

Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG



Despatched: 29.04.16

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 10 May 2016 to transact the under-mentioned business.

Chief Executive

## AGENDA

Apologies for absence

1. To elect a Member to be Chairman for 2016/17
2. To elect a Member to be Vice Chairman for 2016/17
3. To approve as a correct record the minutes of the meeting of the Council held on 26 April 2016 To follow
4. Declarations of Interest
5. Appointment of Chairmen, Vice Chairmen and membership of Committees 2016/17 (Pages 1 - 2)  
(Appendices to follow)
6. Scheme of Delegations
  - a) to agree delegations to Committees (as set out in Parts 3-12 of the Constitution) and to confirm/approve delegations to Officers (as set out in Part 13 of the Constitution) (Pages 3 - 76)
  - b) to note the delegations of executive functions and appointments to the Cabinet made by the Leader To follow
7. Calendar of Meetings for the municipal year 2016/17 (Pages 77 - 80)
8. To appoint representatives on other organisations (Pages 81 - 82)  
(Appendices to follow)

9. Matters considered by the Cabinet

a) Sevenoaks District Community Plan 2016-19

(Pages 83 - 146)

10. To note the outgoing Chairman's Report

To follow

**The Annual Meeting of the Council will be followed immediately by a special meeting of the Cabinet.**

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, or have any other queries concerning this agenda or the meeting please contact Democratic Services Team on 01732 227199 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

**APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERSHIP OF COMMITTEES  
2016/17**

**Annual Council - 10 May 2016**

Report of                      Chief Officer Corporate Services

Status:                        For Decision

Key Decision:              No

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**Contact Officer**        Vanessa Etheridge Ext. 7199

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**Recommendation to Annual Council:** That the appointments of Chairmen, Vice Chairmen and membership of Committees for 2016/17, attached as an Appendix to this report, be approved.

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**Introduction and Background**

- 1        At each Annual meeting of Council and beginning of the Municipal year, Members are asked to agree the Chairmen, Vice Chairmen and membership of Committees in line with the Council's Constitution and decision making structure.

**Key Implications**

Financial

None directly arising from this report.

Legal Implications and Risk Assessment Statement

None directly arising from this report.

Equality Impacts

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.

**Appendices**                                      Council Committee Memberships (To follow)

**Background Papers:**                      [Council's Constitution](#)

**Jim Carrington-West**  
**Chief Officer Corporate Services**

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## **PART 3 -STANDARDS COMMITTEE**

### **1. Establishment**

- 1.1 The Council will establish a Standards Committee.

### **2. Composition**

- 2.1 Standards Committees have to comply with the political balance rules under the Local Government Act 1972.

### **3. Membership**

- 3.1 The Standards Committee will be composed of:
- Seven Members other than the Leader of the Council and no more than one Member selected from a particular Parish Boundary.
  - Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011.
  - Up to two co-opted Members of a Parish or Town Council (a Parish/Town Council Member)

### **4. Voting**

- 4.1 All Sevenoaks District Council members of the Committee will be entitled to vote at meetings of the Committee.
- 4.2 Any Co-opted Parish or Town Council representatives would not have voting rights.

### **5. Quorum**

- 5.1 The quorum of the Standards Committee will be three voting members.

### **6. Number of meetings**

- 6.1 At least one meeting will be held each year.

### **7. Role and Function (Terms of Reference)**

- 7.1 To discharge the functions as set out in Part 1, Chapter 7 of the Localism Act 2011 including:
- (a) to promote and maintain high standards of conduct by Members and Co-opted Members of the District Council and to make recommendations to Council on improving standards;

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- (b) to advise and assist Parish/Town Councils and Parish/Town Councillors to maintain high standards of conduct and to make recommendations to Parish/Town Councils on improving standards;
- (c) to advise the District Council on the adoption of or revisions to its Code of Conduct;
- (d) to advise, train or arrange to train Members, Co-opted Members of the District Council on matters relating to the Code of Conduct;
- (e) to assist the Members and Co-opted Members of the District Council to observe their respective Codes of Conduct;
- (f) to monitor and assess the operation and effectiveness of the District Council Code of Conduct and to review and manage the Arrangements for dealing with Code of Conduct Complaints;
- (g) to advise on local ethical governance protocols and procedures;
- (h) to maintain oversight of the District Council's arrangements for dealing with Code of Conduct complaints;
- (i) to act as an advisory body in respect of any ethical governance matter;
- (j) to monitor and review the procedures for the Register of Members' Interests including reviewing interests other than Disclosable Pecuniary Interests (DPIs) called Non Pecuniary Interests (NPIs);
- (k) to receive reports from the Monitoring Officer on the number and nature of complaints received and action taken as a result in consultation with the Independent Person;
- (l) to receive the Monitoring Officer's annual report which includes a summary of the District Council's ethical governance arrangements;
- (m) to appoint a Sub-Committee being a Standards Assessment Working Party to consider complaints of an extremely serious nature or other similar exceptional circumstance that may exist as set out within the procedures entitled "Arrangements for dealing with Code of Conduct Complaints under the Localism Act 2011";
- (n) to appoint a Sub-Committee being a Standards Hearing Sub Committee following an investigation and finding that a breach of the Code of Conduct has occurred and no informal resolution can be found in accordance with "Arrangements for Dealing with Code of Conduct Complaints under the Localism Act 2011";

- (o) delegated authority to grant dispensations pursuant to S33(2) of the Localism Act 2011 only if, after having had regard to all relevant circumstances, it is considered that:
- without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business (s.33(2)(b) of Part 1, Chapter 7 of the Localism Act 2011;
  - granting the dispensation is in the interests of persons living in the authority's area (s.33(2)(c) of Part 1, Chapter 7 of the Localism Act 2011;
  - it is otherwise appropriate to grant a dispensation (s.33(2)(e) of Part 1, Chapter 7 of the Localism Act 2011.

## **8. Standards Assessment Working Party (Terms of Reference)**

- 8.1 It is recognised that complaints may be received which are of an extremely serious nature or other similar exceptional circumstances exist as set out within the procedures entitled "Arrangements for Dealing with Code of Conduct Complaints under the Localism Act 2011". In such a situation the Monitoring Officer can set up a Working Party comprising three members of the Standards Committee.
- 8.2 The Working Party will examine thoroughly the contents of the complaint and after consultation with the Independent Person make recommendations to the Monitoring Officer on whether an investigation should take place.
- 8.3 The Working Party will produce a written summary of its consideration of the complaint to include the main points considered, its conclusion on the complaint and the reasons for that conclusion.

## **9. Standards Hearings Sub-Committee (Terms of Reference)**

- 9.1 A Sub-Committee comprising three voting Members of the Standards Committee having a quorum of three established to conduct Hearings into allegations referred to it by the Monitoring Officer that a Member or Co-opted Member (the Subject Member) has failed to comply with the relevant Code of Conduct appertaining to that Subject Member.
- 9.2 To hold a hearing and make a determination in relation to a complaint referred to it by the Monitoring Officer alleging a breach of the Code of Conduct appertaining to the Subject Member.
- 9.3 Where the Sub-Committee determines that a Subject Member has failed to comply with the Subject Member's Code of Conduct to determine what action to take in respect thereof including the power to make recommendations to the Subject Member's Council and power to instruct

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the Monitoring Officer to publicise its decision on the District Council's web site and/or newspaper circulating in the locality.

- 9.4 To give notice in writing of any of its determinations including the reasons for such determination.

### **10. Standards Sub-Committee for Granting Dispensations**

- 10.1 The Sub-Committee can be summoned by the Monitoring Officer to grant dispensations in accordance with its delegated powers referred to above at paragraph 7.1(n).
- 10.2 The Sub-Committee will comprise three voting Members of the Standards Committee having a quorum of three.
- 10.4 A written record of the Sub-Committee decision will be made and given to the Monitoring Officer. The written record will specify the reasons for the Sub-Committee's decision and if a dispensation is granted the written record will evidence the name of the Member or Co-opted Member receiving the dispensation and the period for which it has effect.

### **11. Codes and Protocols**

- 11.1 High standards lie at the root of the Council's activities and the work of the Standards Committee is supported by policies and protocols including:

Members' Code of Conduct

Arrangements for Dealing with Code of Conduct Complaints under the Localism Act 2011

Procedure for Making a Recommendation for the Appointment of an Independent Person

Protocol on Gifts and Hospitality

Members' Register of Interest Form

Powers to Grant Dispensations

Guidance of Disclosure of Confidential Information by Members



## **PART 4 - EXECUTIVE**

### **1. Role**

- 1.1 The Executive (known as the Cabinet) will carry out all of the District Council's functions which are not the responsibility of any other part of the District Council, whether by law or under this Constitution.

### **2. Form and Composition**

- 2.1 The Cabinet will consist of the Cabinet Leader together with at least 2, but not more than 9, Members appointed to the Cabinet by the Council Leader. It will usually be Chaired by the Leader. The membership of Cabinet can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

### **3. Leader**

- 3.1 The Leader will be a Member elected to the position of Leader by the Council. The Leader will hold office until:
- (a) he/she resigns from the office; or
  - (b) he/she is no longer a Member; or
  - (c) the expiry date of his/her fixed term of office as Leader, which is the date of the post-election annual meeting which follows his/her election as Leader (e.g. for a Leader elected at the Annual Council in May 2011, the period of election will continue to the Annual Meeting in May 2015); or
  - (d) he/she is removed from office by resolution of the Council.
- 3.2 In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting.

### **4. Other Cabinet Members**

- 4.1 The Leader must appoint one of the Executive as Deputy Leader, who will hold office until the end of the Leader's term of office, unless:
- (a) he/she resigns from the office; or
  - (b) he/she is no longer a Councillor; or
  - (c) he/she is removed from office by the Leader, who must give written notice of any removal to the Chief Executive. The removal will take effect two clear working days after receipt of the notice by the Chief Executive.

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- 4.2 Where a vacancy occurs, the Leader must appoint another Deputy Leader.
- 4.3 If for any reason the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.
- 4.4 If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Cabinet shall act in the Leader's place or arrange for another Member of the Executive to act in his/her place.
- 4.5 Other Cabinet members shall be appointed by the Leader who shall notify the Council of their appointment and they shall hold office until:
  - (a) they resign from office; or
  - (b) they are no longer Members; or
  - (c) they are removed from office on the expiry date of their appointed term of office, save that the Leader may remove the Cabinet Member from office at an earlier date if he/she so decides. The Leader must give written notice of any early removal of a Cabinet Member to the Chief Executive and the removal will take effect two clear working days after receipt of the notice by the Chief Executive.

## 5. Cabinet Procedure Rules

### Who may Make Executive Decisions?

- 5.1 The Leader will decide how executive functions are to be exercised.
- 5.2 The Leader may provide for Executive functions to be discharged by:
  - i) the Executive as a whole;
  - ii) a Committee of the Executive;
  - iii) an individual Member of the Executive;
  - iv) an officer; or
  - v) joint arrangements.

### Delegation by the Leader

- 5.3 At the first Annual Meeting of the Council after a whole Council election, the Leader will present to the Council a written record of delegations made by him/her for inclusion in the Council's scheme of delegation set out below. The document presented by the Leader will contain the following information about Executive Functions in relation to the coming year:

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- (a) the names and addresses of the people appointed to the Cabinet by the Leader;
- (b) the extent of any authority delegated to Cabinet members individually, including details of the limitation on their authority;
- (c) the terms of reference and constitution of such Cabinet Committees as the Leader appoints and the names of Cabinet members appointed to them;
- (d) the nature and extent of any delegation of Executive Functions to Area Committees, any other authority or any joint arrangements and the names of those Cabinet members appointed to any joint committee for the coming year; and
- (e) the nature and extent of any delegation to Officers with details of any limitation on that delegation, and the title of the Officer to whom the delegation is made.

#### Further Delegation of Executive Functions

- 5.4 Where the Cabinet, a Committee of the Cabinet (if one is established) or an individual member of the Cabinet is responsible for an Executive Function, they may delegate further to joint arrangements or an Officer.
- 5.5 Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an Officer.
- 5.6 Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- 5.7 Even where Executive Functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.
- 5.8 The Council's Scheme of Delegation and Executive Functions:
  - (a) Subject to (b) below the Council's scheme of delegation will be subject to adoption by the Council and may only be amended by the Council.
  - (b) The Leader may amend the scheme of delegation relating to Executive Functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the

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withdrawal of delegation from any person, body, Committee or the Cabinet as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.

- (c) Where the Leader seeks to withdraw delegation from a Committee, notice will be deemed to be served on that Committee when he/she has served it on its Chairman.
- (d) Where a Cabinet member would normally exercise Executive Functions delegated to him/her in respect of any matter but is unable to do so because of absence or indisposition, a decision on the matter may be taken by the Leader, by the Cabinet or by a Committee of the Cabinet.
- (e) Where a Cabinet member would normally exercise Executive Functions delegated to him/her in respect of any matter but has a Disclosable Pecuniary interest in that matter as defined in the Members' Code of Conduct (Appendix Q - Members' Code of Conduct) he/she shall not exercise those delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet or a Committee of the Cabinet and the normal rules for declaration of interests at meetings shall apply.

### 5.9 Conflicts of Interest:

- (a) Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct. (Appendix Q - Members' Code of Conduct)
- (b) If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct. (Appendix Q - Members' Code of Conduct)
- (c) If the exercise of an Executive Function has been delegated to a Committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Member' Code of Conduct. (Appendix Q - Members' Code of Conduct)

5.10 The Cabinet will meet normally 10 times per year at times to be agreed by the Leader. The Cabinet shall meet at the Council's main offices or another location to be agreed by the Leader.

5.11 Except in those cases where the Cabinet or a Committee of the Cabinet is discussing confidential or exempt information under the Access to Information Procedure Rules (Appendix A - Access to Information Procedure

Rules), every meeting of the Cabinet or Committee of the Cabinet at which decisions are to be made will be held in public.

5.12 The quorum for a meeting of the Cabinet, or a Committee of it, shall be one half of the total number of members of the Cabinet or a Committee including the Leader or person presiding in the Leader's absence.

5.13 (a) Cabinet decisions which have been delegated to the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Procedure Rules (Appendix A - Access to Information Procedure Rules).

(b) Where Cabinet decisions are delegated to a Committee of the Cabinet, the rules applying to Cabinet decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.

#### How are Cabinet Meetings Conducted?

5.14 Who Presides? If the Leader is present he/she will preside. In his/her absence, the Deputy Leader will preside. In the absence of both the Leader and Deputy Leader, then a person appointed to do so by those present shall preside.

5.15 Who May Attend?

(a) Local Members will be invited to appropriate meetings of the Cabinet when issues are being discussed which affect their particular areas and to speak on them.

(b) The Chairman may invite any Member of the Council who is not a member of the Cabinet to speak on any particular matter. The Chairman shall extend such an invitation to a Member who has moved a motion which has been referred to the Cabinet.

(c) There will be a period of 15 minutes set aside for questions from Members.

