. Being partly covered by work of external contractor.
Salaries – Parking Services	-16		Posts of Parking Manager and Parking Engineer now filled.
Capital – Vehicle Purchases	17		Full replacement programme will be completed within approved budget.
Direct Services – Refuse	29		Income £8,000 above profile, mainly on paid bulky items. Savings on salaries and transport costs.
Direct Services – Street Cleaning	11		Savings on salaries, supplies and services and transport costs.
Direct Services – Green Waste	-33		Income £20,000 below profile due to changes in annual renewal of permits, so all renewals do not fall in same month. Income will still be received but later in the year than profiled.

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Direct Services – Trading accounts overall	9		Income £19,000 below profile (mainly green waste permits) but expenditure £28,000 below profile. Current surplus is £114,500 against a profiled surplus of £105,000.

Future Issues/Risk Areas

Empty rectangular box for future issues/risk areas.

Chief Officer Environmental & Operational Services
August 2015

Financial Services – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Corporate Management	13		The variance in the Corporate Management budget relates to the Council's Audit Fees. The invoice for the first quarter will be payable in the next month which will reduce the variance.
Corporate Savings	-15		The negative variance relates to the Council's vacancy savings. The Council has a budget to achieve £100,000 from vacant posts and this is currently behind profile.
Dartford Partnership Hub (SDC Costs)	-124		Additional resources to help address the Benefits workload and to be proactive in contacting Council Tax Support customers. The funding of this additional cost will be shared with Dartford BC with the SDC element funded from the agreed carry forward.
Equalities Legislation	18		The Council has a secondment agreement in place for the West Kent Equalities officer with Tunbridge Wells Borough Council. The invoice for the services provided was expected to be paid in June but was not received in time. The payment will be made in July, reducing the budget variance.
External Communications	10		Due to the timing of the In Shape publications for this year a variance of £7,000 for the printing of the magazine by the Council's suppliers has been received in accordance with the budget profile. The budget allocated to the production of In Shape will be spent in full this year.
Misc. Finance	-26	-9	Costs associated with development projects are included here.
Support – Finance Function	25	18	Work on non finance partnerships is currently being contained within original resources.
Salaries	-66	-274	Agency staff are being used to help address the Benefits workload and to be proactive in contacting Council Tax Support customers.

Future Issues/Risk Areas

Benefit Fraud will move to the DCLG in February 2016. It is the intention to have a corporate fraud function after this date.
Universal Credit will impact this Council from October 2015.

Chief Finance Officer
August 2015

Housing – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Housing Option – Trailblazer	-13		External funding and should not affect Council budgets.
Salaries	-12		Part time officer for West Kent leader project is being paid via Housing budgets at the moment until contract sorted with DEFRA (hopefully next month). Although we can claim salary costs retrospectively it wasn't budgeted to be paid for via Housing. We may have to employ a temp for Housing Standards for a couple of months as there are 3 large projects underway for filthy and verminous properties. Funding for this should be met from existing budgets. In addition, the DFG work is taking off and there is a vacant post in that team.
Capital - Improvement Grants	50		It is hard to predict when works will be completed but bottom line is correct.
Capital – WKHA Adaps for Disabled	71		It is hard to predict when works will be completed but bottom line is correct.
Capital - SDC / RHPCG	-19		External funding does not affect Council budgets.

Future Issues/Risk Areas

The highly successful HERO scheme (see Trailblazer above) has previously been funded by income and external funding. However the number of surgeries has reduced due to KCC being unable to fund the children's centres (although their Ofsted report encouraged the use of HERO as excellent practice). SDC is having ongoing discussions with KCC about the way forward and it is looking more hopeful.

There are also negotiations underway to provide two surgeries for Dartford BC, which, if successful, will generate income and a surgery for their children's centre. No confirmation yet and I will update. In addition we are now tendering for a surgery for Probation.

If any of these options do not happen we need to look at possibly a small growth item to support this scheme which is highly successful and is known by Government departments. This will be reviewed again in a couple of months and you will be updated.

Chief Housing Officer
August 2015

Legal & Governance – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Register of Electors	-3	-56	2015 sees the first ever Individual Electoral Registration Canvass. 100% of residential properties are to be targeted with a Household Enquiry Form. If there is a change within the household they must also complete an Invitation to Register Form. Additionally legislation requires a reminder form and a personal canvass for both types of forms if not returned. The grant received from Government does not cover such eventualities.
Salaries	-44		Additional resources to cover the increased workload as a result of the Individual Electoral Registration and the triple election process. We are applying for some Government funding and if we are successful this could help with some of the additional expenditure in relation to Individual Electoral Registration. In the Legal Department we have had to appoint a locum for an interim period.

Future Issues/Risk Areas

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Planning Services – July 2015 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Planning – Appeals	11		The underspend is due to the fact that appeals to date this year have not required specialist input. This is likely to change in the coming months
Planning – Development Management	67		This is principally the result of a small number of high fee applications, including for the proposal at Fort Halstead.
Planning – Enforcement	13		This is a result of a vacant administrative post.
Salaries	21		The underspend is a result of maternity leave and recruitment to vacant posts.
Capital – Affordable Housing	-91		This will be financed at the end of the year from S106 planning obligations receipts. Payments include Contribution to Rural Housing Enabler, Housing Discretionary, Sevenoaks Almshouses, Edenbridge Housing Needs Survey.
Capital – S106 Capital	-59		This will be financed at the end of the year from S106 planning obligations receipts. Current spend includes the agreement arising from the West Kent Cold Store development.

Future Issues/Risk Areas

There remains the risk that planning decisions will be challenged, either at appeal or through the Courts.

**Chief Planning Officer
August 2015**

2. Overall Summary

July 2015

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2014/15
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Communities and Business	83	29	54	65	457	394	64	14	1,054	1,054	-	839
Corporate Support	206	168	38	18	1,250	1,189	61	5	3,325	3,355	-30	3,247
Environmental and Operational Services	99	214	-115	-117	777	854	-77	-10	2,484	2,598	-114	2,536
Financial Services	348	373	-26	-7	1,288	1,423	-134	-10	5,063	5,064	-1	4,847
Housing	161	153	8	5	356	370	-14	-4	730	730	-	725
Legal and Governance	36	41	-5	-14	323	321	2	1	634	685	-52	541
Planning Services	106	105	1	1	420	327	94	22	1,279	1,279	-	1,060
NET EXPENDITURE (1)	1,037	1,083	-46	-49	4,872	4,878	-6	17	14,569	14,766	-196	13,795
<i>Adjustments to reconcile to amount to be met from Reserves</i>												
Direct Services Trading Accounts	-39	-11	-29	-72	-105	-115	9	9	-84	-84	-	-192
Capital charges outside General Fund	-5	-5	-0	-0	-21	-21	-0	-0	-63	-63	-	-60
Support Services outside General Fund	-14	-14	0	1	-55	-56	1	1	-168	-168	-	-168
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-	31
NET EXPENDITURE (2)	979	1,053	-74	-8	4,690	4,686	4	0	14,254	14,451	-196	13,406
Revenue Support Grant (incl. CT Support)	-126	-126	-	0	-505	-505	-	0	-1,516	-1,516	-	-2,232
Retained Business Rates	-161	-161	-	0	-645	-645	-	0	-1,934	-1,934	-	-1,898
New Homes Bonus	-152	-152	-	0	-606	-606	-	0	-1,818	-1,825	7	-1,396
Council Tax Requirement - SDC	-775	-775	-	0	-3,099	-3,099	-	0	-9,298	-9,298	-	-9,010
Property Investment Strategy Income	-	-16	16	-	-	-177	177	-	-	-383	383	-
NET EXPENDITURE (3)	-235	-177	-58	25	-165	-347	182		-312	-505	194	-1,129
<i>Summary including investment income</i>												
Net Expenditure	-235	-177	-58	25	-165	-347	182	0	-312	-505	194	-1,129
Investment Impairment	-	-	-	0	-	-	-	0	-	-	-	-
Interest and Investment Income	-28	-30	3	-9	-102	-92	-10	-10	-301	-288	-13	-227
OVERALL TOTAL	-263	-207	-55	-21	-267	-439	171		-613	-793	181	-1,357
Planned appropriation (from)/to Reserves	-	-	-	-	-	-	-	-	613	613	-	-
Appropriation to Budget Stabilisation Reserve	-	177	-177	-	-	177	-177	-	-	383	-383	-
(Surplus)/Deficit	-267	-261	-6	-	-267	-261	-6	-	-	202	-202	-1,357

3. Net Service Expenditure for each Chief Officer - analysed by Budget area

July 2015

Communities & Business

SDC Funded

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2014/15
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000	£'000
Administrative Expenses - Communities & Business	1	- 3	4	329	5	3	2	45	14	14	-	-
All Weather Pitch	- 0	- 0	0	-	- 1	- 1	0	8	- 2	- 2	-	- 2
Community Development Service Provisions	- 0	-	- 0	-	- 2	- 4	3	160	- 5	- 5	-	- 5
Community Safety	14	12	3	18	57	51	7	11	173	173	-	183
Economic Development	4	15	- 11	- 260	16	22	- 6	- 34	49	49	-	76
Economic Development Property	27	32	- 5	- 19	107	97	10	9	242	242	-	-
Grants to Organisations	3	2	0	3	164	163	0	0	184	184	-	181
Health Improvements	3	3	0	7	11	11	1	5	34	34	-	45
Leisure Contract	33	31	2	6	89	82	7	8	227	227	-	207
Leisure Development	5	5	0	1	10	10	0	1	20	20	-	20
The Community Plan	4	4	- 0	- 8	16	15	1	6	49	49	-	46
Tourism	3	4	- 1	- 39	16	20	- 4	- 24	31	31	-	32
West Kent Partnership	3	- 33	36	1,357	- 22	- 33	12	55	-	-	-	-
Youth	3	2	1	39	12	13	- 1	- 6	38	38	-	47
Total Communities & Business (SDC Funded)	101	73	29	28	481	448	33	7	1,054	1,054	-	839

Page 82

Agenda Item 6

Externally Funded

Business Area Improvement Fund	-	-	-	-	-	1	- 1	-	-	-	-	-
Choosing Health WK PCT	- 22	- 18	- 4	- 18	- 24	- 21	- 3	- 12	-	-	-	-
Community Sports Activation Fund	1	5	- 4	- 313	5	6	- 1	- 23	-	-	-	-
Dunton Green Project	-	2	- 2	-	-	3	- 3	-	-	-	-	-
Falls Prevention	-	0	- 0	-	-	0	- 0	-	-	-	-	-
New Ash Green	-	-	-	-	-	1	- 1	-	-	-	-	-
Partnership - Home Office	3	3	- 1	- 25	- 4	2	- 6	- 143	-	-	-	-
PCT Health Checks	-	-	-	-	-	- 0	0	-	-	-	-	-
PCT Initiatives	-	- 1	1	-	-	1	- 1	-	-	-	-	-
Repair & Renew Flood Support Scheme	-	-	-	-	-	- 0	0	-	-	-	-	-
Troubled Families Project	-	-	-	-	-	- 2	2	-	-	-	-	-
West Kent Partnership Business Support	-	- 36	36	-	-	- 44	44	-	-	-	-	-
Total Communities & Business (Ext Funded)	- 18	- 44	26	140	- 23	- 55	31	133	-	-	-	-

Total Communities & Business

83	29	54	65	457	394	64	14	1,054	1,054	-	839
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3. Net Service Expenditure for each Chief Officer - analysed by Budget area

July 2015	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2014/15
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Corporate Support												
Administrative Expenses - Corporate Support	1	1	1	48	3	7	-4	-119	27	27	-	29
Administrative Expenses - Human Resources	1	1	1	54	5	7	-3	-58	14	14	-	14
Administrative Expenses - Property	0	1	-0	-	1	1	1	55	4	4	-	2
Asset Maintenance Argyle Road	-	2	-2	-	31	34	-2	-8	69	69	-	10
Asset Maintenance Hever Road	0	9	-9	-	2	32	-30	-1,630	6	29	-23	34
Asset Maintenance IT	21	2	19	91	84	19	65	77	263	263	-	260
Asset Maintenance Leisure	15	13	2	11	29	29	0	0	167	167	-	198
Asset Maintenance Other Corporate Properties	1	-	1	100	4	6	-2	-56	30	30	-	47
Asset Maintenance Sewage Treatment Plants	1	-2	3	433	3	3	-0	-12	8	13	-5	39
Asset Maintenance Support & Salaries	6	6	0	0	29	33	-4	-13	92	92	-	88
Bus Station	-0	2	-2	-	5	7	-2	-45	15	13	2	16
Corporate Projects	-	-	-	-	-	4	-4	-	-	-	-	85
Estates Management - Buildings	-8	-4	-5	-55	8	19	-11	-144	-37	-26	-10	-74
Housing Premises	1	0	0	62	-10	-4	-6	-63	-1	-2	1	-4
Support - Central Offices	8	8	0	0	295	300	-5	-2	430	421	9	493
Support - Central Offices - Facilities	20	23	-3	-13	81	83	-2	-3	247	251	-3	246
Support - Contact Centre	37	32	5	14	147	128	19	13	441	441	-	387
Support - General Admin	28	-3	32	112	99	48	50	51	276	276	-	241
Support - Human Resources	21	29	-8	-38	85	91	-6	-8	272	272	-	271
Support - IT	50	46	4	9	322	314	8	2	906	906	-	765
Support - Local Offices	0	0	-0	-	16	14	2	14	56	56	-	61
Support - Nursery	-	0	-0	-	-	1	-1	-	-	-	-	3
Support - Property Function	3	3	0	8	13	13	0	4	39	39	-	34
Total Corporate Support	206	168	38	18	1,250	1,189	61	5	3,325	3,355	-30	3,247

3. Net Service Expenditure for each Chief Officer - analysed by Budget area

July 2015	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2014/15
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Environmental and Operational Services												
Administrative Expenses - Building Control	1	0	0	50	3	4	- 1	- 32	9	9	-	5
Administrative Expenses - Direct Services	-	0	- 0	-	-	- 0	0	-	-	-	-	0
Administrative Expenses - Health	2	1	1	55	9	3	6	69	26	26	-	11
Administrative Expenses - Transport	1	0	0	57	3	2	1	31	10	10	-	10
Asset Maintenance Car Parks	2	-	2	100	6	-	6	100	19	19	-	20
Asset Maintenance CCTV	1	1	- 0	- 5	5	1	4	74	16	16	-	15
Asset Maintenance Countryside	1	-	1	100	3	-	3	100	8	8	-	5
Asset Maintenance Direct Services	3	1	2	56	12	10	2	18	37	37	-	49
Asset Maintenance Playgrounds	1	-	1	100	5	-	5	100	14	14	-	1
Asset Maintenance Public Toilets	1	-	1	100	5	0	4	90	14	14	-	0
Building Control	- 15	- 13	- 2	- 14	- 60	- 35	- 25	- 42	- 159	- 123	- 36	- 113
Building Control Discretionary Work	- 1	-	- 1	- 100	- 3	1	- 4	- 120	- 9	- 9	-	3
Building Control Partnership Hub (SDC Costs)	- 0	-	- 0	-	- 0	-	- 0	-	-	-	-	-
Building Control Partnership Implementation & Project Costs	-	-	-	-	-	- 6	6	-	-	-	-	-
Building Control Partnership Members	-	5	- 5	-	-	5	- 5	-	-	-	-	-
Car Parks	- 168	- 163	- 5	- 3	- 548	- 530	- 18	- 3	- 1,803	- 1,803	-	- 1,658
Car Parking - On Street	- 47	- 47	0	0	- 162	- 173	12	7	- 467	- 467	-	- 440
CCTV	20	19	1	3	116	119	- 2	- 2	238	238	-	260
Civil Protection	3	2	1	24	13	11	2	14	34	34	-	26
Dangerous Structures	1	1	0	24	3	2	1	23	10	10	-	19
Dartford Environmental Hub (SDC Costs)	- 0	-	- 0	-	- 0	-	- 0	-	-	-	-	-
EH Animal Control	1	1	0	36	5	5	1	11	1	1	-	24
EH Commercial	22	21	1	3	88	81	8	9	260	260	-	257
EH Environmental Protection	35	45	- 10	- 30	134	129	5	4	368	358	10	377
Emergency	5	5	0	5	21	21	1	4	64	64	-	61
Estates Management - Grounds	8	9	- 1	- 8	33	36	- 3	- 9	98	98	-	125
Kent Resource Partnership	- 51	- 51	- 0	- 1	- 196	- 195	- 1	- 1	-	-	-	-
Land Charges	- 6	- 12	6	113	- 23	- 30	7	30	- 98	- 98	-	- 116
Licensing Partnership Hub (Trading)	0	- 0	0	-	0	2	- 2	-	-	-	-	-
Licensing Partnership Members	-	0	- 0	-	-	1	- 1	-	-	-	-	-
Licensing Regime	- 3	3	- 6	- 185	10	14	- 4	- 44	- 0	- 0	-	10
Markets	- 20	- 23	3	17	- 64	- 69	5	8	- 190	- 190	-	- 183
Parks and Recreation Grounds	8	8	0	6	33	29	4	12	98	98	-	118
Parks - Rural	9	66	- 58	- 669	34	86	- 51	- 149	103	143	- 40	62
Public Conveniences	4	4	- 0	- 5	18	23	- 5	- 27	43	51	- 8	56
Public Transport Support	0	-	0	-	0	-	0	-	0	0	-	-
Refuse Collection	171	220	- 50	- 29	823	886	- 64	- 8	2,415	2,455	- 40	2,359

Agenda Item 6

Page 84

Street Cleansing	107	107	- 0	- 0	423	419	4	1	1,255	1,255	-	1,235
Street Naming	1	- 0	2	127	5	- 2	7	149	15	15	-	5
Support - Direct Services	5	4	0	9	18	10	9	47	54	54	-	39
Support - Health and Safety	2	1	0	11	6	5	1	19	18	18	-	14
Taxis	- 3	- 2	- 1	- 37	- 4	- 9	5	130	- 18	- 18	-	- 26
Total Environmental and Operational Services	99	214	- 115	- 117	777	854	- 77	- 10	2,484	2,598	- 114	2,536

3. Net Service Expenditure for each Chief Officer - analysed by Budget area

	Period				Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2014/15
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
July 2015												
Financial Services												
Action and Development	1	- 0	1	184	2	2	0	18	7	7	-	4
Administrative Expenses - Chief Executive	3	1	2	71	11	6	6	48	36	36	-	10
Administrative Expenses - Financial Services	3	1	2	78	11	18	- 6	- 57	35	41	- 5	31
Administrative Expenses - Transformation and Strategy	0	0	0	-	2	4	- 2	- 85	6	6	-	4
Benefits Admin	- 53	- 51	- 2	- 3	- 100	- 95	- 4	- 4	794	800	- 6	1,092
Benefits Grants	- 33	- 33	-	-	- 231	- 231	-	-	- 659	- 659	-	- 659
Consultation and Surveys	-	-	-	-	-	-	-	-	4	4	-	-
Corporate Management	71	88	- 17	- 25	299	306	- 7	- 2	1,092	1,092	-	863
Corporate Savings	1	-	1	100	- 15	-	- 15	- 100	- 97	- 97	-	-
Dartford Partnership Hub (SDC costs)	173	220	- 47	- 27	664	791	- 126	- 19	-	-	-	- 552
Equalities Legislation	18	-	18	100	18	-	18	100	18	18	-	14
External Communications	21	16	4	21	46	36	10	21	150	150	-	174
Housing Advances	-	-	-	-	2	1	1	58	2	1	1	1
Local Tax	- 71	- 81	11	15	- 306	- 309	4	1	90	90	-	236
Members	33	38	- 5	- 14	134	137	- 3	- 2	418	418	-	377
Misc. Finance	144	145	- 1	- 1	572	597	- 26	- 5	2,410	2,419	- 9	2,604
Performance Improvement	-	-	-	-	6	9	- 3	- 49	6	6	-	- 20
Support - Audit Function	- 12	- 9	- 3	- 24	- 24	- 18	- 6	- 24	146	146	-	187
Support - Exchequer and Procurement	11	10	0	4	42	41	2	4	135	135	-	137
Support - Finance Function	18	10	8	43	71	46	25	35	213	195	18	150
Support - General Admin	12	10	2	19	48	51	- 3	- 7	145	145	-	175
Treasury Management	8	8	- 0	- 1	34	33	2	5	112	112	-	121
Total Financial Services	348	373	- 26	- 7	1,288	1,423	- 134	- 10	5,063	5,064	- 1	4,847

3. Net Service Expenditure for each Chief Officer -

July 2015	analysed by Budget area				Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2014/15
	Period	Period	Period	Period	Budget	Actual	Variance	Variance	Budget	Forecast	Variance	Actual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	(including Accruals)	Variance	Actual
Housing	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Administrative Expenses - Housing	1	1	0	10	6	6	- 0	- 3	18	18	-	12
Energy Efficiency	3	2	1	43	11	5	6	55	25	25	-	26
Gypsy Sites	- 3	- 1	- 1	- 44	- 10	- 2	- 9	- 84	- 30	- 30	-	- 19
Homeless	7	4	2	35	26	26	- 0	- 1	79	79	-	94
Homelessness Funding	3	1	1	42	10	6	4	42	-	-	-	0
Homelessness Prevention	-	3	- 3	-	-	5	- 5	-	-	-	-	4
Housing	127	120	7	6	223	232	- 8	- 4	438	438	-	437
Housing Initiatives	1	0	1	85	4	4	1	22	13	13	-	6
Housing Option - Trailblazer	2	6	- 3	- 154	9	22	- 13	- 150	-	-	-	-
Leader Programme	1	1	0	0	3	3	0	1	10	10	-	10
Private Sector Housing	18	16	3	15	73	64	9	13	178	178	-	153
Total Housing	161	153	8	5	356	370	- 14	- 4	730	730	-	725

3. Net Service Expenditure for each Chief Officer -

	analysed by Budget area				Y-T-D				Annual	Annual	Annual	2014/15
	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Budget	Forecast	Variance	Actual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	(including Accruals)	Variance	Actual
July 2015	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Legal and Governance												
Administrative Expenses - Legal and Governance	4	3	1	29	36	32	4	10	65	61	4	63
Civic Expenses	0	0	0	-	14	15	- 1	- 7	15	15	-	15
Democratic Services	11	11	0	3	49	46	2	4	139	139	-	112
Elections	- 1	- 1	0	2	133	133	0	0	73	73	-	57
Register of Electors	5	10	- 5	- 99	25	28	- 3	- 13	139	195	- 56	131
Support - Legal Function	17	18	- 1	- 8	67	67	1	1	202	202	-	162
Total Legal and Governance	36	41	- 5	- 14	323	321	2	1	634	685	- 52	541

Agenda Item 6

3. Net Service Expenditure for each Chief Officer - analysed by Budget area

July 2015

Planning Services

	Period				Y-T-D				Annual Budget	Annual Forecast (including Accruals)	Annual Variance	2014/15 Actual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance				
	£'000	£'000	£'000	%	£'000	£'000	£'000	%				
Administrative Expenses - Planning Services	3	5	-2	-66	11	19	-8	-71	34	34	-	28
Conservation	4	4	0	5	14	14	-1	-6	44	44	-	40
Fort Halstead	-	-	-	-	-	-4	4	-	-	-	-	-22
LDF Expenditure	-	-0	0	-	-	1	-1	-	-	-	-	53
Planning - Appeals	16	13	4	22	65	54	11	17	195	195	-	180
Planning - CIL Administration	-	-	-	-	-	2	-2	-	-	-	-	3
Planning - Counter	-0	-0	0	-	-0	-0	0	-	-0	-0	-	-0
Planning - Development Management	33	39	-6	-20	134	66	67	50	343	343	-	71
Planning - Enforcement	23	20	3	15	92	80	13	14	278	278	-	249
Planning Policy	27	25	2	6	105	96	9	9	385	385	-	459
Total Planning Services	106	105	1	1	420	327	94	22	1,279	1,279	-	1,060

4. Cumulative Salary Monitoring

July 2015

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000
Communities and Business	52	41	10	20	206	167	39	19	618	618	-
Corporate Support	162	152	10	6	649	604	45	7	1,948	1,948	-
Environmental & Operational Services:	419	427	-8	-2	1,699	1,708	-9	-1	5,120	5,120	-
- Building Control	36	36	0	0	145	146	-1	-1	434	434	-
- Environmental Health	51	52	-1	-2	205	194	10	5	614	614	-
- Licensing	24	24	0	0	96	97	-1	-1	289	289	-
- Operational Services	282	281	0	0	1,131	1,133	-2	-0	3,385	3,385	-
- Parking & Amenity Services	26	33	-8	-29	123	139	-16	-13	399	399	-
Financial Services	223	262	-39	-17	891	957	-66	-7	2,678	2,952	-274
Housing	50	50	0	1	201	213	-12	-6	603	603	-
Legal & Governance	48	55	-7	-15	192	236	-44	-23	577	577	-
Planning Services	151	143	8	6	599	579	21	3	1,824	1,824	-
Sub Total	1,105	1,129	-24	-2	4,439	4,464	-26	-1	13,367	13,641	-274
Council Wide - Vacant Posts	4	-	4	100	-0	-	-0	-100	-55	-55	-
Staff Recruitment and Retention	-	-	-	-	-	-	-	-	155	155	-
TOTAL SDC Funded Salary Costs	1,109	1,129	-21	-2	4,439	4,464	-26	-1	13,467	13,741	-274
<u>Externally Funded & Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.</u>											
Communities and Business Ext. Funded	14	15	-2	-11	55	56	-1	-1	165	165	-
Housing Ext. Funded	18	19	-1	-5	74	75	-1	-1	222	222	-
	32	35	-2	-7	129	131	-2	-1	387	387	-
TOTAL All Salary Costs	1,141	1,164	-23	-2	4,568	4,595	-27	-1	13,854	14,128	-274
<i>Less Allocs to Trading a/cs inc Ext Funded TASK</i>	<i>-233</i>	<i>-225</i>	<i>-8</i>	<i>-3</i>	<i>-936</i>	<i>-913</i>	<i>-23</i>	<i>-3</i>	<i>-2,801</i>	<i>-2,801</i>	<i>-</i>
<i>Less Allocations to Capital and Asset maint. etc</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Check total to Pay Costs	908	939	-31	-3	3,631	3,682	-51	-1	11,053	11,327	-274

DIRECT SERVICES SUMMARY

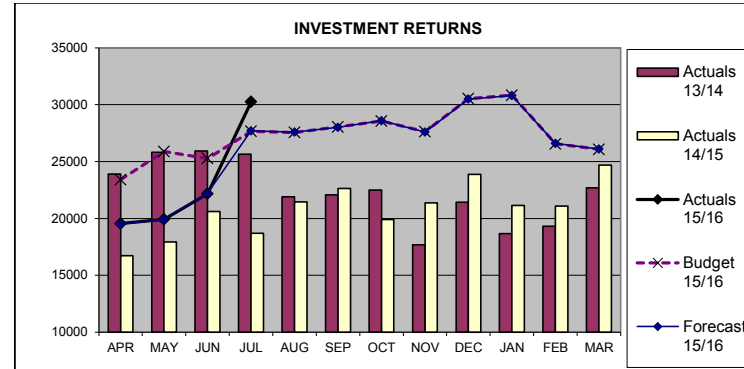
July 2015	PERIOD				Y-T-D				ANNUAL			Y-T-D NET VARIANCE			ANNUAL NET VARIANCE		
	Budget	Actual	Actual / Budget	Variance	Budget	Actual	Actual / Budget	Variance	Budget	Forecast	Variance	Net Budget by Service	Net Actual by Service	Variance by Service	Net Budget by Service	Net Actual by Service	Variance by Service
	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income																	
Refuse	-192	-192	0%	1	-770	-778	1%	8	-2,313	-2,313		-16	-45	29	-57	-57	
CDSU	-5	-5	0%		-18	-18	0%		-54	-54		6	7	-1	17	17	
Street Cleaning	-101	-101	0%		-403	-403	0%		-1,210	-1,210		19	9	11	57	57	
Trade	-33	-44	33%	11	-152	-165	9%	13	-375	-375		-33	-32	-1	-17	-17	
Workshop	-52	-43	-17%	-9	-208	-193	-7%	-15	-624	-624		-2	4	-6	-6	-6	
Green Waste	-54	-35	-35%	-19	-194	-174	-10%	-20	-414	-414		-59	-25	-33	-23	-23	
Premises Cleaning	-8	-8	0%		-30	-30	0%		-90	-90		-9	-11	2	-28	-28	
Cesspools	-21	-22	7%	2	-83	-84	1%	1	-250	-250		-5	-6	1	-16	-16	
Pest Control	-14	-22	56%	8	-28	-34	23%	6	-82	-82		-1	-7	6			
Grounds	-11	-11	0%		-43	-43	0%		-132	-132		6	6		-8	-8	
Fleet	-73	-74	2%	1	-292	-294	1%	2	-877	-877		-5	-6	1			
Depot	-23	-18	-22%	-5	-101	-87	-14%	-14	-298	-298		-5	-5				
Emergency	-4	-4	0%		-17	-17	0%		-50	-50		-1	-2		-3	-3	
Total Income	-589	-578	-2%	-11	-2,340	-2,322	-1%	-19	-6,767	-6,767		-105	-115	9	-84	-84	
Expenditure																	
Refuse	188	190	-1%	-2	754	733	3%	21	2,256	2,256							
CDSU	6	5	24%	1	24	25	-3%	-1	72	72							
Street Cleaning	106	100	5%	5	422	412	2%	10	1,267	1,267							
Trade	30	31	-2%	-1	119	133	-12%	-14	358	358							
Workshop	51	54	-6%	-3	206	197	5%	9	618	618							
Green Waste	31	45	-47%	-14	136	149	-10%	-13	391	391							
Premises Cleaning	5	6	-8%		21	19	9%	2	62	62							
Cesspools	20	19	4%	1	78	78	0%		234	234							
Pest Control	7	7	-6%		27	27	-3%	-1	82	82							
Grounds	12	16	-35%	-4	49	49	1%		123	123							
Fleet	72	73	-1%	-1	287	289	0%	-1	877	877							
Depot	20	18	7%	1	96	82	14%	14	298	298							
Emergency	4	4	6%		16	15	3%		47	47							
Total Expenditure	550	567	-3%	-17	2,235	2,207	1%	28	6,683	6,683							
Net	-39	-11	-72%	-29	-105	-115	9%	9	-84	-84							

Agenda Item 6

INVESTMENT RETURNS

INVESTMENT RETURNS

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Budget 15/16	Variance	Forecast 15/16
APR	23,889	16,720	19,545	23,406	-3,861	19,500
MAY	25,821	17,917	19,918	25,875	-5,957	19,900
JUN	25,924	20,598	22,172	25,272	-3,100	22,200
JUL	25,660	18,694	30,253	27,663	2,590	27,700
AUG	21,900	21,459		27,560		27,600
SEP	22,069	22,633		28,045		28,000
OCT	22,500	19,904		28,556		28,600
NOV	17,673	21,359		27,635		27,600
DEC	21,411	23,875		30,531		30,500
JAN	18,662	21,136		30,831		30,800
FEB	19,308	21,081		26,556		26,600
MAR	22,693	24,697		26,070		26,100
	267,510	250,073	91,888	328,000	-10,328	315,100