5.16 What Business? At each meeting of the Cabinet the following business will be conducted:

(a) consideration of the minutes of the last meeting;

(b) declarations of interest, if any;

(c) matters referred to the Cabinet (whether by an Advisory Committee, the Scrutiny Committee, the Audit Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the appropriate Procedure Rules or the Budget and Policy

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Framework Procedure Rules (Appendix B - Budget and Policy Framework Procedure Rules) of this Constitution;

- (d) consideration of reports from an Advisory Committee, the Scrutiny Committee or the Audit Committee; and
  - (e) matters set out in the agenda for the meeting, which shall indicate those that are key decisions and those that are not in accordance with the Access to Information Procedure Rules (Appendix A - Access to Information Procedure Rules).
- 5.17 Consultation - All reports to the Cabinet from any member of the Cabinet or an Officer on proposals relating to the budget and policy framework must contain details of the nature and extent of consultation with stakeholders and Committees, and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

### Who can put Items on the Cabinet Agenda?

- 5.18 The Leader will decide upon the schedule for the meetings of the Cabinet. He/she may put on the agenda of any Cabinet meeting any matter which he/she wishes, whether or not authority has been delegated to the Cabinet, a Committee of it or any Member or Officer in respect of that matter. The Chief Executive will comply with the Leader's requests in this respect.
- 5.19 Any member of the Cabinet may require the Chief Executive to make sure that an item is placed on the agenda of the next available meeting of the Cabinet for consideration. If he/she receives such a request the Chief Executive will comply.
- 5.20 There will be a standing item on the agenda of each meeting of the Cabinet for matters referred by the Advisory Committees, Scrutiny Committee and the Audit Committee and Cabinet will send a formal response to the next appropriate meeting of that Committee explaining how the comments from the Committee was taken into account when making a decision.
- 5.21 Any Member may ask the Leader to put an item on the agenda of a Cabinet meeting for consideration, and if the Leader agrees the item will be considered at the next available meeting of the Cabinet. The notice of the meeting will give the name of the Member who asked for the item to be considered.
- 5.22 The Chief Executive, the Monitoring Officer and/or the Section 151 Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the Chief Executive to call such a meeting in pursuance of

their statutory duties. In other circumstances, where any two of the Chief Executive, the Monitoring Officer and/or the Section 151 Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.

## **6. How Decisions are Made**

- 6.1 The Cabinet is the part of the Council which is responsible for most day-to-day decisions. When major decisions are to be discussed or made, these are published in the Cabinet's Notice of Key Decisions in so far as they can be anticipated.
- 6.2 All decisions which are to be discussed with Council Officers at a meeting of the Cabinet, will generally be open for the public to attend except where personal or confidential matters are being discussed.
- 6.3 The Cabinet has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework or recommend changes to policy, this must be referred to the Council as a whole to decide.

## **7. Responsibility for Functions**

- 7.1 The Leader will maintain a list setting out which individual members of the Cabinet, Committees of the Cabinet, Officers or joint arrangements are responsible for the exercise of particular Executive Functions.

## **8. Support Groups to Cabinet**

- 8.1 The Cabinet may form advisory committees from time to time to assist with its work, especially with the formulation of policies within the Policy Framework. These advisory committees will be constituted on the basis of political proportionality and must not include members of the Scrutiny Committee to which they may also report direct. The membership and terms of reference of these advisory committees are set out in Appendix R - Cabinet Advisory Committees.





## **PART 5 - SCRUTINY FUNCTION**

### **1. Introduction**

- 1.1. There is one Scrutiny Committee to discharge the functions conferred by Section 9F of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole.

### **2. Role and Scope**

- 2.1 The role and scope of the Scrutiny Committee is:
- (a) to undertake and report on the Scrutiny role in relation to all matters within the Council's scope of responsibility;
  - (b) to oversee the Council's compliance with the "Councillor Call for Action" pursuant to relevant legislation; and
  - (c) to oversee the Council's compliance with the Police and Justice Act 2006.

### **3. Specific Functions**

- 3.1 The Scrutiny Committee has the power to:-
- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
  - (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
  - (c) question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
  - (d) make recommendations to the Cabinet and /or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
  - (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance;
  - (f) question and gather evidence from any person (with their consent); and

- (g) “call in” key decisions which have been taken but not yet implemented in accordance with Appendix C - Scrutiny Committee Procedure Rules.

#### **4. Membership**

- 4.1 The Scrutiny Committee will comprise a permanent Chairman and Vice Chairman, and 9 other elected Members, that follow the political proportionality of the Council. No Members of the Committee may be members of the Cabinet, their deputies or members of any of the Cabinet Advisory Committees. The membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

## **PART 6 - AUDIT COMMITTEE**

### **1. Introduction**

- 1.1 The Council will appoint the Audit Committee to discharge the functions conferred by the Accounts and Audit Regulations 2015 in relation to the matters set out below and specifically to consider the Council's Financial and Governance arrangements, relating to the system of internal control and the effectiveness of internal audit, the annual governance statement; including the arrangements for the management of business risks, in compliance with Regulations 3 and 6 of the Accounts and Audit Regulations 2015 and any subsequent legislation.
- 1.2 The number of meetings and Terms of Reference of the Audit Committee may be reviewed from time to time by the Governance Committee which may report to the Council.

### **2. Membership of the Committee**

- 2.1 All Members of the Council, except members of the Cabinet or their deputies and the Chairman of the Council, may be members of the Audit Committee. However, no Member may be involved in reviewing a decision in which he/she has been directly involved.
- 2.2 The Committee will be made up of 9 elected Members, one of which shall serve as Chairman, that follow the political proportionality of the Council. The Chairman will not be a member of any Cabinet Advisory Committee. The membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.
- 2.3 The Audit Committee shall be entitled to recommend to Council the appointment of up to two additional co-opted non-voting members. Any co-opted members must have the necessary technical knowledge and skills to be of value to the business of the Committee.

### **3. Terms of Reference of the Audit Committee**

#### Audit Activity

- (a) To review, in collaboration with the Audit, Risk and Anti-Fraud Manager, the Internal Audit Charter on an annual basis and to consider and approve any further development of the Council's Internal Audit Charter, Strategy or terms of reference such as shall be appropriate.
- (b) To consider and approve the annual internal audit plan, including a summary of internal audit activity regarding the level of assurance that it can give over the Council's internal control, corporate

governance and risk management arrangements. Further, to commission work as required from both Internal and External Audit.

- (c) To consider the Audit, Risk and Anti-Fraud Manager's annual report and assurance opinion.
- (d) To consider quarterly progress reports from the Audit, Risk and Anti-Fraud Manager regarding the progress of the Annual Internal Plan. The Committee may request to review any individual audit report should they or the Audit, Risk and Anti-Fraud Manager deem it appropriate to do so.
- (e) To consider a report on the progress of all recommendations made by internal audit and other external regulatory or review agencies.
- (f) To receive and consider the annual report on the review of the effectiveness of the internal audit function.
- (g) To consider confidential reports on investigations carried out by Internal Audit of suspected fraud; corruption or bribery allegations within the Council or its partners.
- (h) To make proper arrangements regarding the appointment of the Council's External Auditor; to consider the appointed External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- (i) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (j) To consider any external audit report resulting from the Statement of Accounts and any recommendations and comments received from the District Auditor.

### Regulatory Framework

- (k) To maintain an overview of the effective development and operation of corporate governance and risk management in the Council, and to monitor compliance with statutory duties and the Council's Constitution in respect of Financial and Contract Procedure Rules.
- (l) To monitor Council policies on 'Raising Concerns at Work'; the anti-fraud and anti-corruption strategy; the Bribery Act; and the Council's complaints process; including the Council's whistleblowing arrangements.

- (m) To consider and approve the Council's Annual Governance Statement and recommend its adoption to Council
- (n) To monitor the Council's arrangements for corporate governance and if necessary to recommend actions to ensure compliance with best practice; and to also consider compliance with the Council's own and other published standards and controls.
- (o) To receive and consider reports from the monitoring officer on lawfulness and/or maladministration; to review any issue referred by the Chief Executive, a Chief Officer, or a Statutory Officer.
- (p) To monitor the implementation of the Members' Allowance Scheme.

#### Accounts

- (q) To review the annual Statement of Accounts. Specifically to consider whether appropriate accounting policies, including International Financial Reporting Standards, have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (r) To approve the Statutory Statement of Accounts when the deadline for approval does not allow approval by full Council.
- (s) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts, and comments received from the District Auditor.

### **4. Audit Committee Procedure Rules**

- 4.1 The Committee will conduct their proceedings in accordance with the applicable Committee protocols as specified within Section 33 of Part 2 of the Council's Constitution, and with the further Procedure Rules set out below.

#### Appointment of Sub-Committees/Working Groups

- 4.2 The Committee may appoint Sub-Committees or working groups. These may be appointed for a fixed period or until the next Annual Council meeting.

#### Procedure at Meetings of the Audit Committee

- 4.3 The Audit Committee shall consider the following business:
  - (a) minutes of the last meeting;

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- (b) declarations of interest;
- (c) responses of the Council, Cabinet or Council Committees to the Committee's reports or recommendations; and
- (d) the business otherwise set out on the agenda for the meeting.

### Meetings of the Audit Committee

- 4.4 There shall be four ordinary meetings of the Committee in each year. In addition, other meetings may be called from time to time as and when appropriate. A meeting of the Committee may be called by the Chairman of the Committee, by a quarter of the members of the Committee or by the Chief Executive (in consultation with the Chairman or Vice-Chairman, if available) if he considers it necessary or appropriate.
- 4.5 The Audit Committee shall periodically set aside time during a meeting where any matters pertaining to the remit of the Committee may be discussed with the Audit, Risk and Anti-Fraud Manager without the presence of other officers of the Council. The Chairman of the Committee will also meet informally with the Audit, Risk and Anti-Fraud Manager and other relevant officers as appropriate prior to all ordinary meetings.

### Work Plan

- 4.6 The Audit Committee will be responsible for setting its own Work Plan and in doing so shall take into account the wishes of all members on the Committee and in consultation with key officers of the Council.

### Agenda Items

- 4.7 Any member of the Audit Committee shall be entitled to give notice to the Chief Executive that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Chief Executive will ensure that it is included on the next available agenda and the Chairman will be informed.
- 4.8 The Audit Committee shall also respond, as soon as work plans permit, to requests from the Council and if it considers it appropriate, the Cabinet or other Committees, to review particular areas of Council activity relevant to the functions of the Committee.

### Reports and Recommendations from the Audit Committee

- 4.9 Once it has formed recommendations, the Audit Committee will submit these in writing to the Chief Executive for consideration by the Cabinet, Council or the relevant Committee. Whenever possible a response to the submitted report and/or recommendations of the Committee will be formed within two months of it being submitted to the Chief Executive.

Members and Officers Attending Committee

- 4.10 In discharging its terms of reference, the Audit Committee may require any member of the Cabinet, the Chairman of a Committee, the Chief Executive, and/or any Chief Officer to attend before it to answer questions in relation to matters within their remit. For the avoidance of doubt, such a person may be required to answer questions on the Council's relationships with partner organisations, contractors and/or other public bodies, providing that person is responsible for managing that relationship as part of their duties. It is the duty of those persons to attend if so required.
- 4.11 Where any Member or Officer is required to attend the Audit Committee under this provision, the Chairman of the Committee will inform the Chief Executive. The Chief Executive shall inform the Member or Officer in writing giving at least five clear working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend and whether any papers are required to be produced for the Committee. Where the Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 4.12 Where the Member or Officer is unable to attend on the required date, then the Committee shall in consultation with the Member or Officer arrange an alternative date for attendance to take place as soon as practically possible.

Attendance by Others

- 4.13 In discharging its terms of reference, the Audit Committee may review the performance/governance of partner organisations, contractors and/or other public bodies. It may also invite people other than those people referred to in paragraph 4.10 to provide it with a report, address it and/or answer questions that may be appropriate to the Committee's remit.

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## PART 7 - DEVELOPMENT CONTROL COMMITTEE

(Please also refer to Appendix N - Development Control Protocol)

### 1. Terms of Reference of the Committee

- (a) All planning, listed building and advertisement applications.
- (b) Revocation, modification and discontinuance orders and planning agreements relating to planning applications.
- (c) Enforcement of planning control; including the issue of Enforcement notices, listed building Enforcement notices, stop notices and abatement notices, and Enforcement and prosecution of contraventions of tree preservation orders, including the requirement for replacement planting.
- (d) Preservation and planting of trees, including the consideration of appeals against tree preservation orders and applications made thereunder.
- (e) All matters arising out of the operation of the Hedgerow Regulations 1997 or any subsequent changes thereto; and,
- (f) All decisions of the Council as Hazardous Substance Authority.

### 2. Membership of the Committee

19 Members of the Council to be chosen according to political proportionality rules. The Membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

### 3. Procedure at Development Control Committee and Site Inspections

- (1) *This code will be applied in such a way that the right of the Chairman of the Committee to control the debate will be maintained.*
- (2) *“Local Member” means the Member for the District Council ward affected by a planning application which is to be included on an agenda for consideration by the Development Control Committee.*
- (3) *The agenda for the Development Control Committee will be dispatched a minimum of 5 working days before the meeting eg on the Wednesday of the preceding week for a Thursday Committee meeting. It is incumbent on Members of the Committee to ensure that they remain impartial and receptive to all points of debate before reaching a decision to vote on an application.*

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- 3.1 The Chairman, Vice Chairman and other Members, whether or not Members of the Committee, should recognise the effect that their behaviour can have on the public's perception of the Council and should conduct themselves accordingly. Members should represent the interests of the District as a whole.
- 3.2 Members should remain at meetings of the Committee until the end of the meeting unless they have a compelling reason not to do so.
- 3.3 Where a planning application has been submitted by the District Council and the appropriate Cabinet Member (responsible Portfolio Holder) is a Member of the Committee, that Member is strongly advised to leave the meeting when the matter is considered and not take part in the discussion or voting. Members should also be informed when an application on Council-owned land is to be considered by the Committee even if the applicant is not the District Council.
- 3.4 The Development Control Committee operates in a quasi-judicial manner. Accordingly, Members who enter the meeting during discussion of an application, or are not present during the whole of the discussion, should not vote on the application as they will not have heard all the arguments for and against the proposal. Members must make declarations of Interest, Lobbying and Pre-determination before any applications are debated. Copies of lobbying material received should where practicable be forwarded to the Chief Planning Officer.
- 3.5 Any Local Member who wishes to reserve an item for debate at Development Control Committee is asked to notify the Chairman/Vice Chairman prior to the meeting.

Subject to the Chairman's right to control the debate:

- (a) Any reports deferred for any reason from previous meetings of the Committee will normally be reserved for debate.
- (b) The Chairman will indicate those applications in respect of which members of the public have asked to speak, which shall automatically be reserved for debate.
- (c) When a Local Member has indicated to the Chairman of the Committee that s/he would wish to address the Committee on a particular application, the application will be reserved by the Chairman for subsequent discussion.
- (d) The Chairman will then read out the details of each remaining planning application from the index to the report, so that Members of the Committee who wish to move an amendment to the Chief Planning Officer's recommendation or make a comment on any

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particular application may so indicate, when such applications will automatically be reserved for debate.

- (e) The Chairman will then put all unreserved items to the vote en bloc; and,
- (f) The Chairman will then deal with items before the Committee in the following order:
  - (i) Items deferred from previous meetings of the Committee.
  - (ii) Items with public speakers.
  - (iii) Items reserved by Members of the Committee.
  - (iv) Enforcement cases.
  - (v) Amendments or variations to existing permissions; and,
  - (vi) Objections to Tree Preservation Orders.

3.6 In respect of any item reserved for debate the following procedure will be followed:

- (a) The Chairman will read out the application reference and address. The Officer will introduce the item and outline the key considerations and constraints, summarise the consultation responses and representations and provide the recommendation.
- (b) Address to Committee:- Speakers, who have previously registered to do so are invited to address the Committee in the following order, for a maximum of 3 minutes, (Local Members will have 4 minutes):
  - (i) A member of the public wishing to speak against the application.
  - (ii) The applicant, agent or another member of the public wishing to speak in favour of the application.
  - (iii) The Local Council representative (Town Council or Parish Council)
  - (iv) The Local Member(s) (whether or not a Member of the Committee) wishing to speak for a maximum of 4 minutes speech time. (Normal rules relating to motions and amendments as set out in the Constitution apply).
- (c) Those addressing the Committee including the local member(s) will not normally participate further in respect of that item. However, at

the Chairman's discretion any of the initial speakers or local members may be asked a question of clarification. Any local Member who is a member of the Committee and speaks at the start of the item and has not uttered a prejudicial view will continue to be allowed to debate and vote on the item.