INVESTMENT RETURNS (CUMULATIVE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Budget 15/16	Variance	Forecast 15/16
APR	23,889	16,720	19,545	23,406	-3,861	19,500
MAY	49,710	34,637	39,463	49,281	-9,818	39,400
JUN	75,634	55,235	61,635	74,553	-12,918	61,600
JUL	101,294	73,929	91,888	102,216	-10,328	91,900
AUG	123,194	95,388		129,776		119,500
SEP	145,263	118,021		157,821		147,500
OCT	167,763	137,925		186,377		176,100
NOV	185,436	159,284		214,012		203,700
DEC	206,847	183,159		244,543		234,200
JAN	225,509	204,295		275,374		265,000
FEB	244,817	225,376		301,930		291,600
MAR	267,510	250,073		328,000		317,700

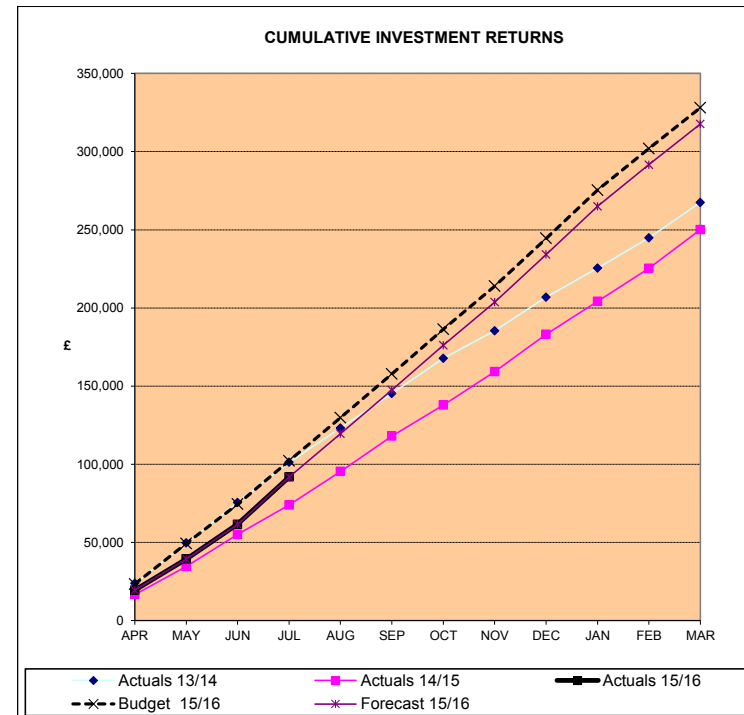
BUDGET FOR 2015/16 328,000
 FORECAST OUTTURN 317,700

CODE:- YHAA 96900

N.B.

These are the gross interest receipts rather than the interest remaining in the General Fund

Fund Average 0.6583%
 7 Day LIBID 0.3500%
 3 Month LIBID 0.4300%



STAFFING STATISTICS JULY 2015

	BUDGET FTE	STAFF FTE	AGENCY STAFF	CASUAL FTE	TOTAL	COMMENTS	JUNE TOTALS
1. Communities and Business	13.73	10.73	0.00	0.00	10.73	Posts identified in the future but not recruited to	11.75
2. Corporate Support							
<i>Contact Centre, HR, Secretariat & Property</i>	60.23	55.84	1.75	0.00	57.59		56.84
3. Environmental & Operational Services	148.81	146.06	23.40	1.05	170.51		164.05
<i>3a. Building Control</i>	10.61	10.61	0.00	0.00	10.61		10.61
<i>3b. Environmental Health</i>	12.57	11.18	2.00	0.00	13.18		12.68
<i>3c. Licensing</i>	8.62	8.42	0.00	0.00	8.42		8.42
<i>3d&e. Operational Services</i>	105.01	101.85	21.40	1.05	124.30		119.16
<i>3f. Parking & Amenity Services</i>	12.00	12.00	0.00	0.00	12.00		12.00
<i>3g. Kent Resource Partnership</i>	0.00	2.00	0.00	0.00	2.00	Funding comes from a number of authorities not just SDC	2.00
4. Finance							
<i>Finance, Revenues & Benefits, Transformation & Strategy, & Chief Executive</i>	64.72	56.54	8.75	0.25	65.54	High number of agency due to universal credit	65.29
5. Housing	12.35	13.03	0.25	0.00	13.28		13.95
6. Legal & Governance	12.31	11.12	1.75	0.50	13.37		13.23
7. Planning Services	45.80	42.17	0.00	0.00	42.17		43.37
SUB TOTAL	357.95	335.49	35.90	1.80	373.19		368.48
EXTERNALLY FUNDED POSTS							
8. Communities and Business	5.23	5.23	0.00	0.00	5.23		5.23
9. Housing	6.09	5.31	0.00	0.00	5.31		5.31
SUB TOTAL	11.32	10.54	0.00	0.00	10.54		10.54
TOTAL	369.27	346.03	35.90	1.80	383.73		379.02
Number of staff paid in July 2015: 382 permanent, 6 casuals							

Reserves

	01/04/15	Movement in month	Cumulative to date	Balance as at end July 15	31/3/16 budget	31/3/16 forecast
	£000	£000	£000	£000	£000	£000
Provisions						
Accumulated Absences	152			152	152	152
Municipal Mutual Insurance (MMI)	257			257	257	257
NNDR Appeals	1,804			1,804	1,804	1,804
Others	94			94	94	94
	2,307	0	0	2,307	2,307	2,307
Capital Receipts(Gross)						
	3,460	0	-23	3,437	0	0
Note: this balance will reduce at year end as the receipts are used to finance capital expenditure						
Earmarked Reserves						
Budget Stabilisation	6,704			6,704	7,551	7,934
Financial Plan	4,160			4,160	3,659	3,659
Property Investment	3,731			3,731	3,731	3,731
Asset Maintenance	1,000			1,000	1,000	1,000
Housing Benefit subsidy	664			664	664	664
Pension Fund	640			640	640	640
Local Plan/LDF	634			634	571	571
Reorganisation	465			465	465	465
Vehicle Renewal	419			419	419	419
Action and Development	395			395	395	395
Communities and Business	383			383	383	383
New Homes Bonus	379			379	469	469
First Time Sewerage	366			366	366	366
Carry Forward Items	336			336	336	336
Vehicle Insurance	293			293	293	293
IT Asset Maintenance	244			244	244	244
Corporate Project Support	200			200	200	200
Capital Financing	184			184	275	275
Flood Support	144			144	144	144
Repayable Housing Grant Assistance	117			117	117	117
District Elections	106	-5	-20	86	124	124
Housing Surveys	105			105	105	105
Homelessness Prevention	103	32	17	120	103	103
Health & Safety	100			100	100	100
Others (Under £100k)	445			445	445	445
	22,317	27	-3	22,314	22,799	23,182
General Fund						
Required Minimum	1,500				1,500	1,500
Available Balance	0				0	0
	1,500				1,500	1,500
TOTAL	29,584				26,606	26,989

9. Capital

July 2015

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance	
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000	
COMMDEV	Big Community Fund - Capital	-	1	-1	-	-	7	-7	-	-	-	-
COMMDEV	Capital Investment Properties	-	-	-	-	6,500	6,308	192	3	8,000	8,000	-
ENVOPS	Car Park	-	-	-	-	-	-	-	-	4,000	4,000	-
ENVOPS	Vehicle Purchases	42	25	16	39	166	149	17	10	498	498	-
ENVOPS	Dunbrik Vehicle Workshop	-	0	-0	-	-	0	-0	-	234	234	-
HOUSING	Improvement Grants	24	6	18	76	95	44	50	53	284	284	-
HOUSING	WKHA Adaps for Disab Financing Costs Advances	21	2	19	90	83	12	71	85	250	250	-
HOUSING	SDC - HMO Grants	-	2	-2	-	-	10	-10	-	-	-	-
HOUSING	RHPCG 10-11 SDC	-	3	-3	-	-	3	-3	-	-	-	-
HOUSING	RHPCG - Energy Conservation	-	-	-	-	-	6	-6	-	-	-	-
ICT	Back-up Generator	-	-	-	-	-	-	-	-	140	140	-
DEVCONT	Affordable Housing	-	-	-	-	-	91	-91	-	-	-	-
DEVCONT	S106 Capital	-	59	-59	-	-	59	-59	-	-	-	-
		86	98	-12	-14	6,844	6,690	154	2	13,406	13,406	-

*Improvement Grants budget shown net of Government grant.

CUMULATIVE INCOME FIGURES

July 2015

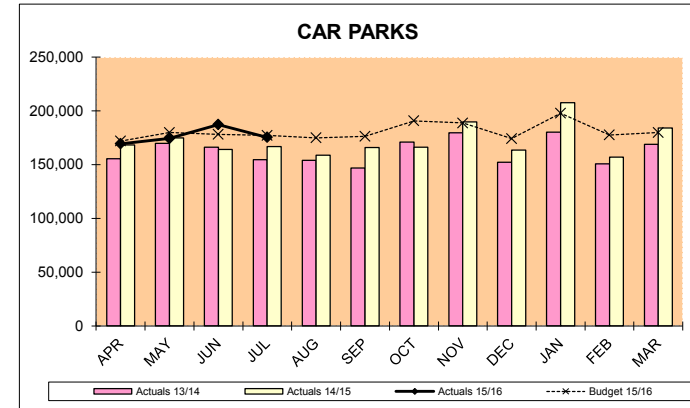
Agenda Item 6

	Comparison of 14/15 and 15/16, where a minus is 'bad news'	MANAGER'S PROFILED BUDGET	Variance, where a minus is 'bad news'	ANNUAL BUDGET	Annual Forecast	
	ACTUAL					
CAR PARKS	706,861	32,306	707,327	-466	2,168,046	2,168,046
ON-STREET PARKING	348,509	14,530	302,582	45,927	917,973	917,973
LAND CHARGES	61,905	-20,962	53,900	8,005	190,903	190,903
BUILDING CONTROL	145,436	-23,132	152,432	-6,996	457,314	457,314
DEVELOPMENT MANAGEMENT	283,030	-30,606	222,708	60,322	715,547	715,547
	1,545,741	-27,864	1,438,949	106,792	4,449,783	4,449,783

10 Car Parks Graphs

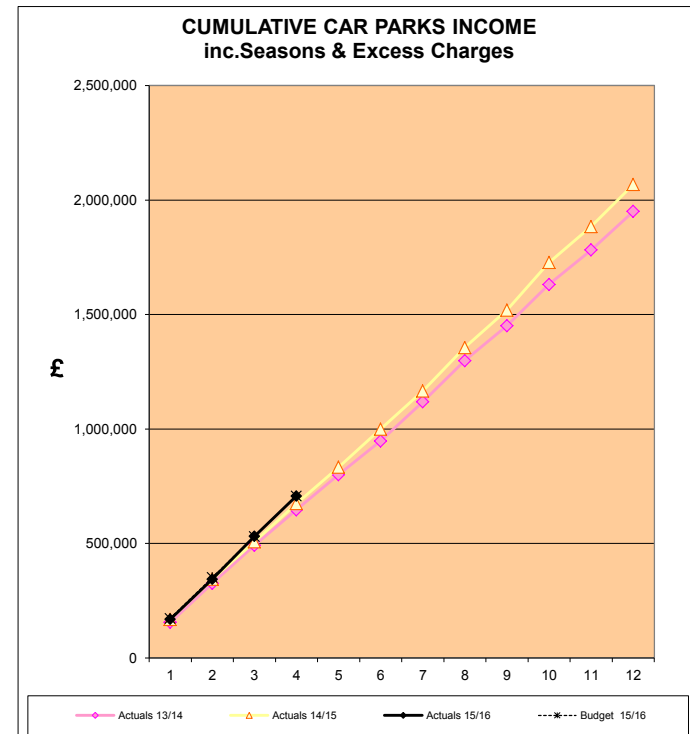
CAR PARKS (HWCARPK)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Actuals-Budget)	Manager's Forecast
1 APR	155,699	168,511	169,550	1,038	172,079	-2,529	
2 MAY	169,965	175,067	174,417	-649	179,850	-5,433	
3 JUN	166,396	164,077	187,391	23,314	178,233	9,158	
4 JUL	154,581	166,900	175,503	8,603	177,165	-1,662	
5 AUG	154,033	158,792		-158,792	175,054	-175,054	
6 SEP	146,979	165,949		-165,949	176,365	-176,365	
7 OCT	170,958	166,318		-166,318	190,817	-190,817	
8 NOV	179,815	189,931		-189,931	188,798	-188,798	
9 DEC	152,215	163,685		-163,685	174,210	-174,210	
10 JAN	180,306	207,783		-207,783	197,832	-197,832	
11 FEB	150,861	157,031		-157,031	177,692	-177,692	
12 MAR	168,940	184,154		-184,154	179,951	-179,951	
	1,950,748	2,068,198	706,861	-1,361,337	2,168,046	-1,461,185	2,168,046



CAR PARKS (CUMULATIVE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Cumulative increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Column E-G)	Manager's Forecast
APR	155,699	168,511	169,550	1,038	172,079	-2,529	
MAY	325,664	343,578	343,967	389	351,929	-7,962	
JUNE	492,060	507,655	531,358	23,703	530,162	1,196	
JUL	646,641	674,555	706,861	32,306	707,327	-466	
AUG	800,674	833,347		-833,347		0	
SEP	947,653	999,296		-999,296		0	
OCT	1,118,610	1,165,614		-1,165,614		0	
NOV	1,298,425	1,355,545		-1,355,545		0	
DEC	1,450,641	1,519,229		-1,519,229		0	
JAN	1,630,947	1,727,012		-1,727,012		0	
FEB	1,781,808	1,884,044		-1,884,044		0	
MAR	1,950,748	2,068,198		-2,068,198		0	2,168,046



JULY 2015

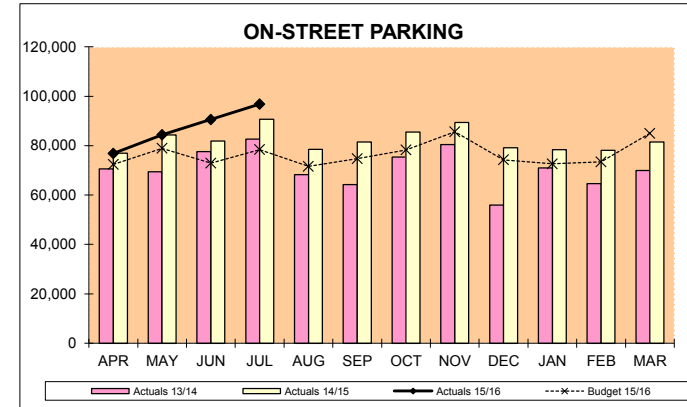
HWCARPK

	Actual (Cumulative)	Budget	(Monthly)	
DAY TICKETS	3300	593,554	598,967	155,895
EXCESS / PENALTY CHARGES	****1/****3	(397)	-	(372)
SEASON TICKETS	***2	110,431	102,360	18,051
OTHER (inc.Res.Pkg)	***9	1,635	2,000	423
WAIVERS	3404	140	-	30
RENT	94500	1,499	4,000	1,477
		706,861	707,327	175,503