- (d) Members of the Committee will have the opportunity to ask questions of the Officers present.
- (e) Normal discussion of the Planning merits will then take place.
- (f) If a Member wishes to raise a new aspect to the debate on the item as a result of information brought to light during the debate then they will be allowed to do so at the discretion of the Chairman.
- (g) Members are requested not to speak at length on items where they are in full agreement either with the Officers' report or with the views of a Member who has spoken earlier in the discussion.
- (h) The vote will be taken after a motion has been moved and seconded, and after the Chairman, or other mover of a motion, has summed up. The Chairman will advise the meeting on the result of the vote including whether planning permission has been granted, refused etc.
- (i) The Legal Officer will inform the Chairman (unless already requested) of a need for him/her to advise the Committee in respect of any issues that arise from the debate, to ensure that the decision is based upon accurate and relevant law and to advise the Committee with regard to the legal impact of any proposed recommendation or motion.

### Decisions Contrary to Officer Recommendation

- 3.7 All Members are encouraged to raise any queries or issues they may have regarding a specific application report with the appropriate Area Team Manager as soon as possible, and in any event before the Chairman's briefing. This will enable Officers to consider the issues raised and discuss them with the Chairman.
- 3.8 Under normal circumstances a Member, having considered the Officers report and who has any factual questions or concerns about an aspect of that report, may contact the Development Control Manager or the Chief Planning Officer. This will enable such matters to be discussed at the Chairman's briefing, that normally takes place 2 working days before the Committee meeting, and to prepare for any additional advice for the meeting. If a Member's concerns relate to matters which require a visual assessment, the Area Team Manager or the Chief Planning Officer may discuss the desirability of arranging a Committee Site Inspection with the

Chairman. Committee Members are encouraged to attend these Site Inspections whenever possible.

- 3.9 On receipt of concerns from a Committee Member, the Development Control Manager or the Chief Planning Officer may choose to withdraw the report from the agenda to allow for further discussion or re-assessment.
- 3.10 A Planning Officer if so requested should assist in giving general policy reasons for refusal or conditions for approval to be attached to any permission. In the event of an appeal or a judicial review, it is imperative that the correct grounds for refusal or conditions for approval be cited on the published notice of decision.
- 3.11 In the event of a motion contrary to the Officer's recommendation being formally moved, the Officer(s) present will have the opportunity to address the Committee on the implications of such a decision having regard to the provisions of the Development Plan and all other material considerations, inclusive of implications for any subsequent appeal, before a vote on the motion is taken. Where appropriate the Officer may recommend to the Chairman (whose sole decision it shall be whether to accept that recommendation) that a decision on the application be deferred to enable a further report to be presented to the Committee addressing these issues raised by the debate and the implications.
- 3.12 Where a decision to grant or refuse permission contrary to the Officer recommendation occurs the reasons for such a decision taken by Committee should be clearly minuted. In the event of an appeal where the Committee has made a decision contrary to Officer advice, the appropriate Local Member or a Member of the Committee is expected to be actively involved in the Appeal if by written representation and to attend any Hearing or Public Enquiry when such is held.

#### Report Deferrals

- 3.13 Any decision to defer a report should be taken BEFORE any other decision to approve or refuse the report. Should the Committee be minded to refuse/approve the report pending deferral to await further information, then, when the report comes back to the Committee, debate must centre around the effect of the additional information on the proposal keeping in mind the opinion to approve or refuse voiced in the first instance. Public speakers may not speak again.
- 3.14 Should a report be deferred for further information without the Committee's opinion on whether it is minded to approve or refuse, then a debate may take place on the whole of the report together with the additional information.

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- 3.15 If a report is withdrawn or deferred without the opportunity for a registered public speaker to present their views then the public speaker(s) will be given the opportunity to address the Committee when the item is re-presented for decision.
- 3.16 Members may feel that the application should be viewed on site before a decision is made in which case an amendment/resolution for a Site Inspection is put to the Committee and, if approved, a set procedure is then followed at the Site Inspection.

### Site Inspections

- 3.17 A single Site Inspection time will be used for applications deferred by Committee and those identified for a pre-meeting inspection. This inspection will usually take place on the day of the Committee meeting.
- 3.18 Sites for pre-meeting inspections should be identified to the Chairman by Development Control Committee or Local Members at the earliest possible opportunity and in any event a full 3 working days before the Committee meeting, eg by 5pm on a Monday when the Committee meeting is at 7pm on a Thursday.
- 3.19 The Site Inspection will be open for all Development Control Committee and Local Members to attend.
- 3.20 No representations will be heard at Site Inspections and no recommendation will be formulated or a vote taken. The purpose is to view relevant features on or around the site.
- 3.21 The inspection will then inform the debate at the following Development Control Committee meeting.
- 3.22 Members' Site Inspections will be carried out where applications are to be determined by the Development Control Committee. The Chairman, in consultation with the Chief Planning Officer, will normally identify the need for any Site Inspections in advance of the meetings. Members who believe that a Site Inspection is appropriate in a particular case are encouraged to contact the Chief Planning Officer as soon as possible. This will include selecting appropriate viewpoints. Only exceptionally should an item be deferred for a Site Inspection. All Site Inspections will only be arranged where the proposal to hold a Site Inspection fits at least one of the following criteria.
- 3.23 A Site Inspection may be determined to be necessary if;
  - i. Particular site factors are significant in terms of weight attached to them relative to other factors and it would be difficult to assess those factors without a Site Inspection.

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- ii. The characteristics of the site need to be viewed on the ground in order to assess the broader impact of the proposal.
  - iii. Objectors to and/or supporters of a proposal raise matters in respect of site characteristics, the importance of which can only reasonably be established by means of a Site Inspection.
  - iv. The scale of the proposal is such that a Site Inspection is essential to enable Members to be fully familiar with all site-related matters of fact.
  - v. There are very significant policy or precedent issues and where site-specific factors need to be carefully assessed.
- 3.24 When requesting the Chairman of the Development Control Committee to authorise a Site Inspection, the person making such a request (whether the Chief Planning Officer or an elected Member) must state under which of the above five criteria the Inspection is requested and must also provide supporting justification.
- 3.25 The purpose of a Site Inspection is to view the site and its surroundings and to relate the application proposals to the site. Officers will explain the submitted drawings. Neither the applicant nor any supporters or any objectors should take part. Where an applicant has to be present to allow access to the site, the visiting Members should stand away from him or her (or if necessary, ask the Applicant to stand away) and should not engage in any discussions.
- 3.26 Members should avoid any discussion of the merits of the case on site, on the journey to/from the site, or anywhere other than the Committee meeting.

Rules for Addresses to the Committee at Meetings of Development Control Committee

- 3.27 Addresses to the Committee will be allowed on planning applications being considered by the Development Control Committee. Public speaking will not be permitted on decisions made under the delegated authority of the Chief Planning Officer or on Enforcement items or Tree Preservation Orders.
- 3.28 Registering to Speak - Apart from Local Members, those wishing to speak must contact the District Council before 5pm on the day of the meeting at the latest. However at the Chairman's discretion, late registration may be accepted until the start of the meeting. Local Members have until the start of the meeting to register. Only one public speaker against the application and one public speaker supporting the application will be permitted except where the Chief Planning Officer or Development Control Manager instructs

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otherwise e.g. for special meetings of the Development Control Committee.<sup>1</sup>

- 3.29 Main Objector - the first objector (e.g. the objector whose request is received first by the Council) will be the public speaker and subsequent objectors will be so advised.
- 3.30 Main Supporter - where an applicant or agent indicates a desire to speak they will be given preference over other supporters.
- 3.31 Local Member(s) - will be able to speak for a maximum of 4 minutes.
- 3.32 Local Council - a representative of the Town or Parish Council(s) in which an application site is situated.
- 3.33 Time Limits - Only the main objector and main supporter may speak, each being allowed 3 minutes. A Local Council representative will be able to speak for a maximum of 3 minutes. A Local Member may speak for a maximum of 4 minutes. After the speaker has spoken there will not normally be an opportunity for any speaker to participate or address any of the issues raised in the subsequent debate. However, at the Chairman's discretion any of the initial speakers or local members may be asked a question of clarification. Any local Member who is a member of the Committee and speaks at the start of the item and has not uttered a prejudicial view will continue to be allowed to debate and vote on the item.
- 3.34 Visual Aids - All speakers are allowed to use visual aids such as plans, drawings, photos etc and these will be displayed on the projector in the meeting room during the speaker's speaking time. No other visual aids may be used. All speakers who wish to have permitted visual aids displayed must provide them to Development Services Team before 5pm at the latest the day before the meeting e.g. if the meeting is to be held on a Thursday then contact must take place before 5pm on the preceding Wednesday.  
  
*(Written information is not permitted to be used as a "visual aid" by public speakers.)*
- 3.35 Those applications in respect of which members of the public have asked to speak shall automatically be reserved for debate at the Committee.
- 3.36 If a report is withdrawn from the agenda or deferred without the opportunity for a registered public speaker to present their views then the

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<sup>1</sup> As an exception, a Local Member who is also a Member of the Committee may indicate a wish to address the Committee as a Speaker, during the declarations of interest or predetermination, as set out in the Agenda.



public speaker(s) will be given the opportunity to address the Committee when the item is re-presented for decision.

- 3.37 If an application is deferred after addresses to the Committee have taken place, then public speaking will not be permitted when the application is re-presented for decision. If an objector or supporter has not exercised their right to speak in the first instance then their right to speak is waived when the application is re-presented for decision.

#### Training

- 3.38 Members must not participate in decision making at meetings dealing with planning matters unless they have undertaken suitable training, including any training designated by the Cabinet as mandatory.
- 3.39 Members are encouraged to attend Planning training sessions, which will be provided from time to time, as these are designed to extend their knowledge of planning procedures, policies and practice.

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## **PART 8 - LICENSING COMMITTEE**

### **1. Licensing Committee**

1.1 Composition: Thirteen Members of the District Council reflecting the political proportionality of the Council

1.2 Terms of Reference

- (a) Except as provided in the Licensing Act 2003 and the Gambling Act 2005, the discharge of all functions of the District Council as licensing authority prescribed by those acts;
- (b) the issue, renewal, transfer, suspension and revocation of hackney carriage, private hire vehicle, driver and operator licenses;
- (c) applications for the licensing of sex establishments
- (d) the discharge of relevant functions relating to the Police Reform and Social Responsibility Act 2011; and
- (d) the discharge of all other functions relating to licensing and registration in so far as they are the responsibility of the District Council.

### **2. Licensing Hearing Sub-Committees**

2.1 The Licensing Committee has established four Licensing Hearing Sub-Committees. The Chief Executive will call a meeting of one of the sub-committees whenever there is business to be transacted.

Composition: Each Sub-Committee will contain three Members of the Licensing Committee. Any member of the Licensing Committee may act as a substitute on any of the Licensing Sub-Committees. Democratic Services must be notified by the members concerned of any substitutions at least one working hour prior to a sub-committee meeting.

2.2 Terms of Reference

Licensing Act 2003:

- (a) determination of application for the grant/ renewal of a personal licence where an objection notice has been given by the Police;
- (b) consideration of Police objection notice following conviction of personal licence holder;

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- (c) determination of application for the variation of a designated premises supervisor where a notice has been received from the Police;
- (d) determination of application for the transfer of a premises licence where a notice has been received from the Police;
- (e) determination of application for:
  - (i) premises licence;
  - (ii) club premises certificate;
  - (iii) provisional statement;
  - (iv) variation of premises licence / club premises certificates;
  - (v) review of a licence following an application by a senior police officer;where relevant representations have been made;
- (f) determination of application for the review of a premises licence/club premises certificate;
- (g) determination on review of premises licence following closure order;
- (h) consideration of Police or Environmental Health objection notice given in response to a temporary event notice; and
- (i) consideration of Police notice given in response to an interim authority notice.

### Gambling Act 2005:

- (a) determination of application for the grant/ variation/ transfer/ reinstatement of premises licence where relevant representations have been received.;
- (b) determination on review of premises licence;
- (c) determination of application for provisional statement where relevant representations have been received;
- (d) consideration of notice of objection to temporary use notice;
- (e) determination of application for the grant/ renewal of family entertainment centre gaming permit, club gaming permit, club machine permit, licensed premises gaming machine permit, gaming

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machine permit where relevant representations have been received;  
and

- (f) cancellation of club gaming permit, club machine permit, licensed premises gaming machine permit where relevant representations have been received.

Local Government (Miscellaneous Provisions) Act 1982 (as amended by  
Section 27, Policing and Crime Act 2009

- (a) determination of application for the grant/ renewal/ transfer of a sex shop, sex cinema or sexual entertainment venue

Town Police Clauses Act 1847, Public Health Act 1875 and Local  
Government (Miscellaneous Provisions) Act 1976

- (a) to exercise the Council's powers and duties in relation to the licensing of hackney carriages and private hire vehicles, including the licensing of vehicles, drivers and operators, the control of numbers of hackney carriages, the licensing of private hire operators and the granting of permits for small buses where the matter has been referred by the delegated officer.

### **3. Procedure at Sub-Committees of the Licensing Committee (established in accordance with Section 9 of the Licensing Act 2003)**

- 3.1 In accordance with Section 9 (1) of the Licensing Act 2003, the Licensing Committee has resolved to establish four Sub-Committees, each consisting of three members of the Committee.
- 3.2 The Sub-Committees have delegated authority to determine those functions that are reserved for decision by the Sub-Committees in accordance with Appendix B of the Council's Statement of Licensing Policy dated 7<sup>th</sup> January 2011.
- 3.3 Hearings shall be conducted in accordance with this Procedure Note and The Licensing Act 2003 (Hearings) Regulations 2005 subject to the right of the Sub-Committee to vary that procedure at their absolute discretion if considered in the public interest.
- 3.4 The quorum for a Sub-Committee shall be two members.
- 3.5 At the commencement of each hearing the Sub-Committee shall elect one of its members as Chairman.
- 3.6 The order of business at hearings shall be:

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- (a) Election of Chairman.
- (b) Declarations of interests.
- (c) Chairman explains the procedure to be followed at the hearing, including the setting of equal time limits for all parties and the granting of adjournments.
- (d) Chairman ascertains who is assisting or representing the parties.
- (e) Applicant (or his/her representative) addresses the Sub-Committee.
- (f) Applicant questioned by members. At the discretion of the Sub-Committee, other parties may be permitted to question the applicant.
- (g) Persons who have made representations in respect of the application (or their representative) address the Sub-Committee. No issues other than those relevant to their representations may be raised.
- (h) Members question each party at the conclusion of their address. At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.
- (i) Sub-Committee may offer the parties a short adjournment to discuss in the absence of the Sub-Committee whether a solution acceptable to all the parties can be put to the Sub-Committee.
- (j) Applicant (or his/her representative) makes closing address.
- (k) Sub-Committee may grant a short adjournment. The parties may not speak to members regarding the application during adjournments.
- (l) The Sub-Committee considers the application and motions put to accept or reject the application in the terms requested or to grant the application subject to specified conditions. Reasons are to be given for motions.
- (m) The parties will be informed of the decision at the hearing or thereafter in accordance with Regulation 26 of the 2005 Regulation.

## **PART 9 - GOVERNANCE COMMITTEE**

### **1. Terms of Reference of the Governance Committee**

#### Regulatory Framework

- 1.1. To review the number of meetings and Terms of Reference of the Audit Committee.
- 1.2. To consider the Council's compliance with its own and other published standards and controls.

#### Constitutional Matters

- 1.3. To advise the Council on all matters relating to any review of the Council's decision-making arrangements.
- 1.4. To advise the Council on all matters relating to any review of the Council's Constitution.