9 On-Street / Enforcement Graphs

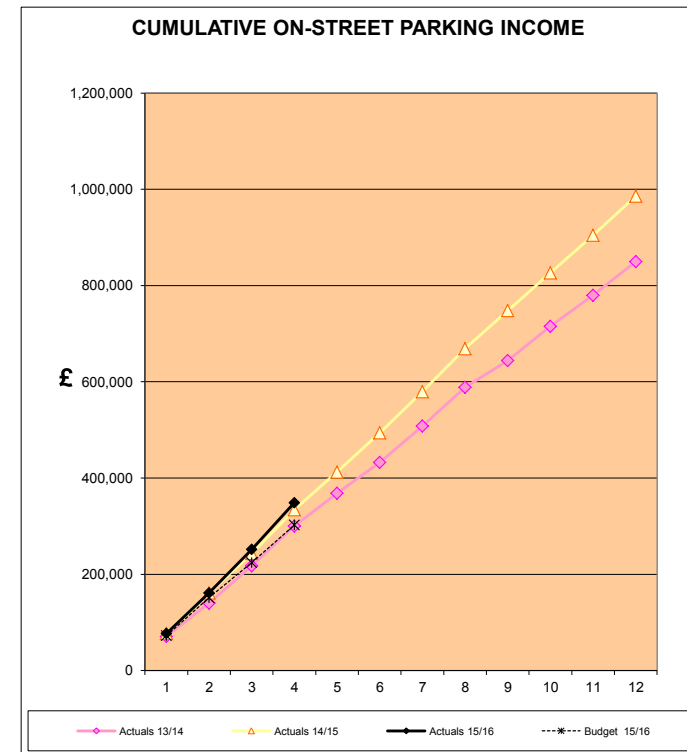
ON-STREET PARKING (HWDCRIM / HWENFORC)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Actuals-Budget)	Manager's Forecast
1 APR	70,633	76,959	76,819	-139	72,400	4,419	
2 MAY	69,381	84,385	84,358	-27	78,899	5,459	
3 JUN	77,535	81,925	90,549	8,624	72,906	17,643	
4 JUL	82,605	90,710	96,782	6,072	78,377	18,405	
5 AUG	68,200	78,464		-78,464	71,559	-71,559	
6 SEP	64,195	81,440		-81,440	74,705	-74,705	
7 OCT	75,420	85,478		-85,478	78,258	-78,258	
8 NOV	80,422	89,411		-89,411	85,619	-85,619	
9 DEC	55,880	79,197		-79,197	74,251	-74,251	
10 JAN	70,937	78,399		-78,399	72,606	-72,606	
11 FEB	64,562	78,050		-78,050	73,433	-73,433	
12 MAR	69,925	81,534		-81,534	84,960	-84,960	
TOTAL	849,694	985,953	348,509	-637,444	917,973	-569,464	917,973



ON-STREET PARKING (CUMULATIVE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Cumulative increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Column E-G)	Manager's Forecast
APR	70,633	76,959	76,819	-139	72,400	4,419	
MAY	140,014	161,344	161,178	-166	151,299	9,879	
JUNE	217,548	243,269	251,727	8,458	224,205	27,522	
JUL	300,153	333,979	348,509	14,530	302,582	45,927	
AUG	368,353	412,444		-412,444		0	
SEP	432,548	493,883		-493,883		0	
OCT	507,968	579,361		-579,361		0	
NOV	588,390	668,772		-668,772		0	
DEC	644,270	747,969		-747,969		0	
JAN	715,207	826,369		-826,369		0	
FEB	779,769	904,419		-904,419		0	
MAR	849,694	985,953		-985,953		0	917,973



JULY 2015

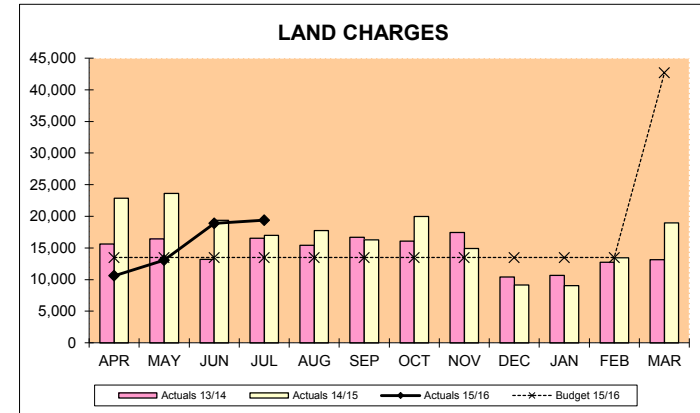
HWDCRIM / HWENFORC

	Actual (Cumulative)	Budget	(Monthly)	
PENALTY NOTICES	3403	64,690	46,080	19,722
WAIVERS	3404	1,720	3,332	622
RESIDENTS PERMITS	3406	22,653	16,000	5,313
ON STREET PARKING	3300	178,662	160,050	47,135
BUSINESS PERMITS	3408	29,987	27,664	8,954
OTHER	9999	-	-	-
EXCESS CHARGE	****1	50,797	49,456	15,037
TOTAL		348,509	302,582	96,782

10 Land Charges Graphs

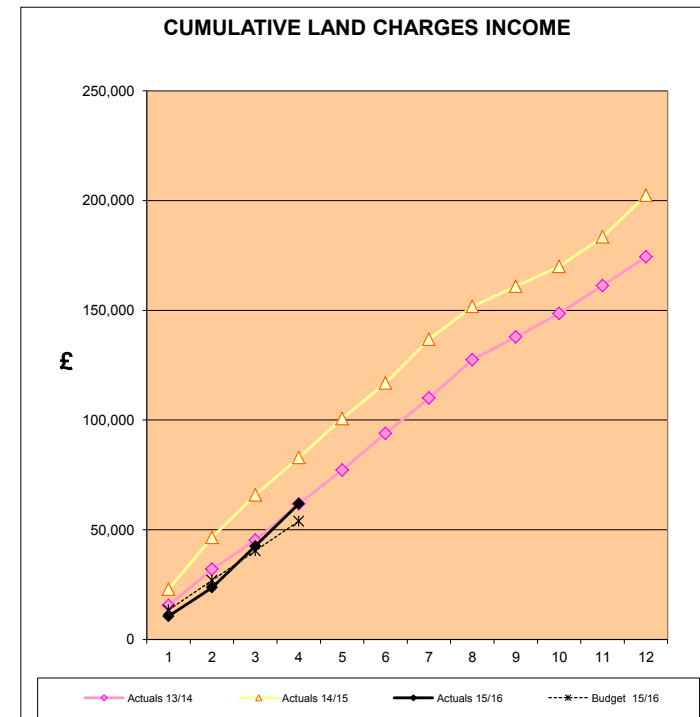
LAND CHARGES (LPLNDCH)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Actuals-Budget)	Manager's Forecast
1 APR	15,600	22,879	10,600	-12,280	13,475	-2,875	
2 MAY	16,455	23,640	13,067	-10,572	13,475	-408	
3 JUN	13,180	19,373	18,870	-503	13,475	5,395	
4 JUL	16,544	16,975	19,368	2,393	13,475	5,893	
5 AUG	15,419	17,740		-17,740	13,475	-13,475	
6 SEP	16,709	16,259		-16,259	13,475	-13,475	
7 OCT	16,083	19,959		-19,959	13,475	-13,475	
8 NOV	17,455	14,915		-14,915	13,475	-13,475	
9 DEC	10,427	9,149		-9,149	13,475	-13,475	
10 JAN	10,652	9,067		-9,067	13,475	-13,475	
11 FEB	12,722	13,439		-13,439	13,475	-13,475	
12 MAR	13,127	18,985		-18,985	42,678	-42,678	
TOTAL	174,373	202,382	61,905	-140,477	190,903	-128,998	190,903



LAND CHARGES (CUMULATIVE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Cumulative increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Column E-G)	Manager's Forecast
APR	15,600	22,879	10,600	-12,280	13,475	-2,875	
MAY	32,055	46,519	23,667	-22,852	26,950	-3,283	
JUNE	45,235	65,892	42,537	-23,355	40,425	2,112	
JUL	61,779	82,867	61,905	-20,962	53,900	8,005	
AUG	77,198	100,607		-100,607		0	
SEP	93,907	116,867		-116,867		0	
OCT	109,990	136,826		-136,826		0	
NOV	127,445	151,741		-151,741		0	
DEC	137,872	160,890		-160,890		0	
JAN	148,524	169,957		-169,957		0	
FEB	161,246	183,397		-183,397		0	
MAR	174,373	202,382		-202,382		0	190,903



JULY 2015

LPLNDCH

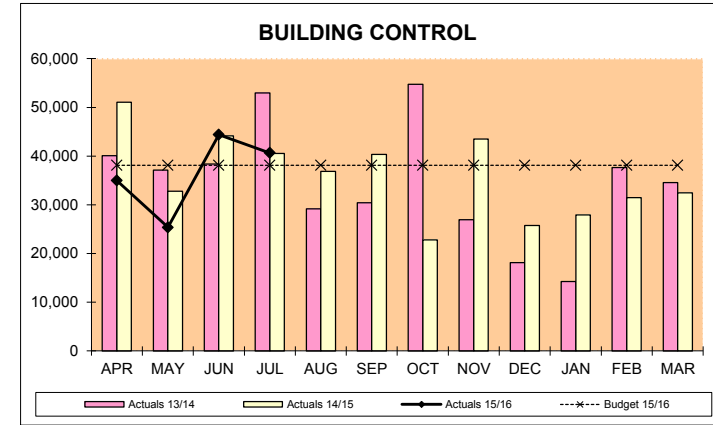
Searches Received - Paper
 Searches Received - Electronic
 Searches Received - Personal

	Received (Month)	Percentage (Month)	Percentage (Month 14/15)	(Cumulative)
£105	61	21%	26%	211
£86	134	47%	42%	422
£0	90	32%	32%	364
TOTAL	285	100.0%	100.0%	997

10 Building Control Graphs

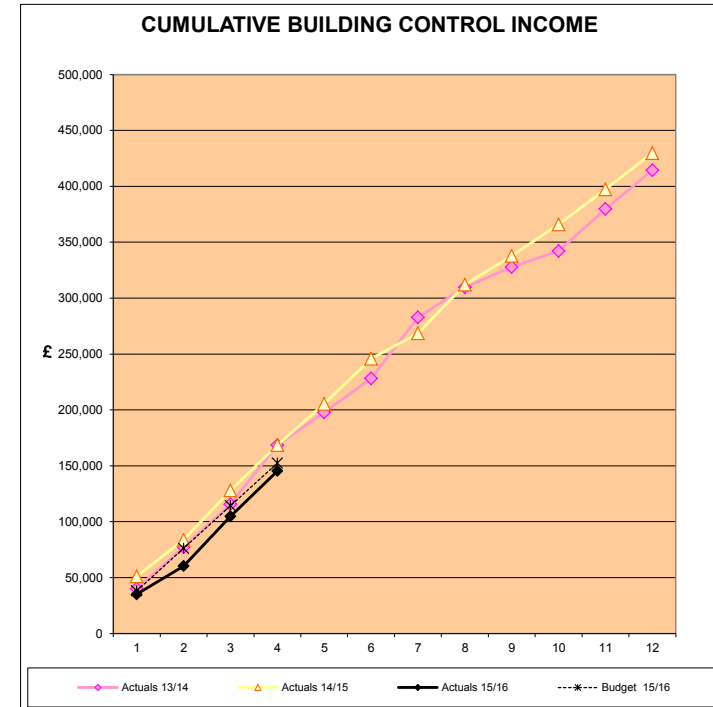
BUILDING CONTROL (DVBCFEE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Actuals-Budget)	Manager's Forecast
1 APR	40,068	51,034	35,001	-16,033	38,108	-3,107	
2 MAY	37,100	32,817	25,363	-7,454	38,108	-12,745	
3 JUN	38,370	44,143	44,417	274	38,108	6,309	
4 JUL	52,998	40,573	40,654	81	38,108	2,546	
5 AUG	29,169	36,853		-36,853	38,108	-38,108	
6 SEP	30,402	40,314		-40,314	38,108	-38,108	
7 OCT	54,714	22,812		-22,812	38,108	-38,108	
8 NOV	26,918	43,520		-43,520	38,108	-38,108	
9 DEC	18,120	25,767		-25,767	38,108	-38,108	
10 JAN	14,239	27,922		-27,922	38,108	-38,108	
11 FEB	37,644	31,466		-31,466	38,108	-38,108	
12 MAR	34,554	32,457		-32,457	38,126	-38,126	
TOTAL	414,297	429,679	145,436	-284,243	457,314	-311,878	457,314



BUILDING CONTROL (CUMULATIVE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Cumulative increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Column E-G)	Manager's Forecast
APR	40,068	51,034	35,001	-16,033	38,108	-3,107	
MAY	77,168	83,852	60,365	-23,487	76,216	-15,851	
JUNE	115,539	127,995	104,782	-23,213	114,324	-9,542	
JUL	168,537	168,568	145,436	-23,132	152,432	-6,996	
AUG	197,706	205,421		-205,421		0	
SEP	228,108	245,735		-245,735		0	
OCT	282,823	268,547		-268,547		0	
NOV	309,740	312,067		-312,067		0	
DEC	327,861	337,834		-337,834		0	
JAN	342,099	365,756		-365,756		0	
FEB	379,743	397,222		-397,222		0	
MAR	414,297	429,679		-429,679		0	457,314



JULY 2015

DVBCFEE

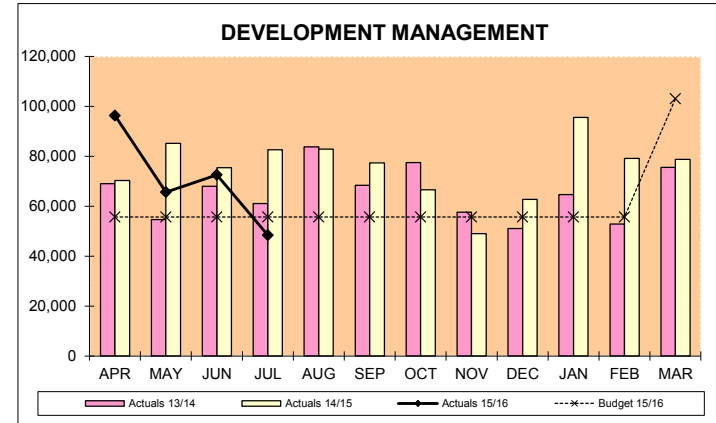
	Actual (Cumulative)	Budget	(Monthly)	
Plan Fee	3066	88,683	91,996	24,210
Inspection Fee	3067	56,752	60,436	16,444
TOTAL	145,436	152,432	40,654	