#### Members' Allowance Scheme

- 1.5. To receive the recommendations of the Joint Independent Remuneration Panel and make recommendations for change the Members' Allowance Scheme to the Council and, if required, to the Joint Independent Remuneration Panel.

#### Electoral Arrangements

- 1.6. To advise the Council on all matters relating to:
  - (a) Parliamentary, County, District and Parish/Town Council elections and referenda, including European Elections and England and Wales Police and Crime Commissioner Elections;
  - (b) the revision of parish boundaries;
  - (c) the overall number of Members of the District Council;
  - (d) the preferred number of Members for each District Council Ward;
  - (e) the number of Wards for the District of Sevenoaks;
  - (f) the names and boundaries of District Council Wards;
  - (g) carrying out Parish Governance Reviews under the Local Government and Public Involvement in Health Act 2007; and
  - (h) any matters ancillary thereto.

## **2. Membership of the Committee**

- 2.1. The Governance Committee will comprise 7 elected Members, one of which shall serve as Chairman, that follow the political proportionality of the Council. The membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.



## **PART 10 - APPOINTMENTS COMMITTEE**

### **1. Terms of Reference**

- (a) To interview applicants for the post of Chief Executive and recommend appointment to Council; and
- (b) To interview and appoint to the post of Chief Officer(s).

### **2. Membership**

- 2.1 Ten Members of the Council to be chosen according to political proportionality rules but which shall include the Leader of the Council and relevant Portfolio Holders. The membership of Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

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## **PART 11 - HEALTH LIAISON BOARD**

### **1. Terms of Reference**

- 1.1 To allow Members to co-operate and co-ordinate information on developments and progress in Health matters across the District.
- 1.2 In particular the Committee should aim to bring together views from Members in the following positions:
- HealthWatch Kent
  - Housing and Health Cabinet Advisory Committee
  - Portfolio Holder for Housing and Health
  - Community Health Trust
  - West Kent Health and Wellbeing Board
  - Dartford, Gravesham and Swanley Health and Wellbeing Board
  - Kent County Council Health Overview and Scrutiny Board
  - Other positions of responsibility such as governors of Acute Trusts

### **2. Membership**

- 2.1 Eight Members of the Council to be chosen according to political proportionality rules. The membership of Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

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## PART 12 - HOMELESSNESS REVIEW BOARD

### 1. Terms of Reference

- 1.1 Full powers of the Council to adjudicate and decide upon the following issues (where they have not been resolved through Officers' review) as allowed under Section 202(1) of the Housing Act 1996:
- (a) an applicant's eligibility for assistance (Sections 185-186);
  - (b) what duty (if any) is owed to the applicant if s/he is homeless or threatened with homelessness (Sections 190-193, 195-197);
  - (c) the cessation of the full housing duty where the applicant was previously subject to it (Sections 193(5) - (7));
  - (d) whether the conditions for referral to another authority are satisfied (Section 198(5));
  - (e) the duty owed in the case of a potential or actual referral (Sections 200(3) - (4));
  - (f) the suitability of accommodation offered in discharge of any duty owed (Sections 206 and 210).

### 2. Membership

- 2.1 The membership of Board can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

### 3. Procedure for Homelessness Review Boards

- 3.1 The procedure for the Board to carry out reviews is:
- (a) Should the appellant or his/her representative fail to attend or notify the Clerk to the Board they do not wish to attend, the Board may decide to continue the Review taking into account the views of the Chief Officer Housing (*the Housing Officer*) and any written submission supplied by the appellant. The appellant will be asked to submit a written representation whether or not he/she wishes to attend the hearing.
  - (b) The Chairman will introduce him/herself and other Members of the Board and the Clerk (*a member of the Democratic Services Team*) and the Secretary to the Board (*a member of the Legal Services Team*).
  - (c) The Chairman will take appearances from the Chief Officer Housing's representative (*the Housing Officer*) and the appellant or his/her representative who will both state their name and position and the names and positions of any witnesses they intent to call.

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- (d) Witnesses shall be present only when giving evidence. The appellant or his/her representative and the Chief Officer Housing's representative will however be present throughout the presentation of the case.
- (e) The Chief Officer Housing's representative will summarise the reasons for the decision.
- (f) The Chief Officer Housing's representative may call witnesses. Each witness in turn:
  - (i) gives evidence;
  - (ii) may be questioned by the appellant or his/her representative (the appellant's representative does not at this stage, make statements or comments, the opportunity to do so comes later);
  - (iii) may be questioned by Members of the Board;
  - (iv) may, if necessary be re-questioned by the Chief Officer Housing's representative.
- (g) The appellant or his/her representative summarises his/her case.
- (h) The appellant or his/her representative may call the appellant and any other witnesses. Each witness in turn;
  - (i) gives evidence;
  - (ii) may be questioned by the Chief Officer Housing's representative;
  - (iii) may be questioned by Members of the Board;
  - (iv) may, if necessary, be re-questioned by the appellant or his/her representative.
- (i) The Chief Officer Housing's representative sums up the Chief Officer's case.
- (j) The appellant or his/her representative sums up the appellant's case.
- (k) Members of the Board may ask the parties or, if necessary, any witnesses who may be recalled for this purpose, for any additional information or clarification required.
- (l) The parties, their representatives and any witnesses then present shall withdraw.
- (m) The Board will then deliberate in private, attended by the Clerk and the Secretary to the Board if required. If it intends to reach a decision, then it will either recall the parties, their representatives and witnesses to announce its decision or will inform the parties in

writing within five clear working days. The decision and the reasons for reaching such a decision will be confirmed in writing by the Chief Executive.

- (n) The Board may wish to adjourn to an appropriate date if it feels it did not have sufficient information to make a full and considered opinion. If the Board decides not to make a decision immediately, then its decision will be notified in writing to the applicant and his/her representative by the Chief Executive within five clear working days of the decision being made by the Board.
- (o) The Board will comprise of three elected Members. The Chairman shall be the Portfolio Holder with the responsibility for Homelessness and the remaining membership will be drawn from the Council ignoring, if necessary, proportionality rules.
- (p) No meeting of the Board shall take place unless the 3 Members are present.

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## PART 13 - OFFICER RESPONSIBILITIES AND DELEGATIONS

### 1. The Council's Officers

- 1.1 The Council has people working for it (Officers) to give advice, implement decisions and manage the day-to-day delivery of its services. Some Officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationships between Officers and Members. (Appendix J - Protocol on Councillor and Officer Relations)

### 2. Management Structure

#### General

- 2.1 The full Council may engage such staff (referred to as Officers) as it considers necessary to carry out its functions.

#### Chief Officers

- 2.2 The full Council will engage persons for the following posts, who will be designated Chief Officers:

Post	Functions and areas of responsibility
Chief Executive	<p>Overall corporate management and operational responsibility (and Head of Paid Service) (including overall management responsibility for all Officers)</p> <p>Provision of professional advice to all parties in the decision-making process.</p> <p>Representing the Council on partnership and external bodies (as required by statute or the Council).</p> <p>The Returning Officer and Electoral Registration Officer for the Council.</p> <p>Responsibility for Regeneration.</p> <p>Post Room &amp; Scanning,</p>
Chief Officer Communities & Business	<p>Community Engagement, Community Plan, Community Safety, Economic Development, Empty Homes, Grants, Health, Leisure, Liaison with Housing Associations, Health and Wellbeing Boards, Older People, Private Housing, Private sector letting scheme, Property Services, Safeguarding, Social Housing, West Kent Leader</p>

	Programme, West Kent Partnership, Young People.
Chief Officer Environmental & Operational Services	Building Control, Business Continuity, Climate Change, Corporate Health & Safety, CCTV, Disabled facility grants, Emergency Planning, Environmental Health, Facilities Management, Houses in Multiple Occupation, Liaison with Housing Associations, Licensing, Management of Gypsy/Traveller sites & unauthorised encampments, Parking & Amenity, Procurement, Refuse Collection & Recycling, Street & Other cleansing services, Land Charges and welfare funerals.
Chief Finance Officer	Audit, Anti-Fraud, Benefits, Business Rates, Council Tax, Finance, Risk Management, The Section 151 Officer, Strategic Asset Management, Treasury Management.
Chief Planning Officer	Conservation, Development Control, Housing Policy & Enabling, Liaison with Housing Associations, Planning Appeals, Planning Enforcement, Planning Policy, Arboricultural Policy.
Chief Officer Corporate Support	Customer Services, Data Protection & Freedom of Information, Democratic Services, Elections, Human Resources, IT Services, Legal Services, Monitoring Officer, Standards Ethics and Governance, Telecommunications.

- 2.3 The designations of these posts may be changed from time to time by the Cabinet on receipt of advice from the Chief Executive.

Head of Paid Service and s.151 Officer and Monitoring Officer

- 2.4 The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Chief Finance Officer	Section 151 Officer
Chief Officer Legal & Governance	Monitoring Officer

- 2.5 Such posts will have the functions described in paragraphs 3, 4 and 5 below.

Structure

- 2.6 The Chief Executive will determine and publicise a description of the overall

departmental structure of the Council showing the management structure and deployment of Officers. This is set out at the end of this part of this Constitution.

#### Delegations to Dartford Borough Council

- 2.7 Pursuant to enabling legislation Council and Cabinet have delegated to Dartford Borough Council via its Head of Paid Service the discharge of all functions with regard to the Internal Audit and Fraud Service as may be more particularly identified in Schedule 1 of the Partnership Working Agreement. Council and Cabinet have also agreed to place at the disposal of Dartford Borough Council for the purposes of their functions the services of officers employed by Sevenoaks District Council.
- 2.8 Pursuant to enabling legislation Council and Cabinet have delegated to Dartford Borough Council via its Head of Paid Service the discharge of all functions with regards to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements. Council and Cabinet have also agreed to place at the disposal of Dartford Borough Council for the purposes of their functions the services of officers employed by Sevenoaks District Council.

### **3. Functions of the Chief Executive (as Head of Paid Service)**

#### Discharge of Functions by the Council

- 3.1 The Chief Executive will keep under review the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

#### Restrictions on Functions

- 3.2 The Chief Executive may not be the Council's Monitoring Officer but may hold the post of s.151 Officer if a qualified accountant.

### **4. Functions of the Monitoring Officer**

#### Maintaining the Constitution

- 4.1 The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.

#### Ensuring Lawfulness and Fairness of Decision-Making

- 4.2 After consulting with the Chief Executive (the Head of Paid Service), the Monitoring Officer will report to the full Council or to the Cabinet in relation to an Executive Function - if he or she considers that any proposal, decision or

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omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration.

- 4.3 Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

### Supporting the Standards Committee

- 4.4 The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- 4.5 Notwithstanding the duty of confidentiality, the Monitoring Officer shall be at liberty to disclose any information relating to the Council's affairs, and providing copies of any records or documents belonging to the Council to the Standards Committee for the purpose of investigation or determination of a complaint against a Member.

### Conducting Investigations

- 4.6 The the Monitoring Officer may conduct investigations into allegations of Member Code of Conduct breaches and make reports or recommendations in respect of them to the Standards Committee. \*

### For Access to Information

- 4.7 The Chief Executive (the Head of Paid Service) will ensure that Cabinet decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

### Advising Whether Cabinet Decisions are Within the Budget and Policy Framework

- 4.8 The Monitoring Officer, in consultation with the Head of Paid Service and s.151 Officer, will advise whether decisions of the Cabinet are in accordance with the budget and policy framework.

### Providing Advice

- 4.9 The Monitoring Officer, in consultation with the Head of Paid Service and s.151 Officer, will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members.

### Restrictions on Posts

- 4.10 The Monitoring Officer cannot be the Head of Paid Service and s.151 Officer.

\*Footnote: See Appendix S of the Constitution 'Arrangements for Code of Conduct Complaints.'

## **5. Functions of the s.151 Officer (the Chief Finance Officer)**

### Ensuring Lawfulness and Financial Prudence of Decision-Making

- 5.1 After consulting with the Monitoring Officer, the s.151 Officer will report to the full Council or to the Cabinet in relation to an Executive Function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

### Administration of Financial Affairs

- 5.2 The s.151 Officer will have responsibility for the administration of the financial affairs of the Council.

### Contributing to Corporate Management

- 5.3 The s.151 Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

### Providing Advice

- 5.4 The s.151 Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members and will support and advise Members and Officers in their respective roles.

### Giving Financial Information

- 5.5 The s.151 Officer will provide financial information to the media, members of the public and the community.

### Restrictions on Functions

- 5.6 The s.151 Officer may not be the Monitoring Officer but may hold the post of Head of Paid Service.

### Other functions

- 5.7 To exercise the proper administration of the Council's financial affairs which shall include issues of insurance, discretions as to rating, housing benefits and Council Tax under section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988.

This authority is limited in the following cases:

- (i) the approval of sums exceeding £10,000 being transferred from an agreed estimate to another purpose other than for which it was approved shall be subject to approval by the relevant Portfolio Holder(s); and
- (ii) the writing off of debts exceeding £5,000 and rent arrears exceeding £5,000 shall be subject to approval by the Finance & Resources Portfolio Holder. \*

- 5.8 To exercise the budgetary control functions under the Council's Financial Procedure Rules.
- 5.9 To arrange all borrowings, financing and investment in line with the Council's Treasury Management Policy Statement.
- 5.10 To agree the terms of loans permitted under law.
- 5.11 To authorise the release of funds from contingencies as set out in the Revenue Budget.

### **6. Duty to provide sufficient resources to the Monitoring Officer, the s.151 Officer and the Returning Officer**

- 6.1 The Council will provide the Monitoring Officer, s.151 Officer and the Council's Returning Officer with such Officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

### **7. Conduct**

- 7.1 Officers will comply with the Officers' Code of Conduct (Appendix I - Code of Conduct for Employees) and the Protocol on Officer/Councillor Relations set out in (Appendix J - Protocol on Councillor and Officer Relations) or such other Protocols as may be adopted by the Council.

### **8. Employment**

- 8.1 The recruitment, selection and dismissal of Officers will comply with the Officer Employment Procedure Rules set out in (Appendix M - Officer Employment Procedure Rules).

### **9. Delegations to Officers**

#### Introduction - Overall Basis

- 9.1 This scheme delegates the powers and duties of the Council to Officers and shall be interpreted widely rather than narrowly and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the

\*Footnote: See Appendix D of the Constitution 'Finance Procedure Rules.'

discharge of anything specified, including appointment and dismissal of staff (where that is not reserved to Members by the scheme of delegation to committees) and authorising the affixing of the Common Seal.

- 9.2 This scheme operates under sections 101 of the Local Government Act 1972 and 15 of the Local Government Act 2000 and all other enabling powers.

Overall Limitations

- 9.3 This scheme does not delegate to Officers:

- (a) any matter reserved to full Council;
- (b) any matter, which by law, may not be delegated to an Officer; and
- (c) the determination of policy (including extension of or amendment to an existing policy) and budgetary matters; and
- (d) any matter expressly withdrawn from delegation by this scheme or, in a particular case, by the Council, Cabinet or Committee or Sub-Committee.

- 9.4 The exercise of a delegated power shall be subject to:

- (a) The Council's policies, procedures and protocols, including the Budget and Policy Framework (Appendix B - Budget and Policy Framework Procedure Rules).
- (b) The requirements of the Constitution, including the Contracts Procedure Rules (Appendix E - Contracts Procedure Rules) and Financial Procedure Rules (Appendix D - Financial Procedure Rules);
- (c) Any statutory restrictions;
- (d) The right of the Council, Cabinet, Committee or Sub-Committee to decide any matter in a particular case; and
- (e) Any restrictions, conditions or directions of the delegating body.

- 9.5 In exercising delegated powers, Officers shall:

- (a) have regard to any report by the Chief Executive in his capacity as Head of Paid Service or the Monitoring Officer under sections 4 and 5 of the Local Government and Housing Act 1989 or the Chief Finance Officer in his capacity as s.151 Officer under section 114 of the Local Government Finance Act 1988.
- (b) not go beyond the provision in the revenue or capital budgets for their service except to the extent permitted by the Contracts Procedure Rules

(Appendix E - Contracts Procedure Rules) or Financial Procedure Rules (Appendix D - Financial Procedure Rules).