Agenda Item 6

10 Development Management Graph

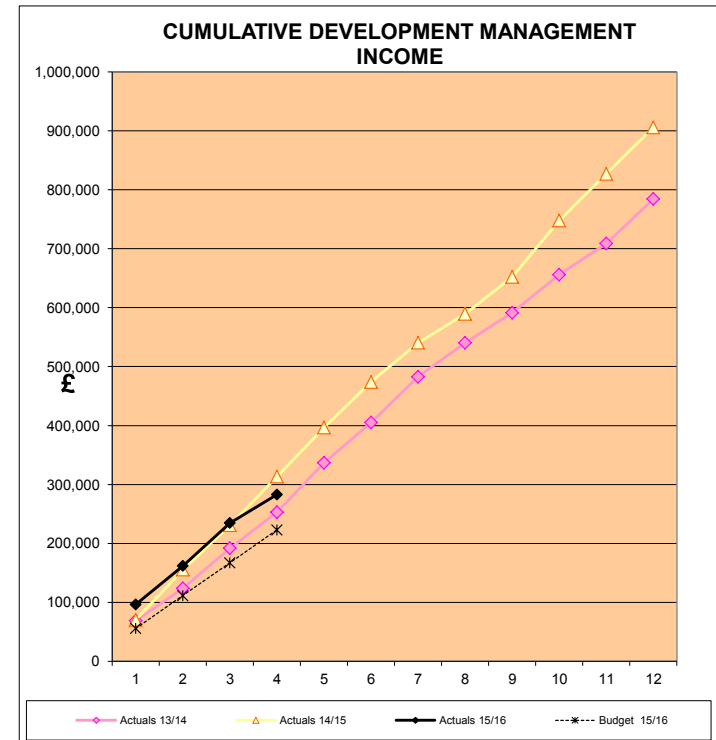
DEVELOPMENT MANAGEMENT (DVDEVCT)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Actuals-Budget)	Manager's Forecast
1 APR	69,061	70,352	96,359	26,007	55,677	40,682	
2 MAY	54,683	85,205	65,683	-19,522	55,677	10,006	
3 JUN	68,069	75,418	72,594	-2,824	55,677	16,917	
4 JUL	61,049	82,661	48,394	-34,267	55,677	-7,283	
5 AUG	83,804	82,965		-82,965	55,677	-55,677	
6 SEP	68,457	77,386		-77,386	55,677	-55,677	
7 OCT	77,511	66,604		-66,604	55,677	-55,677	
8 NOV	57,665	49,012		-49,012	55,677	-55,677	
9 DEC	51,148	62,729		-62,729	55,677	-55,677	
10 JAN	64,624	95,591		-95,591	55,677	-55,677	
11 FEB	52,900	79,133		-79,133	55,677	-55,677	
12 MAR	75,584	78,850		-78,850	103,100	-103,100	
TOTAL	784,555	905,905	283,030	-622,875	715,547	-432,517	715,547



DEVELOPMENT MANAGEMENT (CUMULATIVE)

	Actuals 13/14	Actuals 14/15	Actuals 15/16	Cumulative increase / decrease from 14/15 to 15/16	Budget 15/16	Variance (Column E-G)	Manager's Forecast
APR	69,061	70,352	96,359	26,007	55,677	40,682	
MAY	123,743	155,557	162,042	6,485	111,354	50,688	
JUNE	191,813	230,975	234,637	3,662	167,031	67,606	
JUL	252,862	313,636	283,030	-30,606	222,708	60,322	
AUG	336,666	396,601		-396,601		0	
SEP	405,123	473,987		-473,987		0	
OCT	482,634	540,590		-540,590		0	
NOV	540,299	589,602		-589,602		0	
DEC	591,447	652,331		-652,331		0	
JAN	656,070	747,922		-747,922		0	
FEB	708,971	827,055		-827,055		0	
MAR	784,555	905,905		-905,905		0	715,547



JULY 2015

DVDEVCT

	Actual (Cumulative)	Budget	(Monthly)
Planning Application Fees	3009	258,979	202,164
Other	9999	-	-
Pre-application Fees	94301	17,202	17,104
Monitoring Fees	94302	6,850	3,440
TOTAL	283,030	222,708	48,394

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Item 7 – Financial Prospects and Budget strategy 2016/17 and Beyond

The Finance Advisory Committee met on 1 September 2015 but was inquorate, however those Members present discussed the attached report and were in agreement with the recommendations.

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FINANCIAL PROSPECTS AND BUDGET STRATEGY 2016/17 AND BEYOND

Cabinet – 17 September 2015

Report of Chief Finance Officer

Status: For Decision

Also considered by: Finance Advisory Committee – 1 September 2015

Key Decision: No

Executive Summary:

This Financial Prospects Report is the first report of the Council’s budget setting process for 2016/17 onwards. It sets out the financial pressures the Council is likely to face in the coming years and suggests an appropriate strategy, utilising the 10 year budget framework first adopted in 2011/12, to ensure the Council remains financially stable over the long term.

Informed by the latest information from Government and discussions with the Portfolio Holder and Cabinet Members the report proposes that from next year the Council sets a budget which assumes no funding from Government through the Revenue Support Grant. This is the first major step taken towards the Council’s ambition to be financially self-sufficient as set out in its Corporate Plan.

To achieve this aim and to ensure a balanced budget position over the next 10 year period, whilst also increasing the Council’s ability to be sustainable beyond that time, a savings requirement of £500,000 in 2016/17 is required, along with additional income or savings of £100,000 in each of the following nine years.

Portfolio Holder Cllr. Searles

Contact Officer(s) Adrian Rowbotham Ext. 7153
 Helen Martin Ext. 7483
 Lee Banks Ext. 7161

Recommendation to Finance Advisory Committee:

- (a) Advise Cabinet with views on the ten-year financial planning approach and principles set out in this report.

Recommendation to Cabinet:

- (b) That subject to the views of the Finance Advisory Committee, endorse the ten-

year financial planning approach and principles set out in this report;

- (c) request Advisory Committees to review Service Dashboards and advise Cabinet of possible growth and savings options;
 - (d) request officers to continue to review the assumptions in this report and report back to Cabinet on 3 December 2015; and
 - (e) note the budget timetable set out in Appendix A.
-

Introduction and Background

- 1 The Council's financial strategy over the past eleven years has worked towards increasing financial sustainability and it has been successful through the use of a number of strategies including:
 - implementing efficiency initiatives;
 - significantly reducing the back office function;
 - improved value for money;
 - maximising external income;
 - the movement of resources away from low priority services; and
 - an emphasis on statutory rather than non-statutory services.
- 2 Over this period the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders. In financial terms, the adoption of this strategy has to date allowed the Council to move away from its reliance on general fund reserves.
- 3 Due to the level of funding and other potential changes and uncertainties, it is increasingly difficult to anticipate with sufficient accuracy what the level of Government settlement is likely to be. However, using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is likely that more accurate data will become available in future months and current assumptions may need to be updated.
- 4 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the short-term reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, that ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.
- 5 With the amount of Revenue Support Grant provided by Government continuing to reduce at a significant rate it is important that the council aims to become more financially self-sufficient by having a balanced economy and a financial strategy that is focused on local solutions. These solutions include:
 - continuing to deliver financial savings and service efficiencies;

- growing the council tax base; and
 - generating more income.
- 6 The intention of this report is to enable Members to give consideration to the pressures likely to be faced by the Council and put in place a long-term solution that ensures service reductions are minimised. This report sets out the high level approach and principles but a report to Cabinet on 3 December 2015 will provide further budget details along with analysis of the areas the Cabinet has requested officers to consider in assisting the balancing of the budget, as well as feedback from advisory committees on service dashboards for 2016/17 onwards.

Financial Self-Sufficiency

- 7 The Council's Corporate Plan, introduced in 2013, set out an ambition for the Council to become financially self-sufficient. This would mean the Council no longer required direct funding from Government, through revenue support grant or new homes bonus, to deliver its services.
- 8 This approach was adopted in response to the financial challenges the Country is faced with in bringing its public spending down to ensure it is able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council seeing a 32% reduction in its funding from government in 2015/16 alone.
- 9 The decision to become financially self-sufficient is intended to give the Council greater control over their services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 10 The Council's decision to seek to become financially self-sufficient was subject to scrutiny by the Local Government Associations Peer Challenge of the District Council during December 2013. In their closing letter to the Council they concluded that they 'fully support that aspiration and given the existing and anticipated squeeze upon public finances this makes much sense'.
- 11 The Revenue Support Grant has reduced drastically over recent years and we are unlikely to know the amount for 2016/17 until very late in the budget process with no details for later years. New Homes Bonus is only guaranteed until 2016/17 and with Government committed to significant reductions in public sector funding and priorities in public health and devolution amongst other ideas, funding for District Councils is likely to continue to be squeezed.
- 12 By continuing to assume income from direct government funding, the overall position of the 10-year budget will be less assured as the Government is likely to continue to provide funding for one or two years at a time resulting in increased uncertainty going forward. With this uncertainty, the level of savings required in later years will also have to be fluid as the need to react to fluctuating funding levels continues.
- 13 The attached 10-year budget assumes no Revenue Support Grant from 2016/17 and no New Homes Bonus from 2019/20. If funding continues to be received from these sources, the intention is to put it into the Financial Plan Reserve which

Agenda Item 7

can be used to support the 10-year budget by funding invest to save initiatives and support for the Property Investment Strategy. One of the aims of the Property Investment Strategy is to achieve returns of 6%; therefore using funding for this purpose will result in additional year on year income that is not impacted by Government decisions.

- 14 Cabinet are keen to become financially self-sufficient early to be ahead of the game and after reviewing the assumptions in the 10-year budget it is clear that it is an achievable aim to be free from Government control and be able to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents want into the future.

Financial Pressures 2016/17 to 2025/26

Overall Summary

- 15 In the medium term, the Council will have to progress its savings plan and maintain tight control over net expenditure in order to deliver its 10-year budget.
- 16 Looking at expenditure, inflation is running at 0.1% (CPI at July 2015).
- 17 The local government finance settlement for 2016/17 is not likely to be announced by Government until late December. The Council has seen a dramatic reduction to its grant funding since 2011, which included a 32% reduction for 2015/16 alone.
- 18 On this basis the 10-year budget accompanying this report proposes that the Council budgets for zero Revenue Support Grant from 2016/17 onwards. This means that the Council would no longer place any reliance on this grant and would take a large step forward in its ambition to be self-sufficient. If this approach is endorsed by Members, Sevenoaks District Council would become one of, if not the very first local authority to seek to deliver its services without reliance on direct government funding through the Revenue Support Grant.
- 19 By taking this approach the 10-year budget attached at Appendix B shows a savings requirement of £500,000 in 2016/17 and £100,000 per annum in later years to deliver a long term sustainable budget.
- 20 The paragraphs below set out the position in more detail and assess the impact on the current 10-year budget.

Income

- 21 **Government Support: Revenue Support Grant** (£1.5m in 2015/16) – This formula based grant has significantly reduced over recent years as the emphasis of Government Support has changed. The draft amount for 2016/17 is unlikely to be announced until late December. Due to the uncertainty regarding the amount in 2016/17 and further reductions expected in later years, the attached 10-year budget assumes no Revenue Support Grant for 2016/17 onwards resulting in their being no reliance on this funding source to support the revenue budget. It is likely that an amount of Revenue Support Grant will be received in 2016/17 which

will be put into the Financial Plan Reserve to support the 10-year budget including invest to save initiatives and support for the Property Investment Strategy.

- 22 **New Homes Bonus** (£1.8m) – the Government started this new funding stream in 2011/12 with the intention that local authorities would be rewarded for new homes being built over a six-year period. The future of this funding stream is uncertain from 2017/18 so a 40% reduction has been applied in 2017/18 and 2018/19 with no funding assumed from 2019/20 onwards. Similarly to the Revenue Support Grant, if funding above the assumed level is received, this will be placed in the Financial Plan Reserve for the same purpose as noted above.
- 23 **Council Tax** (£9.3m) – The Government referendum limit has been set at 2% in recent years. The previous assumption for Council Tax was a 2% increase in 2016/17 to 2018/19 and 3% in later years. Following the General Election result in May the assumption has changed to 2% for all years.
- 24 The tax base increases each year due to the general increase in the number of residential properties and future developments as well as the continuing work to check the validity of Council Tax discounts awarded. The assumption going forward has been increased to reflect the increases achieved in recent years and the ongoing work. The increased tax base results in additional Council Tax income.
- 25 **Locally Retained Business Rates** (£1.9m) - The basis for allocating Government Support from 2013/14 changed to the Business Rates Retention Scheme. This scheme initially allows billing authorities, such as this council, to keep 40% of Business Rates received. However tariffs and top ups are applied to ensure that the funding received by each local authority is not significantly different to pre 2013/14 amounts.
- 26 In the first two years of this scheme, this council has been below the safety net level and future projections continue to take this prudent approach.
- 27 A Business Rates Retention Pool is in operation within Kent. In certain circumstances it is financially beneficial to be a member of a pool. To date, it has not been financially beneficial for this council to be a member of the pool but officers will continue to review the position and report to members if the situation changes.
- 28 **Interest receipts** (£0.3m) – returns are continuing to be significantly lower than they were a few years ago due to low interest rates and the Council's Investment Strategy taking a low risk approach. The assumption was previously 1.35% in 2016/17, 1.75% in 2017/18 and 1.85% in later years reflecting Bank Rate estimates provided by our treasury advisors. Due to the change of emphasis on to the Property Investment Strategy, £250,000 has been assumed for all years as investment balances will become less predictable
- 29 **Property Investment Strategy** – The strategy was approved by Council on 22 July 2014 with the intention of building on an approach of property based investment in order to deliver increased revenue income. This was set against a background of reducing Government Support and continued low rates of return through existing treasury management arrangements.

Agenda Item 7

- 30 No income was previously assumed from this strategy as it was deemed prudent to wait until assets had been purchased and income was starting to be received. Three assets have now been purchased, one will be developed and two are producing income of over £400,000 per annum. With further funding approved by Council, assumptions have now been included for income of £500,000 from 2016/17 to 2017/18, £700,000 from 2018/19 to 2022/23 and £800,000 for later years.
- 31 **Variable fees and charges** – The Council receives income in fees and charges from a number of sources. This includes (income figures are shown gross):
- Land Charges (£0.2m);
 - Development Control (£0.7m);
 - Building Control (£0.5m);
 - Car parks (£2.2m); and
 - On-street parking (£0.7m)
- 32 The first three are linked to some extent to activity in the housing market and remain variable; however, all of these income sources are currently forecast to be on budget for the year.
- 33 The assumption was previously a 3.5% increase for all years for fees and charges that the Council sets, but this has now been reduced to 2.5% for all years following concerns being raised about the ability to increase fees and charges by that amount going forward.
- 34 **External Funding** - the Council has been very successful in securing external funding across a range of services, based on it delivering a wide range of innovative services to local residents, often in partnership with other agencies. The Council's officers continue to seek new opportunities for funding. As financial constraints are put on public services the funding available from health and other public bodies is expected to reduce.
- 35 **Shared working** - Various services have included savings from shared working in recent years budgets and this continues to be an area that is being investigated. The Council successfully works in partnership with other authorities in a number of areas, including Revenues, Benefits, Internal Audit and Anti Fraud, Finance, IT, Licensing, Building Control, CCTV and Environmental Health. Any further proposals that come forward for shared working ideas will continue to be actively pursued.
- 36 **Use of reserves** – One of the principles of the Financial Strategy is to make more effective use of the remaining earmarked reserves. When this strategy was first used in 2011/12, it was agreed that the remaining balances in the Asset Maintenance and Superannuation Fund Deficit Reserves would be moved to a new Financial Plan Reserve and used over the initial 10-year budget period. The Budget Stabilisation Reserve was also set up at the same time to manage the fluctuations between years to ensure that an overall balanced budget remained

for the 10-year period. This reserve has been increased by surpluses achieved on the revenue budget in recent years.