- (c) Where and when appropriate, report back to Cabinet, or appropriate Committee or Sub-Committee, as to the exercise of the delegated powers.

## **10. Further Provisions:**

- 10.1 This scheme includes the power for Officers to delegate in writing all or some of the delegated functions to other Officers (described by name or post) either fully or under the general supervision and control of the delegating officer. Sub-delegations shall be recorded in a register kept by the Democratic Services Team under section 100G of the Local Government Act 1972. It shall be the responsibility of the Officer delegating any function to ensure that a copy of the delegation is forwarded to the Democratic Services Manager.
- 10.2 Before exercising delegated powers an Officer shall comply with the requirements for consultation with Members set out in this Constitution, including the limitations set out in this Scheme of Delegation, the Budget and Policy Framework Procedure Rules (Appendix B - Budget and Policy Framework Procedure Rules), the Access to Information Procedure Rules (Appendix A - Access to Information Procedure Rules), the Financial Procedure Rules (Appendix D - Financial Procedure Rules), and the Contracts Procedure Rules (Appendix E - Contracts Procedure Rules), and the Protocols (as set out in the appendices to this Constitution). It shall always be open to an Officer not to exercise delegated powers but to refer the matter to the Cabinet, Committee or Sub-Committee for decision.
- 10.3 In exercising delegated powers, Officers shall consult with such other Officers as they determine appropriate and shall have regard to any advice given.
- 10.4 This scheme shall operate from 1<sup>st</sup> September 2013.
- 10.5 This scheme delegates to the holder of each post named in it the management of the resources made available for the duties of the post as specified in the terms of the post holder's appointment.
- 10.6 In each case the delegated authority does not authorise the post holder to make any planning application which would materially conflict with or prejudice an identified policy in an adopted Local Plan for the time being in force.
- 10.7 In each case, except where the Chief Executive is exercising delegated authority under paragraph 12 (d) below, none of the Officers named is authorised to make a formal response on behalf of the Council to any Government Consultation Paper, without reference first to the Cabinet,



relevant Portfolio Holder or the relevant Committee provided that when the timescale does not allow for reference to a scheduled Cabinet or Committee meeting, Officers are authorised to respond, following consultation with the relevant member of the Cabinet (where the matter is an Executive function) or with the relevant Committee Chairman (where the matter is not an Executive function).

- 10.8 The powers delegated to Officers, other than the Chief Executive, in this scheme may also be exercised by the Chief Executive when he considers such action to be appropriate so far as permitted by law.
- 10.9 Any reference to any Act of Parliament shall include reference to regulations, subordinate legislation and European Union legislation upon which either UK legislation is based, or from which powers, duties and functions of the Council are derived.
- 10.10 Reference to any enactment, regulation, order or byelaw shall include any amendment, re-enactment or re-making of the same.
- 10.11 Any post referred to below shall be deemed to include any successor post or a post which includes within the job description elements relevant to any particular delegation, which were also present in the earlier post and shall include anyone acting up or seconded.

## **11. General Delegations to All Chief Officers Acting Individually**

- 11.1 The Chief Officers referred to within Part 13 of the Constitution are those set out in paragraph 2.2 above.
- 11.2 Chief Officers are empowered to carry out those specific functions of the Council delegated to them in this scheme of delegation forming Part 13 of the Constitution in addition to the follows generic powers:-
- 11.3 Deal with employment issues in accordance with the Council's procedures.
- 11.4 Within service budgets, accept tenders, place contracts and procure other resources within or outside the Council subject to compliance with the Council's Financial and Contract Procedure Rules.
- 11.5 Serve, receive and act upon notices and comply with any duty of the Council.
- 11.6 Exercise virement within the financial limits contained in the Financial Procedure Rules.
- 11.7 Provide services to other local authorities and organisations.
- 11.8 In exercising their delegated powers Chief Officers must act within the law, the Council's Constitution, its Financial and Contract Procedure Rules and

other procedures and policies and within appropriate service budgets.

11.9 In exercising their delegated powers the Chief Officers will:

- consult the relevant Cabinet Portfolio Holder as appropriate;
- consult any appropriate Chief Officer or relevant Head of Service/Service Manager, in particular where there are significant financial, legal, property or HR implications of the proposed action or decision.

11.10 In the event of a Chief Officer post being vacant, or in the absence of a Chief Officer, those delegated powers may be exercised by the relevant Head of Service/Service Manager so far as permitted by law.

11.11 Where this Constitution permits the exercise of delegated powers by Heads of Service/Service Managers, such exercise is subject to the same restrictions and requirements as are applicable to Chief Officers.

## **12. Delegation to the Chief Executive**

- (a) To be Head of the Paid Service under Section 4 of the Local Government and Housing Act 1989.
- (b) The power to incur expenditure in the event of a civil emergency and to make orders under the Public Order Act 1986.
- (c) To manage the co-ordination of budget processes, including overall strategy, planning and information.
- (d) In cases of urgency, after consultation with the Leader and Deputy Leader of the Council [and, where possible, the Leader(s) of the Opposition], to take any decision which could be taken by the Cabinet or by a Committee and to report such actions to Cabinet or Committee as appropriate.
- (e) To be the Returning Officer and Electoral Registration Officer for the Council, including to exercise powers in respect of the designation of polling places under the Representation of the People Act 1983.
- (f) To be the proper officer of the Council for the purposes of the Local Government Act 1972, The Local Authorities (Executive and Arrangements)(Meetings and Access to Information)(England ) Regulations 2012 and the Local Government (Miscellaneous Provisions) Act 1976.
- (g) To designate suitably qualified officers as Authorising Officers for the purpose of granting authorisations to exercise the powers made available to the Council by the Regulation of Investigatory Powers Act, 2000 in accordance with the changes to provisions made by the Protection of Freedoms Act 2012.

- (h) To exercise the granting of the higher level of internal authorisation under the Regulation of Investigatory Powers Act 2000 as set out in the Council's Surveillance Policy.
- (i) To be the proper officer of the Council for the purpose of Part II of the Local Authorities (Statutory Order) (England) Regulations 2001
- (j) As Head of Paid Service, to exercise any powers delegated to another Officer except those in respect of which a specific professional qualification is required by statute.
- (k) The Chief Executive, or in his absence, the Chief Officer Communities & Business to give authorisation of a dispersal order under the Anti Social Behaviour Act 2003 Part 4 (Sections 30 and 31).
- (l) Pursuant to enabling legislation this Council via its Chief Executive has received and shall discharge all the functions of Dartford Borough Council with regard to the Revenues and Benefits Service as may be more particularly identified in Schedule 1 of the Partnership Working Agreement and Dartford Borough Council have agreed to place at the disposal of Sevenoaks District Council for the purposes of those functions the services of officers employed by Dartford Borough Council.
- (m) Pursuant to enabling legislation this Council via its Chief Executive has received and shall discharge all the functions of Dartford Borough Council with regard to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements and Dartford Borough Council have agreed to place at the disposal of Sevenoaks District Council for the purposes of those functions the services of officers employed by Dartford Borough Council.
- (n) To grant exemptions on the political restrictions of officer posts under the Localism Act 2011
- (o) To have responsibility for the Council's general administration (including the sealing of documents), Committee structure and operation (including payment of Members' allowances and expenses) save that any adjustment to the Council's calendar of meetings as may be necessary shall only be exercised after consultation with the Leader of the Council or the appropriate Chairman. To be the proper officer of the Council for the purposes of sections 96, 225, 229 and Part VA, sections 115 and 146 of the Local Government Act 1972 and for the purposes of section 41 of the Local Government (Miscellaneous Provisions) Act 1976.
- (p) To manage central training and job evaluation.
- (q) To determine and issue guidelines to Officers for the management of human

resources and in particular recruitment, training, conditions of service, rewards and discipline.

- (r) To permanently re-grade posts up to and including Head of Service level.

### **13. Delegation to the Chief Finance Officer**

- (a) To exercise all the powers of management in the best interests of the Council with regard to land and property owned by the Council including authorising action for possession of any land or property.
- (b) To acquire and dispose of land that is necessary for the Council's current programme.
- (c) To institute and conduct legal proceedings where sufficient evidence exists when this is in the Council's interest or arising out of its functions and to take such action as he thinks appropriate with regard to any such proceedings as being in the Council's interest.
- (d) To defend all proceedings brought against the Council including appeals against its decisions and to take such action as he thinks appropriate with regard to any such proceedings.
- (e) To authorise Officers to represent the Council before all Courts and Tribunals.
- (f) To have the responsibility for taking care of all securities and title deeds of all property held in the name of the Council.
- (g) To maintain the collection of revenue, council tax and national non-domestic rates.
- (h) The administration of benefits.
- (i) To maintain an effective internal audit service
- (j) To act as lead officer for the Audit Committee
- (k) To act as the Risk Management Officer Champion and ensure appropriate risk management arrangements are in place across the Council.
- (l) To act as lead officer for maintaining effective corporate governance arrangements and the preparation of the Annual Governance Statement.
- (m) To make appropriate banking arrangements on behalf of the Council
- (n) To insure against risks where he considers this appropriate.
- (o) To receive and respond to expressions of interest under Community Right to

Challenge, under Part 5, Chapter 2 of the Localism Act 2011.

- (p) To undertake the functions of the designated s.151 Officer in the absence of such Officer.

#### **14. Delegation to Chief Planning Officer**

- (a) To exercise all the powers and duties of the Council as the Local Planning Authority (including the conduct of appeals) under all Town and Country Planning legislation, subject to the following exceptions:
  - (1) Where an application is submitted to Sevenoaks District Council for determination, it shall be referred to the Development Control Committee if any of the following apply.
    - (i) In the opinion of the Chief Planning Officer, the application is of a significant, controversial or sensitive nature.
    - (ii) It is proposed to determine an application which in the opinion of the said Chief Planning Officer, would set a significant precedent.
    - (iii) A written request for consideration by the Development Control Committee, supported by an appropriate planning reason<sup>1</sup>, has been received from a Member of the Council no later than 21 calendar days following despatch of the weekly list of planning applications on which such applications appear, or such lesser period as may be notified by the Chief Planning Officer in relation to any application where a decision could not otherwise be made by Committee before the statutory deadline for determination.

Where amended plans and/or information of a significant nature (as determined by the Chief Planning Officer) are received on an application, an additional call-in period will be given, the period for which will be specified by the Chief Planning Officer to suit the circumstances of each case.
    - (iv) A written request for consideration by the Development Control Committee, supported by an appropriate planning reason, has been received from a Member of the Council relating to an application in their Ward no later than seven calendar days following notification by the Chief Planning Officer of a proposed recommendation which is contrary to representations received in support of, or in objection to, an application from the Town or Parish Council for the area

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<sup>1</sup> A 'Planning Reason' includes accordance with a relevant Development Plan Policy or a material planning consideration. The Chief Planning Officers or Development Control Manager will offer advice if necessary on an appropriate planning reason.

(subject to the arrival of such representations within the statutory consultation period).

- (v) An application known to have been submitted by, or on behalf of, a Member or an Officer of the District Council, or a member of their family<sup>2</sup>.
- (2)
  - (i) Where the Council is a consultee (e.g. when the planning application has been submitted to Kent County Council as the Mineral Planning or Education Authority, or to an adjoining planning authority) and the application is considered to be significant, controversial, or sensitive in nature then the Chief Planning Officer shall if requested by a Member or Members report the matter to the next Development Control Committee.
  - (ii) Where the Council is a consultee (e.g. when the planning application submitted by Kent County Council as the Mineral Planning or Education Authority, or to an adjoining planning authority) and when timeframes do not allow and the application is considered to be significant, controversial, or sensitive in nature then the Chief Planning Officer shall if requested by a Member or Members seek the views of the Local Ward Member, the Leader and other relevant Portfolio Holders and Deputies.
- (3) Enforcement action shall be referred to the Development Control Committee if either of the following apply.
  - (i) A request for consideration by the Development Control Committee, supported by an appropriate planning reason, has been received from a Local Member; or
  - (ii) The Chairman or Vice Chairman of the Development Control Committee requires the case to be considered by the Development Control Committee.
- (4) Where permission has been refused under delegated powers, an appeal has been lodged and new information has been received that leads Officers to conclude that refusal of permission can no longer be substantiated at appeal, the matter will be referred back to Members to enable the original delegated refusal to be reviewed.

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<sup>2</sup> A 'member of their family' shall include a partner (someone they are married to, civil partner or other person who they live with in a similar capacity), a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of their partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.

If sufficient time is available, local Members will be asked to agree to a decision no longer to oppose the scheme following the procedure for delegated decisions and if the local Members do not agree the matter will be referred to the Development Control Committee including, if necessary, an emergency meeting.

If the appeal timetable does not allow for the above process to be completed in time, the review of the delegated decision will be referred to a Panel of three Members of the Committee for decision, after consultation with the local Members.

The Chief Executive will call a meeting of one of the Panels whenever there is business to be transacted.

A Panel will contain three Members of the Development Control Committee. Either the Chairman or Vice-Chairman of the Development Control Committee will be one of the Members of the panel and the other Members of the Panel will be selected sequentially in alphabetical order. Local Members should not normally be part of the Panel but will have the right to address the Panel for a maximum of 3 minutes.

Any Member of the Development Control Committee may act as a substitute on a Panel. Democratic Services must be notified by the Members concerned of any substitutions at least one working hour prior to a Panel meeting.

The Chairman or Vice-Chairman of the Development Control Committee, whichever is present, will be the Chairman of the Panel.

The quorum for a Panel meeting shall be three Members.

The procedure will not apply to the review of individual reasons for refusal where the decision to refuse permission does not change.

- (5) The Chief Planning Officer to institute, conduct and settle legal proceedings on behalf of the Council in any Court of Law, Tribunal or other body in respect of any breach or contravention of the Planning Acts and regulations made thereunder (including actions for injunctions).
- (b) To take all necessary action to defend legal proceedings against the Council.
- (c) To exercise all relevant legislation where appropriate as follows:
  - The Town and Country Planning Act 1990
  - Planning (Listed Buildings and Conservation Areas) Act 1990

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- Town and Country Planning (Control of Advertisements)(England) Regulations 2007
- the Town and Country Planning (General Permitted Development) Order 1995
- Planning & Compulsory Purchase Act 2004
- Planning and Compensation Act 1991
- Countryside and Rights of Way Act 2000.
- Growth and Infrastructure Act 2013
- the Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the planning authority

### Housing Services

- (d) To exercise all the relevant functions of the Council as a housing authority, including the responsibility for the Council's Housing Strategy and policies and the enabling role.
- (e) The power to authorise Housing staff (Housing advice and Homelessness) under the Police and Criminal Evidence Act 1984.
- (f) To exercise where appropriate all other relevant legislation as follows:
  - Local Government Acts 1933 & 1972
  - The Local Government (Miscellaneous Provisions) Act 1976
  - The Kent Acts
  - Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the Housing Authority.

## **15. Delegation to the Chief Officer Environmental & Operational Services**

- (a) To exercise all the Council's powers and duties with regard to Building Control under the Building Act 1984 and regulations made thereunder.