Expenditure

- 37 **Pay** costs total £13.7m. The national pay award for 2016/17 has not yet been finalised and is unlikely to be resolved prior to the Council setting its draft budget for next year. The assumption was previously 1.5% in 2016/17 to 2017/18 and 2% in later years.
- 38 The Government's emergency budget on 8 July 2015 announced that there will be Public Sector pay rises of 1% for the next four years. This does not directly affect local government but it often seem as a guide for those local authorities, including this council, on national terms and conditions. Therefore, the assumption has changed to 1% in 2016/17 to 2019/20 and 2% in later years.
- 39 **Superannuation fund** - the last pension fund triennial valuation, which was the second by the actuaries Barnett Waddingham, took place in November 2013. The minimum annual contribution to fund the deficit remained similar to that recommended in the previous valuation.
- 40 Recent valuations for this council have been better than many other Kent authorities due to the practice of making lump sum contributions each year instead of linking payments to current staffing levels. Due to the uncertain economic situation over recent years, budgets for this purpose have not been reduced even though payments made have been below budgeted levels so as to protect any adverse changes at future triennial valuations. Assumed increases in 2017/18 and 2020/21 are still included but at a lower level than before.
- 41 **Non-pay costs** – the budget assumes non-pay costs will increase by an average of 2.25% in all years. In practice, items such as rates and energy costs often rise at a higher rate, so other non-pay items have been allowed a much lower inflation increase. Inflation is currently at 0.1% (CPI – July 2015).
- 42 **Welfare reform changes** - the changes affecting Housing Benefits regarding Universal Credit were looked at by a Member Scrutiny Group in 2012. Universal Credit will commence within the district in October 2015 but only in a very small way. It is still uncertain as to how the final scheme will operate, whether staffing and funding levels will reduce, the timescales involved and whether this Council will need to provide additional resources to support our residents.
- 43 The change to the Local Council Tax Support Scheme from 1 April 2013 was seen by many as one of the biggest changes to local government since the community charge. The cost of benefits will continue to fluctuate and the impact on district councils both financially and from a social wellbeing perspective is likely to be significant and unsustainable. The full effect of both of these changes will potentially have an adverse financial impact.
- 44 Town and Parish Councils have also been impacted by this change. In 2013/14 additional funding was clearly identified in the Government Grant Settlement which was fully passed on by this council. In 2014/15 and 2015/16, no amount was clearly identified and it was agreed at Full Council that no funding would be

Agenda Item 7

passed on to Town and Parish Councils for Council Tax Support. It is not expected that the Government will include an amount for this purpose once again in 2016/17.

- 45 **Unavoidable service pressures** - One of the lessons to be learnt from previous financial strategies is that there is always a likelihood of unavoidable service pressures and there needs to be a clear strategy for dealing with these. The model does not allow for unavoidable service pressures which could be significant. These will be identified in the Service Change Impact Assessments (SCIAs) that will be reported to the Advisory Committees between September and November.
- 46 **Progress on the savings plan** - 2016/17 will be the sixth year of using the 10-year budget. During this period, 113 savings items have been identified totalling £6.1m. The majority of these savings have already been achieved and Portfolio Holders, Chief Officers, Heads of Service and Service Managers have worked closely to deliver these savings.
- 47 The following table shows the differences for 2016/17 between the 10-year budget agreed by Council on 17 February 2015 and the latest version set out in Appendix B.

10-Year Budget	£000
Previous 10-year budget 2016/17 gap/(surplus)	(1,077)
Base changes:	
Base figures updated to 15/16 budget and updated base data	33
Assumption changes:	
Removing reliance on Revenue Support Grant	1,355
Increase in Council Tax Base	(58)
Reduction in Pay Award inflation (1.5% to 1%)	(67)
Reduction in fees and charges inflation (3.5% to 2.5%)	64
Removal of 2010 Superannuation Fund deficit roll forward	(390)
Reduction in inflation on Superannuation Fund deficit	(331)
Property Investment changes:	
Income from Property Investment Strategy	(500)
Property Team growth item from 2016/17	73
Reduction in Interest Receipts	259
Savings:	
Additional savings items	(500)

Revised 10-year budget 2016/17 gap/(surplus)	(1,139)
---	----------------

The surplus in 2016/17 helps to support the position in later years resulting in a sustainable 10-year budget.

- 48 When looking at prospects for year 11 onwards, there is still likely to be a need to take further actions as these years come into the rolling 10 year period.

Proposed Business and Financial Planning Strategy

- 49 In order to maintain a viable Council that continues to deliver on its main priorities and the services it provides to its residents, the Council has already adopted a Financial Strategy that embraces the following principles:

- A ten-year balanced budget;
- Flexible use of the Budget Stabilisation Reserve;
- More effective use of remaining earmarked reserves;
- Structured use of capital receipts; and
- The review and tighter management of inflationary pressures.

- 50 It is recommended that this strategy continues to be adopted.

Process and timetable

- 51 Members will note from the timetable set out in Appendix A that this report is being considered by the Finance Advisory Committee on 1 September 2015 and any comments will be considered along with this report at Cabinet on 17 September 2015.

- 52 All Advisory Committees will be presented with their Service Dashboards and Service Change Impact Assessments (SCIAs) between September and November when they will be asked for their views and priorities on their service areas using the information provided in the report and their knowledge. It is likely that they will also be asked to come up with growth and savings proposals for their areas. This part of the process ensures that all members have a role to play in the Governance of the council and the budget decision making process.

- 53 Training will be provided to members in September to ensure they have an understanding of the process and relevant issues to allow them to play an active part in the budget setting process.

- 54 Cabinet will receive a Budget Update report on 3 December 2015 taking into account any updated information and feedback from the Advisory Committees. Cabinet will agree its draft budget on 4 February 2016 and full Council will consider the budget on 16 February 2016.

Consultation

Agenda Item 7

- 55 Residents will be consulted as part of the budget process and their views will then be considered prior to decisions being made as to how the budget will be balanced. Residents will be asked if they agree with the approach to become financially self-sufficient as opposed to being reliant on central government.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

An effective integrated policy and priority driven long-term financial and business process is required for the Council to deliver on its priorities and maintain a sustainable budget. It is also essential that continuous improvements are identified and implemented in order to take account of the changing climate within which the Council operates and to meet the expectations of both Government and the public on the quality of service demanded from this Council.

The risks associated with the 10-year budget approach include uncertainty around the level of shortfall and the timing of key announcements such as future grant settlements. The risk will be mitigated by continuing to review assumptions and estimates, pursuing self-sufficiency and by updating Members throughout the process.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Community Impact and Outcomes

Members' early consideration of the issues raised in this report would be beneficial to residents in that a planned approach to achieving a balanced budget should produce the best outcome for the community in limiting the level in budget reductions.

Conclusions

The Strategic Financial and Business Planning process has ensured that the Council follows a logical and well considered process and approach in dealing with the many difficult financial challenges which it has faced. The 10-year budget has further improved this process and helped to ensure that the Council is well placed in dealing with more immediate and longer-term financial challenges.

By becoming financially self-sufficient at an early stage, this Council will become much more in control of its own destiny as the Property Investment Strategy should provide a much more stable income stream than the reducing direct government funding streams.

The attached 10-year budget shows that this Council can continue to be financially stable going into the future with a level of assurance that any council would aspire to.

This budget process will once again be a major financial challenge for a Council that already provides value for money services to a high standard. In making any budget proposals, Members will need to consider the impact on service quality and staff well-being, to ensure that these proposals lead to an achievable 10-year budget that supports the Council's aspirations for customer-focused services.

Appendices

Appendix A – Budget Timetable

Appendix B – 10-year Budget

Background Papers:

None

Adrian Rowbotham
Chief Finance Officer

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2016/17 Budget Setting Timetable

	Date	Committee
Stage 1		
Financial Prospects and Budget Strategy 2016/17 and Beyond	1 September	Finance AC
	17 September	Cabinet
↓		
Stage 2		
Review of Service Dashboards and Service Change Impact Assessments (SCIAs)	22 September	Housing & Health AC
	24 September	Economic & Comm. Dev. AC
	6 October	Direct & Trading AC
	8 October	Legal & Dem. Svs AC
	13 October	Planning AC
	17 November	Finance AC
	26 November	Policy & Performance AC
↓		
Stage 3		
Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)	3 December	Cabinet
↓		
Stage 4		
Budget Update (incl. Government Support information)	14 January	Cabinet
↓		
Stage 5		
Budget Update and further review of Service Change Impact Assessments (if required)	January - February	Advisory Committees
↓		
Stage 6		
Budget Setting Meeting (Recommendations to Council)	4 February	Cabinet
↓		
Stage 7		
Budget Setting Meeting (incl. Council Tax setting)	16 February	Council

Note: The Scrutiny Committee may 'call in' items concerning the budget setting process.

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Ten Year Budget - Revenue

	Budget 2015/16	Plan 2016/17	Plan 2017/18	Plan 2018/19	Plan 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23	Plan 2023/24	Plan 2024/25	Plan 2025/26
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	14,136	14,253	13,661	14,233	14,484	14,644	15,195	15,549	15,910	16,278	16,651
Inflation	473	569	506	622	446	638	454	461	468	473	478
Superannuation Fund deficit: actuarial increase	0	(721)	300	0	0	200	0	0	0	0	0
Net savings (approved in previous years)	(356)	(13)	(162)	(271)	(216)	(187)	0	0	0	0	0
New growth	0	73	28	0	30	0	0	0	0	0	0
New savings/Income	0	(500)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)
Net Service Expenditure b/f	14,253	13,661	14,233	14,484	14,644	15,195	15,549	15,910	16,278	16,651	17,029
Financing Sources											
Government Support											
: Revenue Support Grant	(1,516)	0	0	0	0	0	0	0	0	0	0
New Homes Bonus	(1,818)	(2,247)	(1,348)	(1,348)	0	0	0	0	0	0	0
Council Tax	(9,298)	(9,597)	(9,905)	(10,221)	(10,546)	(10,879)	(11,222)	(11,574)	(11,935)	(12,307)	(12,688)
Locally Retained Business Rates	(1,934)	(1,973)	(2,012)	(2,052)	(2,093)	(2,135)	(2,178)	(2,222)	(2,266)	(2,311)	(2,357)
Interest Receipts	(301)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)
Property Investment Strategy Income	0	(500)	(500)	(700)	(700)	(700)	(700)	(700)	(800)	(800)	(800)
Contributions to/(from) Reserves	(233)	(233)	(353)	(353)	(353)	(353)	(353)	(179)	(179)	(635)	148
Total Financing	(15,100)	(14,800)	(14,368)	(14,924)	(13,942)	(14,317)	(14,703)	(14,925)	(15,430)	(16,303)	(15,947)
Budget Gap (surplus)/deficit	(847)	(1,139)	(135)	(440)	702	878	846	985	848	348	1,082
Contribution to/(from) Stabilisation Reserve	847	1,139	135	440	(702)	(878)	(846)	(985)	(848)	(348)	(1,082)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Assumptions	
Revenue Support	-100% in 16/17
Locally Retained	2% all years
Council Tax:	2% in all years
Interest Receipts:	£250,000 16/17 onwards
Property Inv. Strat.:	£500,000 from 16/17, £700,000 from 18/19, £800,000 onwards
Pay award:	1% in 16/17 - 19/20, 2% later years
Other costs:	2.25% in all years
Income:	2.5% all years

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Item 8 – Annual Treasury Management Report

The Finance Advisory Committee met on 1 September 2015 but was inquorate, however those Members present discussed the attached report and were in agreement with the recommendations.

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ANNUAL TREASURY MANAGEMENT REPORT 2014/15

Cabinet – 17 September 2015

Report of the: Chief Finance Officer

Status: For recommendation to Cabinet

Also considered by: Finance Advisory Committee – 1 September 2015

Key Decision: No

Executive Summary: This report provides the customary review of investment activity during 2014/15 as required by the Council's Financial Procedure Rules. The report outlines the strategy adopted during the year, shows the position of the investment portfolio at the beginning and the end of the year and gives details of how the fund performed in comparison with previous years and against various benchmarks.

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

Portfolio Holder Cllr. Searles

Contact Officer Roy Parsons, Principal Accountant - Ext 7204

Recommendation to Finance Advisory Committee: That Cabinet be asked to approve the Annual Treasury Management Report for 2014/15.

Recommendation to Cabinet: It be RESOLVED that the Annual Treasury Management Report for 2014/15 be approved.

Reason for recommendation: As required by both the Council's Financial Procedure Rules and the CIPFA Code, an annual report of treasury management activity is to be presented to Members for approval.

Background

- 1 The Council is required through regulations issued under the Local Government Act 2003 to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for 2014/15. This report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 2 During 2014/15 the minimum reporting requirements were that the Council should receive the following reports:

Agenda Item 8

- an annual treasury strategy in advance of the year (Council 18/2/2014)
 - a mid year (minimum) treasury update report (Finance and Resources Advisory Committee 11/11/14, Cabinet 13/11/14)
 - an annual report following the year describing the activity compared to the strategy (this report)
- 3 In addition, regular reports on progress were presented to the predecessor of this Committee, the Finance and Resources Advisory Committee. The Council's treasury management advisers, Capita Asset Services Ltd, also provided monthly reviews of our investment performance which were forwarded to Members.
- 4 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.
- 5 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to treasury management reports before they were reported to the full Council. Member training on treasury management issues was undertaken on 27 January 2010 in order to support Members' scrutiny role.
- 6 Members will be aware of the Property Investment Strategy which commenced in the latter part of 2014/15. The use of surplus cash balances for this type of 'Policy Investment' does not form part of the treasury management strategy and is not required to be included in either the Treasury Management Strategy Statement or the Annual Investment Strategy.

Introduction

- 7 This **annual treasury report** covers:
- (a) The Council's treasury position at the beginning and end of the financial year;
 - (b) Investment Strategy for 2014/15;
 - (c) the economy and interest rates in 2014/15;
 - (d) compliance with treasury limits and prudential indicators;
 - (e) investment rates in 2014/15;
 - (f) investment outturn for 2014/15 and performance; and
 - (g) Icelandic bank defaults and Municipal Bonds Agency

Treasury position at the beginning and end of the financial year

- 8 The Council's investment portfolio at the beginning and end of the financial year appears at Appendix A, whilst an analysis by maturity and repayment due dates appears at Appendix B.

Investment Strategy for 2014/15

- 9 The expectation for interest rates within the strategy for 2014/15 anticipated low but rising Bank Rate (starting in quarter 1 of 2015), and gradual rises in medium and longer term fixed borrowing rates during 2014/15. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.
- 10 In this scenario, the treasury strategy was to postpone borrowing to avoid the cost of holding higher levels of investments and to reduce counterparty risk.
- 11 The actual movement in gilt yields meant that Public Works Loan Board (PWLB) rates saw little overall change during the first four months of the year but there was then a downward trend for the rest of the year with a partial reversal during February.
- 12 The strategy adopted in the original Treasury Management Strategy Report for 2014/15, approved by the Council on 18 February 2014, was subject to a minor revision during the year to allow investment in one non-UK institution, Svenska Handelsbanken AB.
- 13 Counterparty credit ratings were kept under constant review to ensure that any investment decisions met minimum lending requirements.

The economy and interest rates in 2014/15

- 14 The original market expectation at the beginning of 2014/15 was for the first increase in Bank Rate to occur in quarter 1 of 2015 as the unemployment rate had fallen much faster than expected through the Bank of England's initial forward guidance target of 7%. In May, however, the Bank revised its forward guidance. A combination of very weak pay rises and inflation above the rate of pay rises meant that consumer disposable income was still being eroded and in August the Bank halved its forecast for pay inflation in 2014 from 2.5% to 1.25%. Expectations for the first increase in Bank Rate therefore started to recede as growth was still heavily dependent on buoyant consumer demand.
- 15 During the second half of 2014 financial markets were caught out by a halving of the oil price and the collapse of the peg between the Swiss franc and the Euro. Fears also increased considerably that the European Central Bank (ECB) was going to do too little too late to ward off the threat of deflation and recession in the Eurozone. In mid-October, financial markets had a major panic for about a week. By the end of 2014, it was clear that inflation in the UK was going to head towards zero in 2015 and, possibly, even turn negative. In turn, this made it clear that the Bank of England's Monetary Policy Committee (MPC) would have great difficulty in starting to raise Bank Rate in 2015 while inflation was around zero and so market expectations for the first increase receded back to around quarter 3 of 2016.
- 16 Gilt yields were on a falling trend for much of the last eight months of 2014/15 but were then pulled in different directions by increasing fears after the anti-

Agenda Item 8

austerity parties won power in Greece in January; developments since then have increased fears that Greece could be heading for an exit from the euro. While the direct effects of this would be manageable by the EU and ECB, it is very hard to quantify quite what the potential knock on effects would be on other countries in the Eurozone (EZ) once the so called impossibility of a country leaving the EZ had been disproved.

- 17 Another downward pressure on gilt yields was the announcement in January that the ECB would start a major programme of quantitative easing, purchasing EZ government and other debt in March. On the other hand, strong growth in the US caused an increase in confidence that the US was well on the way to making a full recovery from the financial crash and would be the first country to start increasing its central rate, probably by the end of 2015. The UK would be closely following it due to strong growth over both 2013 and 2014 and good prospects for a continuation into 2015 and beyond. However, there was also an increase in concerns around political risk from the general election due in May 2015.

Compliance with treasury limits and prudential indicators

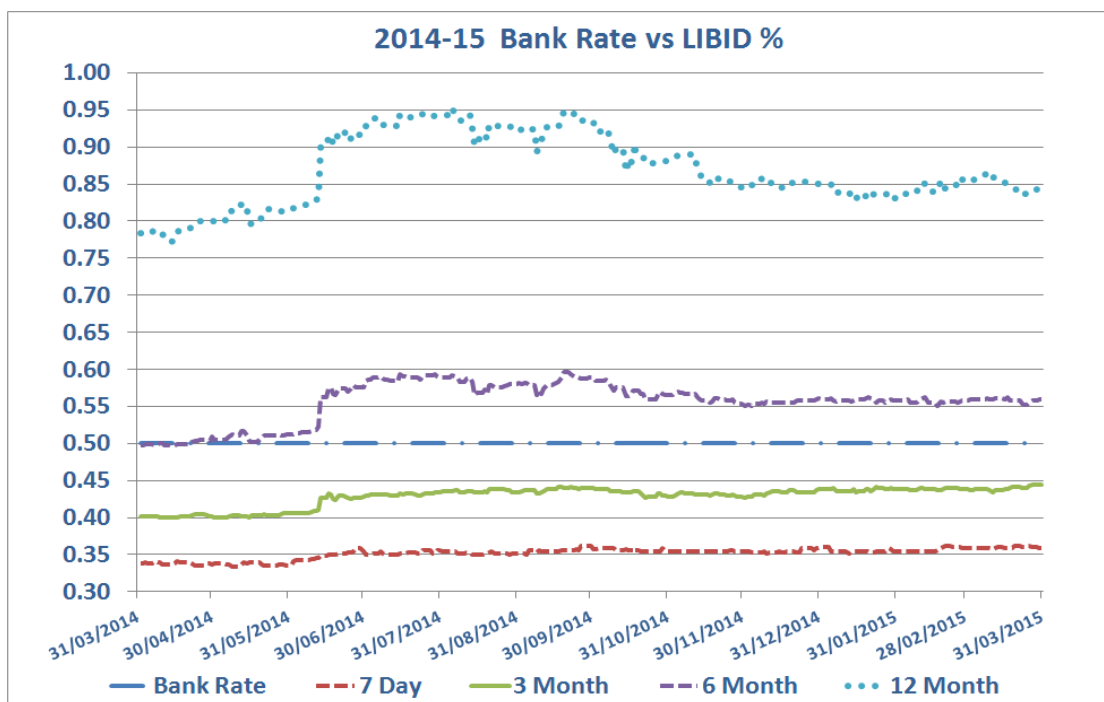
- 18 During 2014/15, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

	2013/14 Actual (£000)	2014/15 Original (£000)	2014/15 Actual (£000)
Capital expenditure	2,114	1,207	4,263
Total Capital Financing Requirement:			
• Non-HRA	-	-	-
• HRA	-	-	-
• Total	-	-	-
Net borrowing	-	-	-
External debt	-	-	-
Investments:			
• Longer than 1 year	-	-	-
• Under 1 year	33,050		37,801
• Total	33,050		37,801

- 19 The investment figures relate to the time left to maturity, not the length at the commencement date and exclude accrued interest.
- 20 During the year the Council operated within the treasury limits and prudential indicators set out in its Treasury Policy Statement and Annual Treasury Strategy Statement.
- 21 The lending list was kept under constant review throughout the year in response to credit rating changes as and when they arose.
- 22 No institutions in which investments were made during 2014/15 had any difficulty in repaying investments and interest in full during the year.

Investment rates in 2014/15

- 23 Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for six years. Market expectations as to the timing of the start of monetary tightening started the year at quarter 1 of 2015 but then moved back to around quarter 3 of 2016 by the end of the year. Deposit rates remained depressed during the whole of the year, primarily due to the effects of the Funding for Lending Scheme.



Investment outturn for 2014/15 and performance

- 24 The Council’s investment policy is governed by Department of Communities and Local Government (CLG) guidance, which has been implemented in the annual investment strategy approved by the Council on 18 February 2014. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by

Agenda Item 8

additional market data (such as rating outlooks, credit default swaps, bank share prices etc).

- 25 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties, which might have led to the need to borrow.
- 26 Appendix C shows the performance of the fund during 2014/15 both in table and graphical form. The table shows the average percentage return on the fund, both monthly and for the whole year and compares them with the average 7-day and 3-month London Interbank Bid (LIBID) rates. The average return achieved by each broker is only a very basic measure of performance, because returns will depend on the number and length of each investment he/she is asked to carry out. If a particular broker is only asked to place short term investments, he/she may well not achieve the same overall rate as a broker who predominantly handles longer term investments for us.
- 27 The graph shows actual monthly receipts for 2012/13, 2013/14 and 2014/15 plus budgeted monthly receipts for 2014/15. The monthly interest budget has been profiled in line with the previous year's monthly weighted average principal.
- 28 Over the course of the year interest receipts amounted to £0.250m compared with a budget of £0.268m.
- 29 In 2014/15 the average return on the Council's investments was in line with that of one of our neighbouring authorities. Our overall rate of return was 0.58% compared with 0.68% for Tonbridge & Malling Borough Council. It should be noted, however, that investment returns are notoriously difficult to compare as they have often been compiled on a different basis (for example, whether or not interest has been compounded, whether or not cashflow generated balances have been included, whether or not externally managed funds have been included and whether or not the figures are net of borrowings).
- 30 Our treasury management advisers recommend the 3-month LIBID figure as a benchmark. This reflects a more realistic neutral investment position for core investments with a medium term horizon and a rate which is more stable with less fluctuation caused by market liquidity. Historically, this rate has been slightly higher than the 7-day rate and therefore more challenging a comparator, but one which does not necessitate a significantly increased level of risk. The figures calculated by our advisers for these two benchmarks are as follows:
 - 7-day LIBID uncompounded 0.352%
 - 3-month LIBID uncompounded 0.429%

Icelandic bank defaults and Municipal Bonds Agency

- 31 The Council had an investment of £1m frozen in Landsbanki Islands hf (later renamed as LBI). The investment was placed on 25 June 2007 at 6.32%, to mature on 25 June 2009.

- 32 The Council has sold its claim against the insolvent estate of LBI. The claim was sold through a sales process brokered by Deutsche Bank. The price at which the claim was sold was based on a reserve price set by the Council on the basis of legal advice received from Bevan Brittan, Solicitors and financial advice procured by the Local Government Association. The proceeds of the sale were paid in cash in Pounds Sterling. The sale means that the Council has recovered 95.9% of the amount that was originally deposited with LBI in 2007. The Council is now no longer a creditor of LBI.
- 33 After taking into account interest received prior to the insolvency, the full amount of the original investment has now been recovered.
- 34 In addition, a small repayment in Icelandic Krona remains in an escrow account in Iceland awaiting the lifting of capital controls before it can be repatriated. The GBP equivalent is approximately £7,000. It is attracting interest at a rate of between 3% and 4%.
- 35 During 2014/15, the Council invested £50,000 to become an equity shareholder in the Local Capital Finance Company, which was set up by the Local Government Association under the name of the Municipal Bonds Agency. Again, this was a 'Policy Investment' and does not form part of the treasury management strategy. The purpose of the Agency is to facilitate borrowing by local authorities at rates that are expected to be more competitive than those of the PWLB. At the time of writing this report, the Agency is in the process of conversion to a PLC and hopes to be issuing its first £250m bond in the Autumn of 2015.

Key Implications

Financial

- 36 The management of the Council's investment portfolio and cash-flow generated balances plays an important part in the financial planning of the authority. The security of its capital and liquidity of its investments is of paramount importance.

Legal Implications and Risk Assessment Statement

- 37 Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.
- 38 This annual review report fulfils the requirements of The Chartered Institute of Public Finance & Accountancy's Code of Practice on Treasury Management 2009.
- 39 Treasury management has two main risks :
- Fluctuations in interest rates can result in a reduction in income from investments; and
 - A counterparty to which the Council has lent money fails to repay the loan at the required time.

Agenda Item 8

- 40 Consideration of risk is integral in our approach to treasury management. However, this particular report has no specific risk implications as it is not proposing any new actions, but merely reporting performance over the last year.

Equality Assessment

- 41 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

- 42 The overall return on the Council's investments was below budget in 2014/15 by approximately £18,000.
- 43 The economic situation both globally and within the Eurozone remains volatile, and this will have consequences for the UK economy. Treasury management in the past financial year was conducted against this background and with a cautious investment approach.

Appendices:

Appendix A – Investment portfolio at start and end of financial year

Appendix B – Analysis of investment portfolio by maturity and repayment due dates

Appendix C - Investment performance in 2014/15

Background Papers:

[Treasury Management Strategy for 2014/15 - Council 18 February 2014](#)

Adrian Rowbotham
Chief Finance Officer

SEVENOAKS DISTRICT COUNCIL

List of Investments as at:- 31-Mar-14

Reference	Name	Rating	Country	Group	Amount	Start Date	Comm Rate	End Date	Curr Rate	Terms	Broker
	Santander UK plc (Business Reserve A/C)	A	U.K.	Santander	0	01-Apr-99			0.40000%	Variable	Direct
	Santander UK plc (Money Market A/C)	A	U.K.	Santander	0	09-Oct-06			0.40000%	Variable	Direct
	Clydesdale Bank plc (Base Tracker Plus - 15 Day)	A	U.K.	NAB	0	10-Sep-10			0.30000%	Variable	Direct
	Barclays Bank plc (Business Premium A/C)	A	U.K.		1,550,000	01-Oct-11			0.35000%	Variable	Direct
	National Westminster Bank plc (Liquidity Select)	A	U.K.	RBS	4,000,000	07-Oct-11			0.50000%	Variable	Direct
	National Westminster Bank plc (95 Day Notice)	A	U.K.	RBS	3,000,000	24-May-13			0.60000%	Variable	Direct
	Ignis Liquidity Fund (Money Market Fund)	AAA	U.K.		2,500,000	11-May-12				Variable	Direct
	Insight Liquidity Fund (Money Market Fund)	AAA	U.K.		1,000,000	11-May-12				Variable	Direct
IP1155	Bank of Scotland plc	A	U.K.	Lloyds/HBOS	1,000,000	11-Feb-14	0.95000%	10-Feb-15		1 Year	Direct
IP1156	Bank of Scotland plc	A	U.K.	Lloyds/HBOS	1,000,000	21-Feb-14	0.95000%	20-Feb-15		1 Year	Direct
IP1146	Coventry Building Society	A	U.K.		1,000,000	15-Jan-14	0.45000%	15-Apr-14		3 Months	R P Martin
IP1158	Coventry Building Society	A	U.K.		1,000,000	28-Feb-14	0.45000%	30-May-14		3 Months	Sterling
IP1153	Leeds Building Society	A-	U.K.		1,000,000	04-Feb-14	0.40000%	06-May-14		3 Months	Tradition
IP1131	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	2,000,000	08-Oct-13	0.98000%	07-Oct-14		1 Year	Direct
IP1136	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	30-Oct-13	0.98000%	29-Oct-14		1 Year	Direct
IP1138	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	04-Nov-13	0.98000%	03-Nov-14		1 Year	Direct
IP1098	Lloyds TSB Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	08-Apr-13	1.10000%	08-Apr-14		1 Year	Direct
IP1113	Lloyds TSB Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	04-Jul-13	1.01000%	03-Jul-14		1 Year	Direct
IP1145	Nationwide Building Society	A	U.K.		1,000,000	09-Jan-14	0.47000%	09-Apr-14		3 Months	Tradition
IP1149	Nationwide Building Society	A	U.K.		2,000,000	23-Jan-14	0.47000%	23-Apr-14		3 Months	Sterling
IP1152	Nationwide Building Society	A	U.K.		1,000,000	03-Feb-14	0.47000%	06-May-14		3 Months	Tradition
IP1157	Nationwide Building Society	A	U.K.		1,000,000	28-Feb-14	0.47000%	30-May-14		3 Months	R P Martin
IP1150	Skipton Building Society	BBB-	U.K.		1,000,000	29-Jan-14	0.43000%	29-Apr-14		3 Months	Direct
IP1159	Skipton Building Society	BBB-	U.K.		1,000,000	28-Feb-14	0.43000%	30-May-14		3 Months	Direct
IP1151	Ulster Bank Ltd	A-	U.K.	RBS	1,000,000	29-Jan-14	0.85000%	28-Jan-15		1 Year	R P Martin
IP1148	Yorkshire Building Society	BBB+	U.K.		2,000,000	20-Jan-14	0.40000%	22-Apr-14		3 Months	Sterling
	Total Invested				<u><u>33,050,000</u></u>						
	Matured Investment										
IP813	Landsbanki Islands hf		Iceland		1,000,000	25-Jun-07	6.32000%	25-Jun-09		2 Years	R P Martin
	Other Loan										
	Sevenoaks Leisure Limited				250,000	29-Apr-08	7.00000%	31-Mar-18		10 Years	Direct