- (b) To take all necessary action to secure compliance with the Building Act 1984 and regulations made thereunder, including the service of statutory notices.
- (c) To institute, conduct and settle legal proceedings on behalf of the Council in any Court of Law, Tribunal or other body in respect of any breach or contravention of the Building Act 1984 and regulations made thereunder (including actions for injunctions).
- (d) To take all necessary action to defend legal proceedings against the Council.
- (e) To exercise the functions of the Council with regard to environmental improvements and access to the Countryside.
- (f) To deal with all matters relating to high hedges under Part 8 of the Anti-Social Behaviour Act 2003

#### Environmental and Operational Services

##### Direct Services

- (g) To operate the activities of Sevenoaks Direct Services.
- (h) To deal with any matters relating to the powers contained in the Clean Neighbourhood and Environment Act 2005.
- (i) To deal with any matters relating to the powers contained in the Environmental Protection Act 1990
- (j) To deal with any matters relating to the powers contained in the Refuse Disposal (Amenity) Act 1978

##### Parking & Amenity

- (k) To operate playgrounds to ensure health and safety requirements are met, and to seek alternative management of playgrounds as appropriate.
- (l) To monitor and review the Council's grounds maintenance contract and ensure corrective action is taken when required.

##### Environmental Services

- (m) To be the Council's proper officer for the purposes of matters relating to food safety and infectious diseases save that where such designation requires a medical or other specialist qualification, to be authorised to designate suitable persons as proper officer for that purpose.

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- (n) To exercise all the functions of the Council with regard to matters relating to environmental health, including public health, food hygiene and health and safety, animal welfare (including the authorisation of legal proceedings).
- (o) To exercise all the functions of the Council with regard to matters relating to contaminated land (including the authorisation of legal proceedings) and air quality.

### Licensing

- (p) To authorise legal proceedings in respect of any contravention arising from the Licensing Act 2003, the Gambling Act 2005 and the Charities Act 2006.
- (q) To determine all applications for a personal licence, where no objections have been made
- (r) To determine all applications for a premises licence/club premises certificate under the Licensing Act 2003, where no relevant representations have been made.
- (s) To determine all applications for a provisional statement under the Licensing Act 2003, where no relevant representations have been made.
- (t) To determine all applications to vary premises licences/club premises certificates under the Licensing Act 2003, where no relevant representations have been made.
- (u) To determine all applications to vary designated personal licence holders, except where there is a police objection.
- (v) To determine all requests to be removed as designated personal licence holders.
- (w) To determine all applications by way of Interim Authority Notices except where there is a police objection.
- (x) To determine whether representations submitted are irrelevant, frivolous, or vexatious
- (y) To determine all applications for Minor Variations to premises/club premises licences.
- (z) To determine all applications for removal of the mandatory condition to have a Designated Premises Supervisor at Community Premises.
- (aa) To make a representation to applications for Premises Licence or Club Premises Certificate under the Licensing Act 2003.

- (bb) To make an application for a premises licences or club premises certificate to be reviewed without having to wait for another Responsible Authority to make an application.
- (cc) To determine all applications for a premises licence/club premises certificate under the Gambling Act 2005, where no relevant representations have been made.
- (dd) To determine all applications for a provisional statement under the Gambling Act 2005, where no relevant representations have been made.
- (ee) To determine all applications to vary premises licences/club premises certificates under the Gambling Act 2005, where no relevant representations have been made.
- (ff) To maintain the Licensing Register.
- (gg) To exercise the Council's powers and duties in relation to the licensing of hackney carriages and private hire vehicles, including the licensing of vehicles, drivers and operators, the control of numbers of hackney carriages, the licensing of private hire operators and the granting of permits for small busses.
- (hh) To exercise all the Council's functions with regard to hypnotism street collections (including the variation of any conditions imposed on any licence)

Additional Functions

- (ii) To carry out the land charges function.
- (jj) To carry out street naming and numbering.
- (kk) To carry out the retaining of walls near streets.
- (ll) To carry out the Council's functions in relation to temporary road and footpath closures.
- (mm) To carry on the functions associated with parking contraventions.
- (nn) To exercise as appropriate all relevant legislation as follows:
  - Animal Boarding Establishments Act 1963
  - Animal Welfare Act 2006
  - Animals Act 1941
  - Breeding of Dogs Act 1973 & 1991

## Agenda Item 6a

- Dogs (Fouling of Land) Act 1996
- Clean Air Act 1993
- Control of Pollution Act 1974
- Control of Dogs Order 1991
- Criminal Justice and Public Order Act 1994
- Anti- Social Behaviour Act 1972
- Dangerous Dogs Act 1991
- Dangerous Wild Animals Act 1976
- Environment Act 1995
- European Communities Act 1972
- Food Safety Act 1984 and 1990
- Food Hygiene (England) Regulations 2006
- Food and Environment Protection Act 1985
- Guard Dogs Act 1975
- Health Act 2006
- Health and Safety at Work etc Act 1974
- National Assistance (Amendment) Act 1951
- National Assistance Act 1948
- Noise Act 1996
- Noise and Statutory Nuisance Act 1993
- Offices, Shops and Railway Premises Act 1963
- Performing Animals (Regulations) Act 1925
- Pet Animals Act 1951
- Pesticides Act 1995

- Pollution Prevention and Control Act 1990
- Police and Criminal Evidence Act 1984
- Prevention of Damage by Pests Act 1949
- Public Health (Amendment) Act 1907 and 1961
- Public Health Act 1936, 1925, 1961
- Public Health (Control of Diseases) Act 1984
- Refuse Disposal (Amenity) Act 1978
- Riding Establishments Act 1964 & 1970
- Scrap Metal Dealers Act 2013
- Christmas Day Trading Act 2004
- Sunday Trading Act 1847
- Goods Vehicle (Licensing of Operators) Act 1995
- Towns Improvement Clauses Act 1847
- The Water Supply (Water Quality) Regulations 2010
- Water Industry Act 1991
- Wildlife and Countryside Act 1981
- The Private Water Supply Regulations 2009
- Zoo Licencing Act 1981
- Road Traffic Act 1988 and 1991
- Road Traffic Regulation Act 1984
- Traffic Management Act 2004
- Town Police Clauses Act 1847
- Highways Act 1980
- House to House Collections Act 1939

## Agenda Item 6a

- Local Government Act 1972
- The Local Government (Miscellaneous Provisions) Act 1976 and 1982
- Commons Act 1899
- Local Authorities (Goods and Services) Act 1970
- Sunbeds Regulation Act 2010
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the Environmental services authority.

(oo) To exercise as appropriate all relevant legislation as follows:

- Landlord and Tenant Act 1954
- Landlords and Tenant Covenants Act 1995
- The Construction (Design and Management) Regulations 2007
- The Control of Asbestos Regulations 2012
- Equality Act 2010
- The Local Government (Miscellaneous Provisions) Act 1976
- Local Authorities (Goods and Services) Act 1970
- The Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007
- Localism Act 2011

or such other Acts of Parliament as relate to the Facilities Management of the authority.

### Housing Standards

- (pp) To exercise all the relevant functions of the Council as a housing authority, including the standard and fitness of properties, Energy Conservation issues and the management of unauthorised encampments and of the Council's gypsy site.
- (qq) The power to authorise Housing staff (Housing advice and Homelessness) under the Police and Criminal Evidence Act 1984.

(rr) To exercise where appropriate all other relevant legislation as follows:

- Houses, Grants, Construction and Regeneration Act 1996
- Housing Acts 1985 and 2004
- Environmental Protection Act 1990
- Local Government Acts 1933 & 1972
- Caravan Sites and Control of Development Act 1960
- Caravan Sites Act 1968
- Building Act 1984
- The Water Supply (Water Quality) Regulations 2010
- The Water Industry Act 1991 as amended
- The Private Water Supply Regulations 2009
- Prevention of Damage by Pests Acts 1949
- Public Health Acts 1936 & 1961
- Public Health Control of Disease Act 1984 as amended
- Landlord and Tenant Act 1985
- Local Government (Miscellaneous Provisions) Act 1976 & 1982
- Criminal Justice and Public Order Act 1994
- Home Energy Conservation Act 1995 as amended
- Land Drainage Act 1991
- Mobile Homes Act 1975 and 1983
- Police and Criminal Evidence Act 1984
- The Local Government (Miscellaneous Provisions) Act 1976
- The Kent Acts
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the Housing Authority.

## **16. Delegations to the Chief Officer Communities & Business**

### Communities and Business

- (a) To be responsible for the implementation and co-ordination of the Council's duties and functions under the Crime and Disorder Act 1998 as amended, including the authorisation of seeking appropriate orders under the Act.
- (b) To manage the Council's contractual relationship with Sencio Community Leisure and to operate the Council's leisure facilities that are not under the management of the Leisure Trust, including seeking alternative management of leisure facilities or funding or assistance from the Lottery Arts Fund save that where support or rejection for such assistance arises from a town or parish council, the Local Member(s) shall be consulted.
- (c) In partnership, facilitate arts (arts development in partnership with Kent County Council) within Council policies and manage the Council's contractual relationship for the operation of the Stag (formerly known as Sevenoaks Playhouse).
- (d) To exercise co-ordination of all matters relating to sustainable development and other matters of environmental management and policy agreed by the Council.
- (e) To be responsible for the implementation of Economic Development Policy and Programmes.
- (f) To be responsible for Strategic and Operational Tourism.
- (g) To undertake the Council's involvement in Health Improvement Plans, Health and Wellbeing Boards and the implementation of Health Policy.
- (h) To be responsible for the implementation, with other partners, of the Sevenoaks District Community Plan on behalf of the Council.
- (i) The responsibility, with other partners, for the implementation of the Voluntary Sector Compact.
- (j) To facilitate youth development and safeguarding within the Council's policies.
- (k) To operate the Council's capital schemes in parishes and other grant schemes.



(l) To authorise and maintain a list of assets of community value and to make adjudications and decisions in relation thereto.

(m) To exercise where appropriate all other relevant legislation as follows:

- Anti-Social Behaviour Act 2003 and consequential amendments
- Police Reform Act 2002
- Police & Justice Act 2006
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions for Community Safety.

(n) To exercise where appropriate all other relevant legislation as follows:

- Landlord and Tenant Act 1954
- Landlords and Tenant Covenants Act 1995
- The Construction (Design and Management) Regulations 2007
- The Control of Asbestos Regulations 2012
- Equality Act 2010
- The Local Government (Miscellaneous Provisions) Act 1976
- Local Authorities (Goods and Services) Act 1970
- The Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007
- Localism Act 2011

or such other Acts of Parliament as relate to the Property Services functions of the authority

#### Housing Services

(o) To exercise all the relevant functions of the Council as a housing authority, including the Homelessness and Housing advice service.

(p) The power to authorise Housing staff (Housing advice and Homelessness) under Part VII Housing Act 1996, Housing Act 2002, Prevention from Eviction Act 1977, Police and Criminal Evidence Act 1984 and National Assistance Act 1948.

(q) To exercise where appropriate all other relevant legislation as follows:

- Housing Acts 1977, 1985, 1988, 1989, 1996, 2002 and 2004
- Local Government Acts 1933 & 1972
- Landlord and Tenant Act 1985
- National Assistance Act 1948
- Local Government (Miscellaneous Provisions) Act 1976 & 1982
- Criminal Justice and Public Order Act 1994
- Rent (Agricultural) Act 1976
- Protection from Eviction Act 1977
- Police and Criminal Evidence Act 1984
- The Kent Acts
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the Housing Authority.

### **19. Delegations to Chief Officer Corporate Services**

(a) To be responsible for the following functions

- Customer services
- Democratic Services
- Electoral Services
- Human Resources
- ICT
- Legal Services

(b) To institute and conduct legal proceedings where sufficient evidence exists when this is in the Council's interest or arising out of its functions and to take such action as is considered appropriate with regard to any such proceedings as being in the Council's interest.

- (c) To defend all proceedings brought against the Council including appeals against its decisions and to take such action as is considered appropriate with regard to any such proceedings.
- (d) To authorise Officers to represent the Council before all Courts and Tribunals.
- (e) To have responsibility for the Council's general administration (including the sealing of documents), Committee structure and operation (including payment of Members' allowances and expenses) save that any adjustment to the Council's calendar of meetings as may be necessary shall only be exercised after consultation with the Leader of the Council or the appropriate Chairman or Chairmen.
- (f) To have the responsibility for taking care of all securities and title deeds of all property held in the name of the Council.
- (g) To act as the Proper Officer for the purposes of the Local Government Act 2000.
- (h) To amend the Constitution where necessary to reflect changes in the law or decisions of council bodies or to correct inaccuracies.
- (i) To prepare all contracts for the sale or purchase of Council Land and property and all leases, tenancy agreements or other agreements affecting Council land or property including easements or any interest in land.
- (j) To settle legal documents.
- (k) To sign the documents intended to give effect to decisions of a council body.
- (l) To sign any notice, demand or other document on behalf of the Council in connection with any actual or contemplated legal proceeding.
- (m) To settle any action in any court or tribunal in which the Council is a party or where legal proceedings are indicated providing that any settlement exceeding £50,000 will be subject to prior consultation with the Leader or Deputy Leader of the Council except in cases of urgency where the settlement is made on the advice of Counsel.
- (n) In consultation with the Chairman of the Governance Committee to make payments or provide other benefits in cases of maladministration in accordance with Section 92 of the Local Government Act 2000 (as amended)
- (o) To act as the Proper Officer for the purposes of the Local Government Acts 1972 and 2000 and all Regulations made there under other than those Proper Officer functions delegated to the Chief Executive and s.151 Officer in connection with the administration of the Council's financial affairs.

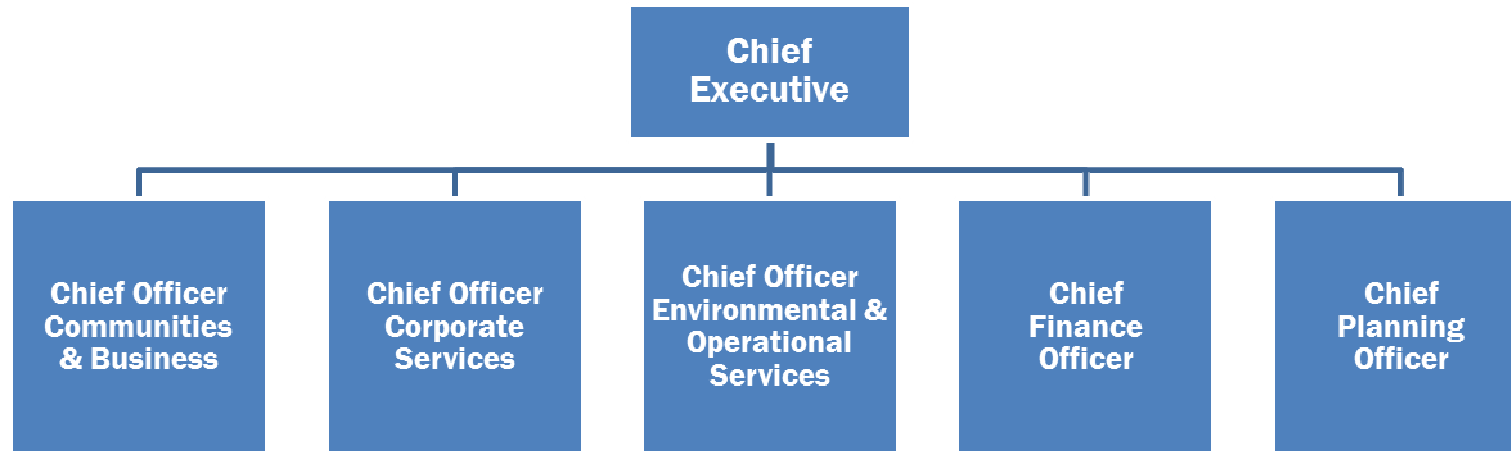
## Agenda Item 6a

(p) To exercise where appropriate all other relevant legislation as follows:

- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the authority

## Organisational Structure



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## CALENDAR OF MEETINGS FOR THE MUNICIPAL YEAR 2016/17

### Annual Council - 10 May 2016

Report of Chief Officer Corporate Services

Status: For Consideration

Key Decision: No

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Portfolio Holder Cllr. Fleming

Contact Officer Vanessa Etheridge Ext. 7199

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**Recommendation:** That the Calendar of Ordinary Meetings for the municipal year 2016/17 be confirmed.

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#### Introduction

- 1 The draft calendar of meetings for the municipal year 2015/16 was agreed at Council on 16 February 2016 to go forward to the meeting of Annual Council for formal adoption.
- 2 The calendar avoids meetings on Mondays and Wednesdays, except for one Licensing Committee and One Housing and Community Safety Advisory Committee on a Wednesday. It also attempts to keep meetings away from school holidays as much as is possible, and apart from Development Control Committee keeps August free of formal meetings. In order to avoid adding meetings later in the year, the three weekly cycle of Development Control Committee meetings have been retained.
- 3 Whilst best endeavours will be maintained to avoid evening meetings on Mondays and Wednesdays it may be necessary to look at these dates if additional meetings are called. All additional meeting dates are set up in consultation with the relevant Committee Chairman.
- 4 Since the meeting in February 2016, there have been a few small changes agreed with the relevant Chairmen and communicated to all Councillors.

#### Conclusion

- 5 It is the responsibility of the Annual Meeting of the Council to confirm the Council's calendar of meetings for the oncoming year.

## Agenda Item 7

### **Key Implications**

#### Financial

None directly arising from this report.

#### Legal Implications and Risk Assessment Statement.

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

#### Equality Impacts

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**

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

### **Appendices**

Calendar of meetings for the municipal year  
2016/17

**Jim Carrington-West**  
**Chief Officer Corporate Services**



# SEVENOAKS DISTRICT COUNCIL - DRAFT CALENDAR OF MEETINGS 2016/17

## As at 20.04.2016

	APRIL 2016		MAY 2016				JUNE 2016				JULY 2016				
MONDAY	18 Finance Advisory Committee	25	2 Public Holiday	9	16	23	30 Public Holiday	6	13 Economic & Community Development Advisory Cttee	20	27	4	11	18	25
TUESDAY	19 Planning Advisory Cttee	26 Council	3 Scrutiny Committee	10 Annual Council Sp. Cabinet	17 Licensing Committee (6pm)	24 Finance Advisory Committee	31	7 Policy & Performance Advisory Committee	14 Housing & Health Advisory	21 Planning Advisory Cttee	28 Direct & Trading Advisory Cttee	5 Scrutiny Committee	12 Legal & Democratic Services Advisory Cttee	19	26
WEDNESDAY	20	27	4	11 Health Liaison Board (2pm)	18	25	1	8	15	22	29	6	13 Licensing Committee (6pm)	20 Planning Advisory Cttee	27
THURSDAY	21 Cabinet	28 DCC	5 Police & Crime Commissioner Elections	12	19 DCC	26 Sevenoaks District Joint Transportation Board	2	9 Cabinet	16 DCC	23 Referendum	30 Audit Committee	7 DCC	14 Cabinet	21 Council	28 DCC
FRIDAY	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29

Agenda Item 79	AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016				NOVEMBER 2016	
	MONDAY	1	8	15	22	29 Public Holiday	5	12	19	26	3	10	17	24	31	7
	TUESDAY	2	9	16	23	30	6 Finance Advisory Committee	13 Sevenoaks District Joint Transportation Board	20 Licensing Committee (6pm)	27 Audit Committee Health Liaison Board (2pm)	4 Housing & Health Advisory Committee	11 Economic & Community Development Advisory Cttee	18 Legal & Democratic Services Advisory Cttee	25	1 Direct & Trading Advisory Cttee	8 Scrutiny Committee
	WEDNESDAY	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9 Health Liaison Board (2pm)
	THURSDAY	4	11	18 DCC	25	1	8 DCC	15 Cabinet	22 Planning Advisory Cttee	29 DCC	6 Policy & Performance Advisory Committee	13 Cabinet	20 DCC	27	3 Governance Committee	10 Cabinet
	FRIDAY	5	12	9	26	2	9	16	23	30	7	14	21	28	4	11

Agenda Item 7

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

Council	Cabinet	Planning Advisory Committee
Development Control Committee	Finance Advisory Committee	Joint Transportation board
Licensing Committee 6pm	Policy & Performance Advisory Committee	Health Liaison Board - 2pm
Audit Committee	Housing & Health Advisory Committee	
Scrutiny Committee	Economic & Community Development Advisory Committee	
Governance Committee	Direct & Trading Advisory Committee	
Standards Committee	Legal & Democratic Services Advisory Committee	

# SEVENOAKS DISTRICT COUNCIL - DRAFT CALENDAR OF MEETINGS 2016/17

## As at 20.04.2016

	NOVEMBER 2016		DECEMBER 2016					JANUARY 2017				FEBRUARY 2017		
MONDAY	14	21	28	5	12	19	26 Public Holiday	2 Public Holiday	9	16	23	30	6	13
TUESDAY	15 Finance Advisory Committee	22 Council	29 Housing & Health Advisory Committee	6 Sevenoaks District Joint Transportation Board	13 Economic & Community Development Advisory Cttee	20	27 Public Holiday	3	10 Audit Committee	17 Planning Advisory Cttee	24 Legal & Democratic Services Advisory Cttee	31 Finance Advisory Committee	7 Scrutiny Committee	14
WEDNESDAY	16	23	30	7	14	21	28	4 Licensing Committee (6pm)	11 Standards Committee	18	25	1	8 Health Liaison Board (2pm)	15
THURSDAY	17 DCC	24 Policy & Performance Advisory Committee	1 Cabinet	8 DCC	15	22	29	5 DCC	12 Cabinet	19 Direct & Trading Advisory Cttee	26 DCC	2 Governance Committee	9 Cabinet	16
FRIDAY	18	25	2	9	16	23	30	6	13	20	27	3	10	17
	FEB 2017		MARCH 2017					APRIL 2017				MAY 2017		
MONDAY	20	27	5	13	20	27	3	10	17 Public Holiday	24	1 Public Holiday	8	15	
TUESDAY	21 Council (Budget)	28 Housing & Health Advisory Committee (Reserve Budget)	7 Economic & Community Development Advisory Cttee	14 Direct & Trading Advisory Cttee	21 Legal & Democratic Services Advisory Cttee	28 Finance Advisory Committee	4	11	18 Audit Committee	25 Council	2	9 Annual Council SP.Cabinet	16	
WEDNESDAY	22	1	8 Sevenoaks District Joint Transportation Board	15	22 Licensing Committee (6pm)	29	5	12	19	26	3	10	17	
THURSDAY	23 DCC	2 Planning Advisory Cttee	9 Cabinet	16 DCC	23 Policy & Performance Advisory Committee	30 Scrutiny Committee	6 DCC	13	20 Cabinet	27 DCC	4	11	18 DCC	
FRIDAY	24	3	10	17	24	31	7	14 Public Holiday	21	28	5	12	19	

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

Council

Development Control Committee

Licensing Committee 6pm

Audit Committee

Scrutiny Committee

Governance Committee

Standards Committee

Cabinet

Finance Advisory Committee

Policy & Performance Advisory Committee

Housing & Health Advisory Committee

Economic & Community Development Advisory Committee

Direct & Trading Advisory Committee

Legal & Democratic Services Advisory Committee

Planning Advisory Committee

Joint Transportation board

Health Liaison Board - 2pm

## APPOINTMENTS TO OTHER ORGANISATIONS 2016/17

Annual Council - 10 May 2016

Report of Chief Officer Corporate Services

Status: For Consideration

Key Decision: No

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Portfolio Holder Cllr. Fleming

Contact Officer Vanessa Etheridge Ext. 7199

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**Recommendation:** That the attached Appendix setting out appointments to other organisations for the municipal year 2016/17 be confirmed.

---

### Introduction

- 1 It is the responsibility of the Annual Meeting of the Council to confirm the Council's non-executive appointments to other organisations.

### Key Implications

#### Financial

Attendance at meetings of Outside Bodies to which an Elected Member has been appointed by the Council constitutes an approved duty and there are costs involved.

#### Legal Implications and Risk Assessment Statement.

Appointments to represent the Council on outside bodies are made in accordance with s.111 Local Government Act 1972 where the Council is satisfied that such appointments are necessary to, conducive to, or calculated to facilitate the discharge of their statutory functions. In not appointing to those Outside Bodies listed within the Appendix, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

#### Equality Impacts

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

Members are requested to consider and approve the attached appointments.

## Agenda Item 8

### **Appendices**

List of proposed appointments to other organisations (to follow)

**Jim Carrington-West**  
**Chief Officer Corporate Services**

**Item 9 (a) - Sevenoaks District Community Plan 2016-19**

The attached report was considered by the Cabinet on 21 April 2016, relevant minute extract below

Minute 88

The Chief Officer Communities & Business presented a report which sought approval of the final draft of Community Plan for the period 2016-19. The document and its supporting Action Plan had been developed following comprehensive consultation with Members, residents, town and parish councils, a wide range of voluntary and community organisations and partner agencies.

The results of the public consultation were appended and had been taken into consideration in the final draft. The action plan and associated success measures were the result of discussion with partner agencies about realistic delivery of the aspirations in the Community Plan.

It was requested that population figures be revisited to ensure correlation with other documents; that time by train to London specify from where and the timing checked; and noted Cllr Clayton was not a Sevenoaks District Councillor.

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, subject to the amendments discussed, the final draft Community Plan and strategic level action plan for the period 2016-19, be approved.

**OFFICER'S NOTE:** The amendments requested at the above meeting have been made to Appendices A and B, and these amended appendices are attached to the back of the report.

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## SEVENOAKS DISTRICT COMMUNITY PLAN 2016-19

### Annual Council - 10 May 2016

Report of                      Chief Officer Communities & Business

Status:                        For recommendation

Also considered by:      Cabinet - 21 April 2016

Key Decision:              No

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#### Executive Summary:

This report seeks approval of the final draft of Community Plan for the period 2016-19. The document and its supporting Action Plan has been developed following comprehensive consultation with Members, residents, town and parish councils, a wide range of voluntary and community organisations and partner agencies.

The results of the public consultation are appended and have been taken into considerations in the final draft. The action plan and associated success measures are the result of discussion with partner agencies about realistic delivery of the aspirations in the Community Plan.

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**This report supports the Key Aim of Safe and Caring Communities, Green and Healthy Environment and a Dynamic and Sustainable Economy**

**Portfolio Holder**      Cllr. Hogarth

**Contact Officer**      Alan Whiting Ext. 7446

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**Recommendation to Cabinet:** To recommend to Council to approve the final draft Community Plan and strategic level action plan for the period 2016-19.

**Recommendation to Council:** Members are asked to approve the final draft Community Plan and strategic level action plan for the period 2016-19.

---

#### Reason for recommendation:

The public consultation draft has been reviewed by Economic and Community Development Advisory Committee and Cabinet. Final changes noted by Cabinet will be incorporated before the document is submitted to Full Council for approval.

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### Introduction and Background

- 1 The long-term Community Plan vision remains in place until 2028. However, the three year action plan will expire in March 2016. Whilst the District Council is responsible for co-ordinating this work, the Community Plan is a multi-agency strategy, delivered in partnership with many agencies and therefore covers a wide range of issues and services.
- 2 A thorough consultation programme took place during the second half of 2015 which helped to identify local priorities for action:
  - Over 350 people responded to the survey;
  - 200 people were offered the opportunity to answer Community Plan related questions in the Council's 2015 Residents Panel Survey;
  - Over 650 people were seen at 30 events, forums and partnership meetings
- 3 This included two workshops for Members on 25 August and 4 September together with further opportunities Portfolio Holders and their Deputies to comment at Portfolio Holder meetings. The consultation together with examination of local data has informed the public consultation document which sets out how we will deliver the priorities in the plan.
- 4 Comments received during the public consultation period are summarised at Appendix A.
- 5 The final draft of the Community Plan which takes into account comments received has been compiled and is attached at Appendix B.
- 6 The public consultation stage was used to produce a strategic level action plan setting out how priorities in the plan will be delivered. The action plan and the associated performance monitoring are the result of discussion with partner agencies and Heads of Service and Chief Officers within the Council about realistic delivery of the aspirations in the Community Plan. The key success measures for the plan are attached as Appendix C

### Key Implications

#### Financial

Delivery of the Community Plan is through each agency's own resources. In some cases, work will be dependent upon external funding sources and appropriate funding bids will be made.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications associated with this report. The Community Plan forms part of the Leader's Vision and is closely linked with the Local Plan. The Community Plan enables the District Council to work with partners in a structured and co-ordinated way. By improving coordinated action on shared priorities, the



Council is able to improve its efficiency, share resources, enhance its reputation and most importantly secure additional resources and commitments from partners that are based on the delivery of local community aspirations.

Whilst every effort has been made to identify realistic actions, outcomes rely on the continued input of a range of agencies working together, along with the goodwill of communities and voluntary organisations. Regular quarterly monitoring of the Community Plan will identify at an early stage outcomes that may not be delivered so that alternative strategies or revised actions can be agreed.

### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

The Community Plan has been assessed as not having an adverse impact and is attached as Appendix D. It includes an Equalities and Inclusion statement which partners are expected to consider in all decision making and service delivery.

### Community Impact and Outcomes

The Community Plan is based upon the results of consultation with the community, including its harder to reach groups, partner agencies and other stakeholders. It also reflects community needs identified through local data.

### Sustainability Checklist

A sustainability checklist has been prepared at Appendix E and demonstrates a positive impact

### **Conclusions**

Members are asked to approve the final draft of the Community for publication.

### **Appendices**

Appendix A - Summary of consultation results  
(amended since Cabinet)

Appendix A1 - Letter from John Morrison to Dr  
Pav Ramewal and copy of response from Dr  
Ramewal

## Agenda Item 9a

Appendix B - Community Plan 2016-19 Public Consultation Draft (amended since Cabinet)

Appendix C - Community Plan key success measures

Appendix D - Equality Impact Assessment (online only)

Appendix E - Sustainability Checklist (online only)

Background Papers:

[Sevenoaks District Community Plan - Our Vision for the next 15 years \(2013-2028\)](#)

**Lesley Bowles**

**Chief Officer for Communities and Business**

## Appendix A - Summary of responses to public consultation draft of the Sevenoaks District Community Plan 2016-19

Name of Respondent	Organisation	Summary of response	Response
Cllr Horwood	Sevenoaks District Council	Would like new action added to Sustainable Economy addressing congestion issues as follows: "Seek to lobby and support partner agencies to reduce congestion in identified problem areas in the District". In addition would like to see addition on Priority 5, Safe Communities about Speedwatch "and continue to lobby for further administrative support from the Police"	Action added to Sustainable Economy. In addition, CIL and the production of a masterplan for Swanley will involve reviewing transport infrastructure and congestion issues in Swanley. The Community Safety Partnership Action Plan 2016-17 has detailed actions to improve road safety in the District which include working with the Police to deliver Speedwatch in the District.
Cllr Scott	Sevenoaks District Council	In support of comments from Cllr Michael Horwood	As above
		Need to include the cycling strategy and the introduction of 20mph zones within Safe Communities. Add "Seek to increase the amount of social rented and affordable housing in the District" within Caring Communities. No mention of air quality in Green Environment with more needing to be done to encourage people not to use cars, and promote pedestrian and cycle routes to cut pollution. Dynamic Economy - strongly disagrees with action to increase parking	Actions to "Work in partnership to improve safety outside schools" and Action to "Promote cycling by identifying new routes, highlighting locations for new cycle parking and improving promotion through the Sevenoaks District Cycling Strategy" added to Sustainable Economy, Priority 1 "Reduce the need to travel, promote and improve access to key local services and to public and community transport".