SEVENOAKS DISTRICT COUNCIL

List of Investments as at:- 31-Mar-15

Reference	Name	Rating	Country	Group	Amount	Start Date	Comm Rate	End Date	Curr Rate	Terms	Broker
	Santander UK plc (Business Reserve A/C)	A	U.K.	Santander	0	01-Apr-99			0.40000%	Variable	Direct
	Santander UK plc (Money Market A/C)	A	U.K.	Santander	0	09-Oct-06			0.40000%	Variable	Direct
	Clydesdale Bank plc (Base Tracker Plus - 15 Day)	A	U.K.	NAB	0	10-Sep-10			0.30000%	Variable	Direct
	Barclays Bank plc (Business Premium A/C)	A	U.K.		2,801,000	01-Oct-11			0.35000%	Variable	Direct
	Barclays Bank plc (Flexible IBCA)	A	U.K.		2,000,000	01-Jun-14			0.45000%	Variable	Direct
	National Westminster Bank plc (Liquidity Select)	A	U.K.	RBS	1,000,000	07-Oct-11			0.25000%	Variable	Direct
	National Westminster Bank plc (95 Day Notice)	A	U.K.	RBS	0	24-May-13			0.35000%	Variable	Direct
	Svenska Handelsbanken AB (Deposit A/C)	AA-	Sweden		3,000,000	23-Jul-14			0.40000%	Variable	Direct
	Ignis Liquidity Fund (Money Market Fund)	AAA	U.K.		5,000,000	11-May-12				Variable	Direct
	Insight Liquidity Fund (Money Market Fund)	AAA	U.K.		1,000,000	11-May-12				Variable	Direct
IP1227	Bank of Scotland plc	A	U.K.	Lloyds/HBOS	1,000,000	10-Feb-15	1.00000%	09-Feb-16		1 Year	Direct
IP1229	Bank of Scotland plc	A	U.K.	Lloyds/HBOS	1,000,000	20-Feb-15	1.00000%	19-Feb-16		1 Year	Direct
IP1218	Coventry Building Society	A	U.K.		1,000,000	15-Jan-15	0.45000%	15-Apr-15		3 Months	R P Martin
IP1231	Coventry Building Society	A	U.K.		1,000,000	27-Feb-15	0.45000%	29-May-15		3 Months	Tradition
IP1160	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	08-Apr-14	0.95000%	07-Apr-15		1 Year	Direct
IP1165	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	29-Apr-14	0.95000%	28-Apr-15		1 Year	Direct
IP1167	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	06-May-14	0.95000%	05-May-15		1 Year	Direct
IP1174	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	03-Jul-14	0.95000%	03-Jul-15		1 Year	Direct
IP1191	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	2,000,000	07-Oct-14	1.00000%	06-Oct-15		1 Year	Direct
IP1198	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	03-Nov-14	1.00000%	02-Nov-15		1 Year	Direct
IP1204	Lloyds Bank plc	A	U.K.	Lloyds/HBOS	1,000,000	28-Nov-14	1.00000%	27-Nov-15		1 Year	Direct
IP1215	Nationwide Building Society	A	U.K.		1,000,000	09-Jan-15	0.66000%	09-Jul-15		6 Months	Tradition
IP1226	Nationwide Building Society	A	U.K.		1,000,000	06-Feb-15	0.66000%	06-Aug-15		6 Months	Tradition
IP1230	Nationwide Building Society	A	U.K.		1,000,000	27-Feb-15	0.66000%	28-Aug-15		6 Months	R P Martin
IP1233	Nationwide Building Society	A	U.K.		2,000,000	23-Mar-15	0.66000%	23-Sep-15		6 Months	Tradition
IP1217	Plymouth City Council		U.K.		2,000,000	15-Jan-15	0.40000%	15-Apr-15		3 Months	R P Martin
IP1220	Skipton Building Society	BBB	U.K.		1,000,000	22-Jan-15	0.43000%	22-Apr-15		3 Months	R P Martin
IP1223	Ulster Bank Ltd	A-	U.K.	RBS	1,000,000	28-Jan-15	0.60000%	28-Jul-15		6 Months	R P Martin
IP1216	Yorkshire Building Society	A-	U.K.		1,000,000	15-Jan-15	0.47000%	15-Apr-15		3 Months	R P Martin
IP1221	Yorkshire Building Society	A-	U.K.		1,000,000	22-Jan-15	0.47000%	22-Apr-15		3 Months	R P Martin
	Total Invested				<u>37,801,000</u>						
	Other Loan										
	Sevenoaks Leisure Limited				250,000	29-Apr-08	7.00000%	31-Mar-18		10 Years	Direct

SEVENOAKS DISTRICT COUNCIL

ANALYSIS OF INVESTMENT POOL FUND 31.3.2015

MATURITY PROFILE (BY VALUE)

BASED ON PERIOD OF INVESTMENT AT COMMENCEMENT DATE

MATURITY PERIOD	BANKS £'000	B.SOCS £'000	MMFS £'000	OTHER LAs £'000	TOTAL £'000
NOTICE MONEY	8,801		6,000		14,801
UP TO 1 MONTH					-
1 TO 3 MONTHS		4,000		2,000	6,000
3 TO 6 MONTHS	1,000	5,000			6,000
6 MONTHS TO 1 YEAR	10,000	1,000			11,000
OVER 1 YEAR					-
	19,801	10,000	6,000	2,000	37,801

MATURITY PROFILE (PERCENTAGE OF TOTAL FUND)

BASED ON PERIOD OF INVESTMENT AT COMMENCEMENT DATE

MATURITY PERIOD	BANKS %	B.SOCS %	MMFS %	OTHER LAs %	TOTAL %
NOTICE MONEY	23.3	-	15.9	-	39.2
UP TO 1 MONTH	-	-	-	-	-
1 TO 3 MONTHS	-	10.6	-	5.3	15.9
3 TO 6 MONTHS	2.6	13.2	-	-	15.8
6 MONTHS TO 1 YEAR	26.5	2.6	-	-	29.1
OVER 1 YEAR	-	-	-	-	-
	52.4	26.4	15.9	5.3	100.0

PROFILE OF REPAYMENTS DUE

	VALUE £'000	% TOTAL FUND
NOTICE MONEY	14,801	39.2
DUE WITHIN ONE MONTH	8,000	21.1
DUE WITHIN TWO MONTHS	2,000	5.3
DUE WITHIN THREE MONTHS	-	0.0
DUE WITHIN SIX MONTHS	7,000	18.5
DUE WITHIN ONE YEAR	6,000	15.9
DUE AFTER ONE YEAR	-	0.0
	37,801	100.0

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TOTAL INTEREST ON FUND 2014/2015

Broker/Institution	Apr-14			May-14			Jun-14		
	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate
Nat West (Liquidity Select)	331,988.46	1,659.94	0.5000%	343,195.73	857.99	0.2500%	343,268.60	858.17	0.2500%
Nat West (95 Day Notice)	247,876.64	1,487.26	0.6000%	247,998.88	1,487.99	0.6000%	256,391.89	1,538.35	0.6000%
Handelsbanken (Deposit A/C)									
Ignis (Money Market Fund)	326,027.40	1,401.72	0.4299%	415,068.49	1,798.28	0.4332%	410,958.90	1,821.10	0.4431%
Insight (Money Market Fund)	189,041.10	669.31	0.3541%	312,328.77	1,101.98	0.3528%	288,767.12	1,031.26	0.3571%
Tradition	246,575.34	1,101.37	0.4467%	183,561.64	860.27	0.4687%	164,383.56	780.82	0.4750%
RP Martin	246,575.34	1,454.79	0.5900%	254,794.52	1,503.84	0.5902%	246,575.34	1,463.01	0.5933%
Sterling	410,958.90	1,786.85	0.4348%	424,657.53	1,809.04	0.4260%	410,958.90	1,772.60	0.4313%
Direct dealing	821,917.81	7,158.63	0.8710%	936,986.30	8,497.53	0.9069%	924,657.53	8,360.96	0.9042%
Fund Average	2,820,961.00	16,719.88	0.5927%	3,118,591.87	17,916.93	0.5745%	3,045,961.86	17,626.28	0.5787%
Other Interest		0.00			0.00			2,971.72	
7 Day LIBID			0.3500%			0.3426%			0.3400%
3 Month LIBID			0.3900%			0.3974%			0.4037%

Broker/Institution	Jul-14			Aug-14			Sep-14		
	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate
Nat West (Liquidity Select)	277,588.06	693.97	0.2500%	82,889.39	207.22	0.2500%	128,766.62	322.21	0.2502%
Nat West (95 Day Notice)	256,522.54	1,373.64	0.5355%	240,081.84	840.29	0.3500%	264,991.56	927.47	0.3500%
Handelsbanken (Deposit A/C)	73,972.60	332.88	0.4500%	254,822.79	1,146.70	0.4500%	246,575.34	1,109.70	0.4500%
Ignis (Money Market Fund)	424,657.53	1,916.08	0.4512%	424,657.53	1,925.63	0.4535%	410,958.90	1,929.33	0.4695%
Insight (Money Market Fund)	416,438.36	1,511.94	0.3631%	395,890.41	1,451.76	0.3667%	410,958.90	1,552.59	0.3778%
Tradition	169,863.01	913.97	0.5381%	178,082.19	1,102.19	0.6189%	290,410.96	1,711.23	0.5892%
RP Martin	254,794.52	1,511.78	0.5933%	254,794.52	1,524.93	0.5985%	246,575.34	1,594.52	0.6467%
Sterling	424,657.53	1,902.19	0.4479%	416,438.36	1,882.47	0.4520%	284,931.51	1,272.88	0.4467%
Direct dealing	1,035,616.44	8,792.33	0.8490%	1,073,972.60	8,884.93	0.8273%	1,095,890.41	8,739.73	0.7975%
Fund Average	3,334,110.60	18,948.78	0.5683%	3,321,629.64	18,966.12	0.5710%	3,380,059.55	19,159.66	0.5668%
Other Interest		-255.20			2,493.02			3,473.21	
7 Day LIBID			0.3400%			0.3432%			0.3503%
3 Month LIBID			0.4100%			0.4168%			0.4207%

Broker/Institution	Oct-14			Nov-14			Dec-14		
	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate
Nat West (Liquidity Select)	84,958.87	212.40	0.2500%	76,753.34	191.88	0.2500%	199,350.00	498.32	0.2500%
Nat West (95 Day Notice)	256,789.35	898.76	0.3500%	232,007.71	812.03	0.3500%	32,250.00	112.87	0.3500%
Handelsbanken (Deposit A/C)	254,794.52	1,146.58	0.4500%	246,575.34	1,080.82	0.4383%	250,800.00	1,003.08	0.4000%
Ignis (Money Market Fund)	424,657.53	2,018.72	0.4754%	410,958.90	1,961.83	0.4774%	424,657.53	2,010.44	0.4734%
Insight (Money Market Fund)	424,657.53	1,638.01	0.3857%	410,958.90	1,586.40	0.3860%	424,657.53	1,647.49	0.3880%
Tradition	424,657.53	2,590.41	0.6100%	410,958.90	2,506.85	0.6100%	517,808.22	3,028.22	0.5848%
RP Martin	309,589.04	1,875.07	0.6057%	410,958.90	2,276.71	0.5540%	564,383.56	2,981.37	0.5283%
Sterling	115,068.49	477.53	0.4150%						
Direct dealing	1,146,575.34	9,046.16	0.7890%	1,131,506.85	8,449.59	0.7468%	1,265,753.42	9,432.33	0.7452%
Fund Average	3,441,748.22	19,903.64	0.5783%	3,330,678.86	18,866.11	0.5664%	3,679,660.27	20,714.12	0.5629%
Other Interest		0.00			2,493.02			3,160.73	
7 Day LIBID			0.3544%			0.3500%			0.3500%
3 Month LIBID			0.4284%			0.4200%			0.4206%

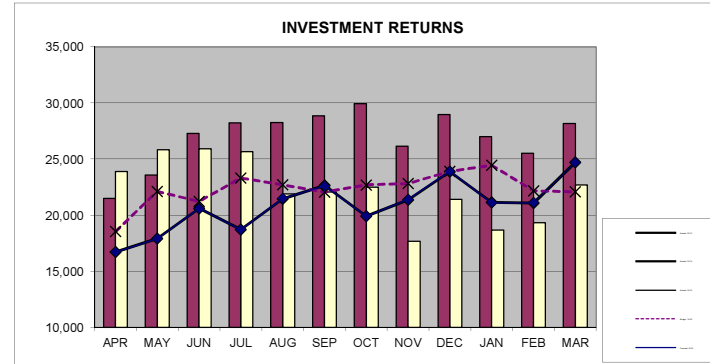
Broker/Institution	Jan-15			Feb-15			Mar-15		
	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate	W.A.P	Interest Due	Ave Rate
Nat West (Liquidity Select)	84,363.54	210.91	0.2500%	78,762.29	196.90	0.2500%	90,033.43	225.08	0.2500%
Nat West (95 Day Notice)									
Handelsbanken (Deposit A/C)	254,794.52	1,019.18	0.4000%	230,136.99	920.55	0.4000%	254,794.52	1,019.50	0.4001%
Ignis (Money Market Fund)	424,657.53	2,010.60	0.4735%	383,561.64	1,810.63	0.4721%	424,657.53	1,996.75	0.4702%
Insight (Money Market Fund)	424,657.53	1,639.28	0.3860%	383,561.64	1,473.85	0.3843%	284,931.51	1,105.01	0.3878%
Tradition	594,520.55	3,401.37	0.5721%	536,986.30	3,088.77	0.5752%	556,164.38	3,242.47	0.5830%
RP Martin	679,452.05	3,453.70	0.5083%	613,698.63	2,962.19	0.4827%	679,452.05	3,295.34	0.4850%
Sterling									
Direct dealing	1,253,424.66	9,401.51	0.7501%	973,972.60	8,134.66	0.8352%	852,054.79	8,335.07	0.9782%
Fund Average	3,715,870.39	21,136.54	0.5688%	3,200,680.10	18,587.54	0.5807%	3,142,088.22	19,219.22	0.6117%
Other Interest		-0.51			2,493.02			5,477.45	
7 Day LIBID			0.3500%			0.3500%			0.3503%
3 Month LIBID			0.4300%			0.4300%			0.4303%

Cumulative Totals			
Broker/Institution	W.A.P	Interest Due	Ave Rate
Nat West (Liquidity Select)	2,121,918.33	6,135.00	0.2891%
Nat West (95 Day Notice)	2,034,910.42	9,478.66	0.4658%
Handelsbanken (Deposit A/C)	2,067,266.63	8,778.98	0.4247%
Ignis (Money Market Fund)	4,905,479.45	22,601.11	0.4607%
Insight (Money Market Fund)	4,366,849.32	16,408.88	0.3758%
Tradition	4,273,972.60	24,327.95	0.5692%
RP Martin	4,761,643.84	25,897.26	0.5439%
Sterling	2,487,671.23	10,903.56	0.4383%
Direct dealing	12,512,328.77	103,233.42	0.8251%
Fund Average	39,532,040.58	227,764.82	0.5762%
Other Interest		22,306.46	
7 Day LIBID			0.3476%
3 Month LIBID			0.4165%

N.B.
These are the gross interest receipts rather than the interest remaining in the General Fund

INVESTMENT RETURNS

	Actuals 12/13	Actuals 13/14	Actuals 14/15	Budget 14/15	Variance	Forecast 14/15
APR	21,489	23,889	16,720	18,541	-1,821	16,700
MAY	23,571	25,821	17,917	22,096	-4,179	17,900
JUN	27,280	25,924	20,598	21,221	-623	20,600
JUL	28,227	25,660	18,694	23,313	-4,619	18,700
AUG	28,256	21,900	21,459	22,703	-1,244	21,500
SEP	28,853	22,069	22,633	22,043	590	22,600
OCT	29,941	22,500	19,904	22,687	-2,783	19,900
NOV	26,144	17,673	21,359	22,815	-1,456	21,400
DEC	28,954	21,411	23,875	23,906	-31	23,900
JAN	26,999	18,662	21,136	24,435	-3,299	21,100
FEB	25,505	19,308	21,081	22,165	-1,084	21,100
MAR	28,159	22,693	24,697	22,075	2,622	24,700
TOTAL	323,378	267,510	250,073	268,000	-17,927	250,100



INVESTMENT RETURNS (CUMULATIVE)

	Actuals 12/13	Actuals 13/14	Actuals 14/15	Budget 14/15	Variance	Forecast 14/15
APR	21,489	23,889	16,720	18,541	-1,821	16,700
MAY	45,060	49,710	34,637	40,637	-6,000	34,600
JUN	72,340	75,634	55,235	61,858	-6,623	55,200
JUL	100,567	101,294	73,929	85,171	-11,242	73,900
AUG	128,823	123,194	95,388	107,874	-12,486	95,400
SEP	157,676	145,263	118,021	129,917	-11,896	118,000
OCT	187,617	167,763	137,925	152,604	-14,679	137,900
NOV	213,761	185,436	159,284	175,419	-16,135	159,300
DEC	242,715	206,847	183,159	199,325	-16,166	183,200
JAN	269,714	225,509	204,295	223,760	-19,465	204,300
FEB	295,219	244,817	225,376	245,925	-20,549	225,400
MAR	323,378	267,510	250,073	268,000	-17,927	250,100

BUDGET FOR 2014/15 268,000
 FORECAST OUTTURN 250,100

CODE:- **YHAA 96900**

N.B.

These are the gross interest receipts rather than the interest remaining in the General Fund

Fund Average 0.5762%
 7 Day LIBID 0.3476%
 3 Month LIBID 0.4165%