# Appendix A - Summary of responses to public consultation draft of the Sevenoaks District Community Plan 2016-19

Name of Respondent	Organisation	Summary of response	Response
Cllr Purves	Sevenoaks District Council	capacity in Sevenoaks Town	Action to "Continue to support delivery of the Climate Local Action Plan" added to Green Environment, Priority 3 "Ensure new development is designed to a high quality and takes into account local character and the impact on the environment".
			No action taken on action to increase parking capacity in Sevenoaks Town. This action fits with a Cabinet approved strategy relating to car parking provision in Sevenoaks Town. It also addresses issues with supporting the economy of the town, is linked to plans to provide hotel accommodation and reduce on street parking.
Terri McDonald	Partnership Development Manager Kent Training and Apprenticeships, Kent County Council	No comments but provided the Council with information about the Kent Training and Apprenticeship offer	Not applicable
Mr J Morrison	Joint Coordinator, Sevenoaks Cycle Forum	Letter and full response from Dr Ramewal set out at Appendix A1	Add action regarding Climate Local and Sevenoaks District Cycling Strategy

# Appendix A - Summary of responses to public consultation draft of the Sevenoaks District Community Plan 2016-19

Name of Respondent	Organisation	Summary of response	Response
Mr J Morrison	Joint Coordinator, Sevenoaks Cycle Forum	Reply to response letter and further response from Dr Ramewal set out at Appendix A2	Action to support delivery of the Kent Environment Strategy and clarification that action in Community Plan will be to Support delivery and promote the Sevenoaks District Cycling Strategy. In addition, action regarding Speeding Vehicles in Safe Communities strengthened by the addition of "Working in Partnership to improve safety outside schools". This reflects prioritises action on speeding and traffic safety around schools through the new Community Safety Action Plan (2016-17)
Local Strategic Partnership	Multi-Agency Partnership coordinated by Sevenoaks District Council	Endorsement of the new plan at meeting on 23 February 2016 - particularly easy to read style and format. No comments or changes to content requested	Not applicable
Economic and Community Development Advisory Committee	Sevenoaks District Council	"Members' views were sought in order to inform the final draft of the Community Plan. It was agreed that the draft Community Plan was an excellent, easy-to-read document. One Member suggested that a shorter version also be made available"	Not applicable

# Appendix A - Summary of responses to public consultation draft of the Sevenoaks District Community Plan 2016-19

Name of Respondent	Organisation	Summary of response	Response
Resident	Sevenoaks Town	Concern about air pollution, support for public transport and help for cyclists and pedestrians	See Appendices A1 and A2
Janet Davies	KCC Libraries	"Attractively presented, and an accurate and informative overview of the District...In general I don't have any specific comments about the plan; it's very comprehensive and covers everything I expect it to, very clearly and concisely."	Not applicable
Cllr Clayton	Sevenoaks Town Council	Comments relating to the need for the Community Plan to reflect the following issues: "air quality and children's health; active travel and obesity; walking promotion and implementing a cycling strategy; restraining growth in traffic to reduce gridlock; protecting Sevenoaks as a quality residential area by reducing congestion, noise and pollution; enabling affordable rented homes, and creating conditions in which Housing Associations can build closer than Ashford."	For comments related to active travel, children's health and obesity, walking and cycling and congestion see responses to Cllr Horwood and Cllr Scott and Appendices A1 and A2. Creating affordable rented homes and affordable social housing is already recognised in the Community Plan. The Housing Market Needs Assessment will inform the development of a Housing Strategy. This will seek to guide development of housing to address issues identified in the District.

## Appendix A - Summary of responses to public consultation draft of the Sevenoaks District Community Plan 2016-19

Name of Respondent	Organisation	Summary of response	Response
Cllr Canet	Sevenoaks District Council	Following issues identified: 20 mph limits near schools, better pavements and encouraging walking; more housing for people to move to suit changed needs; encourage numeracy and literacy; lifetime homes and more flexible homes; support testing of vehicles and electric recharging points; support older people with alcohol problems; SDC to lead by example in energy efficiency; keep grants to voluntary and community organisations	These issues are already identified as priorities in the Community Plan. See also Appendices A1 and A2. Electric recharging points are already included as an action in the Economic Development Strategy under Strategic Objective 4: Energy and Sustainability.
Resident	TN13	Concerns about increases in car parking and provision of medical /dental services when approving new housing. Pleased about retention of weekly refuse and overall pleased with Sevenoaks District Council. Would like to see stronger emphasis on walking cycling and more recycling	See Appendices A1 and A2 and response to Cllr Purves. The Community Plan takes into account the need to look at infrastructure and gaps in provision within the District.

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Appendix A1

**FROM JOHN MORRISON**

Joint Coordinator, Sevenoaks Cycle Forum

Dr Pav Ramewal  
Chief Executive  
Sevenoaks District Council

1 March 2016

Dear Dr Ramewal

I have been astonished this week to read the latest version of SDC's Community Plan, which abandons past commitments to improving air quality, cutting carbon emissions and reducing energy consumption. It also scraps promises in the 2013 plan to promote non-car travel, encourage cycling and walking and implement the 2012 district cycling strategy, on which you will recall our exchange of letters last year. I am surprised to see the difference between your assurances of support for cycling and the new plan.

I am very concerned at the environmental and health implications of this deeply flawed policy document. Are you aware that Public Health England estimates that poor air quality is causing an additional 57 adult deaths a year in Sevenoaks district? And that the levels of obesity and diabetes are rising? Most local authorities now recognise the need to redouble their efforts to improve air quality and active travel by promoting non-car modes of transport. Sevenoaks seems to be doing the opposite.

Instead, we have a promise to increase car parking in Sevenoaks town centre. It is clear to me that neither councillors nor SDC officers have learned the lessons of the failed Buckhurst 2 scheme, which was blocked by KCC on traffic grounds. New car parks are universally understood by transport planners to be 'trip generators' which, far from curing congestion, increase it. Congestion in Sevenoaks is already severe, with maximum NO2 emissions levels being exceeded on every main road. The idea that bringing more cars into the town while discouraging cycling and walking will make it more 'vibrant' is mistaken; all evidence shows that town centres flourish best when they discourage car use and encourage walking and cycling and other modes of transport. I would like you to explain to me how you think your policy, which is the opposite of that pursued by most local authorities, will improve the environment and public health for people in Sevenoaks. I cannot believe this will be supported by local GPs or by the NHS, or that it will be consistent with KCC's new Active Travel policy.

Yours sincerely

John Morrison





Mr J Morrison  
Joint Coordinator - Sevenoaks Cycle Forum



Tel No: 01732 227298  
Ask for: Pav Ramewal  
Email: pav.ramewal@sevenoaks.gov.uk  
My Ref:  
Your Ref:  
Date: 17 March 2016

Dear Mr Morrison

**Public consultation draft of the Sevenoaks District Community Plan 2016-19**

Thank you for your letter dated 1 March 2016.

The Sevenoaks District Community Plan is currently within the public consultation stage which runs until 31 March 2016. I am sorry to hear that you feel we have not considered some very important issues which you have referred to in your letter within the consultation draft. We will ensure that these are tabled with other comments received during the consultation period.

I would like to reassure you that the public consultation draft seeks to respond to the priority concerns and issues raised by residents, businesses and partners.

I am pleased that you have taken the time to read the draft plan and note the concerns that you have raised relate to the following thematic areas:

- Air Quality, cutting carbon emissions and reducing energy consumption
- Improving the environment
- Promoting non-car travel, encouraging cycling and walking and implement 2012 District Cycling Strategy
- Improving public health
- Making town centres more vibrant

I have included a matrix (attached as Appendix A) which I hope you find useful, mapping the issues you raise against the themes and priorities that relate to them in the Community Plan.



I thought it may be of further help to answer some of your specific concerns addressed to me in your letter:

### **Environment and Public Health**

These are central concerns within the Community Plan draft document and in particular the Green Environment and Healthy Environment themes. I refer you to these themes in the document which set out how these issues are addressed and linked to the priority concerns raised during the consultation. This includes concerns and issues raised by health and social care professionals. I also refer you to Appendix A which sets out the wider context of environment and public health issues within the plan.

It should be noted that individual components of both the Sevenoaks Climate Local Action Plan and Sevenoaks District Cycling Strategy are reflected in some of the actions within the plan, for example promotion of safe cycling and continuing health activities which benefit health such as promotion of cycling, retrofitting homes and encouraging renewable energy.

I am happy to suggest that we strengthen the draft plan to include actions to support delivery of the Climate Local Action Plan with the Green Environment theme and the promotion of the Cycling Strategy within the Sustainable Economy themes.

### **Active travel**

We recognise the importance of actions we can take to reduce congestion, improving the air we all breathe and enabling people to choose journeys via methods other than by car and supporting increase in levels of physical activity.

Across various themes the Community Plan includes actions to:

**Safe Communities - Priority 5 “Tackle speeding vehicles and improve road safety for all road users, including pedestrians and cyclists”. Actions include:**

- Deliver pedestrian and cycle safety education in schools
- Take enforcement action on dangerous and illegal parking
- Make roads/pavements safer for vulnerable people KCC

**Green Environment - Priority 1 “Retain the Green Belt and conserve and enhance the value of our countryside and green spaces, particularly Areas of Outstanding Natural Beauty (AONB)”. Action:**

- Review and update planning policies and manage development in accordance with them

**Healthy Environment - Priority 1 “Reduce health inequalities and improve health and wellbeing for all”. Actions include:**

- Target support and deliver activities for adults to increase physical activity and reduce obesity
- Complete an Open Space, Sports and Leisure study and deliver a Leisure Strategy

- Support and extend community transport schemes

**Dynamic Economy - Priority 1 “Identify a supply of employment land and premises to promote economic growth”. Action:**

- Develop a masterplan for Swanley as a catalyst for regeneration and increase rented accommodation for young people wishing to access employment and address transport connectivity

**Dynamic Economy - Priority 2 “Improve skills for employment”. Action:**

- Retain the Young Person’s Travel Pass and explore other schemes and support the integration of public transport

**Sustainable Economy - Priority 1 “Reduce the need to travel, promote and improve access to key local services and to public and community transport”. Actions include:**

- Use development and regeneration opportunities to promote improvements in transport accessibility and connectivity
- Work in partnership to address gaps in infrastructure
- Support the Greater London Authority rail devolution of metro services and the extension of Oyster to Swanley and lobby for the extension of Oyster to Dunton Green and Sevenoaks Town
- Lobby to represent District transport concerns to the Local Transport Authority as part of the Kent Route Strategy
- Promote the number 8 bus route in Sevenoaks and look at the feasibility of using the model elsewhere in the District

### **Vibrant Town Centre and parking**

I would like to address your concerns relating to the plan’s ambition to create vibrant town centres. This relates to priority 3 within the Dynamic Economy theme as **“Retain existing businesses, encourage new businesses and promote tourism”**.

There are many actions throughout the plan which directly or indirectly influence promotion of vibrant town centres. These relate to crime reduction, skills for young people, particular sector skills e.g. the rural economy, regeneration schemes, inward investment, business support and retention strategies.

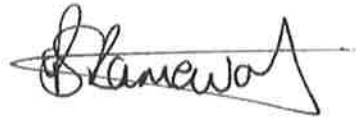
I refer to your explicit concern related to the action in this theme to increasing car parking capacity in the Sevenoaks Town. The current plans to increasing car parking at the Bradbourne and Sennocke car parks relates to wider plans to provide a new 80 bedroom hotel. They are intended to support the local economy, in particular the tourism sector, while easing pressure on residential roads where commuters park. Action linked to this in the Community Plan can also be found within Safe Communities which seeks to address concerns from local people about poor or illegal parking within the District and its impact.

### **Involvement of partners**

In response to your concerns relating to partner responses, I would like to add that the draft plan was recently presented to a range of statutory, voluntary and community sector partners at the Local Strategic Partnership where it received a positive response. A wide range of health professionals were consulted about their priorities for action and have been offered the opportunity to comment on the draft plan together with all residents in the District.

I have tried to ensure I have provided you with a comprehensive response given the concerns you raise, however if I can be of further help and assistance, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dr Pav Ramewal', with a stylized flourish at the end.

Dr Pav Ramewal  
Chief Executive







Appendix A – Matrix of concerns related to Community Plan themes

Community Plan Theme	Community Plan Draft Priorities	Air Quality, cutting carbon emissions and reducing energy consumption & Improving the environment	Promoting non-car travel, encouraging cycling and walking	Improving public health	Making town centres more vibrant
Safe Communities	1 - Make the work of the Police and partners more visible in communities 2- Work to keep crime at a low level and respond to perception of crime 3 - Support vulnerable and repeat victims of crime and anti-social behaviour 4 -Tackle anti-social behaviour 5 - Tackle speeding				
				X	X
				X	
				X	
		X	X		
				X	

Chief Executive: Dr. Pav Ramewal

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[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)



Community Plan Theme	Community Plan Draft Priorities	Air Quality, cutting carbon emissions and reducing energy consumption & Improving the environment	Promoting non-car travel, encouraging cycling and walking	Improving public health	Making town centres more vibrant
	vehicles and improve road safety for all road users, including pedestrians and cyclists				
Caring Communities	1 -Provide the right support at the right time			X	
	2 -Improve outcomes for children and young people			X	
	3 - Reduce poverty and social exclusion	X		X	
Green Environment	1 - Retain the Green Belt and conserve and enhance the value of our countryside and green spaces, particularly Areas of Outstanding Natural Beauty (AONB)	X	X	X	
	2 - Maintain a clean local environment	X		X	
	3 - Ensure new development is designed to a high quality and takes into account local character and the impact on the	X			

Community Plan Theme	Community Plan Draft Priorities	Air Quality, cutting carbon emissions and reducing energy consumption & Improving the environment	Promoting non-car travel, encouraging cycling and walking	Improving public health	Making town centres more vibrant
Healthy Environment	environment				
	1 - Reduce health inequalities and improve health and wellbeing for all			X	
	2 - Reduce risk taking behaviour that affects health and wellbeing			X	
	3 - Encourage access to health services for all		X	X	X
Dynamic Economy	1 - Identify a supply of employment land and premises to promote economic growth	X	X		
	2 - Improve skills for employment	X	X		
	3 - Retain existing businesses, encourage new businesses and promote tourism				X
	4 - Improve broadband connectivity and promote digital inclusion			X	
Sustainable Economy	1 - Reduce the need to travel, promote and improve access to key local	X	X	X	X

Community Plan Theme	Community Plan Draft Priorities	Air Quality, cutting carbon emissions and reducing energy consumption & Improving the environment	Promoting non-car travel, encouraging cycling and walking	Improving public health	Making town centres more vibrant
	services and to public and community transport				
	2 -Provide additional housing development including the right mix, types and tenures and to meet the needs of older people		X	X	
	3 -Work with local people to deliver strong, active and sustainable communities		X	X	X

Appendix A2

**FROM JOHN MORRISON**

Joint Coordinator, Sevenoaks Cycle Forum

Dr Pav Ramewal  
Chief Executive  
Sevenoaks District Council

23 March 2016

CHIEF EXECUTIVES OFFICE  
23 MAR 2016

Dear Dr Ramewal

Thank you for your detailed response to my letter about the Community Plan. I welcome your assurance that the text can be revised to take account of the objections I have raised. I have taken part in the online consultation and filed my response. I hope you do not mind if I elaborate further on one or two points.

On air quality, it is not surprising that health professionals did not cite this as a priority if they were not specifically asked about it and presented with up-to-date information. May I remind you that until very recently SDC has done its best to avoid all public discussion of air quality and the AQMA monitoring records by not publishing them on its website and not discussing them at any council meetings. My interest in air quality issues let me to obtain the most recent figures from Dartford Borough Council on my own initiative and publicise them in the Chronicle. It should not be up to a member of the public to highlight this important public health issue.

It is clear to me that the reason for this omission, and for the failure to draw up an air quality assessment for the Buckhurst 2 car park project planning application in 2014, is that SDC's current policy of building more car parks is incompatible with an aspiration for better air quality through reducing road traffic. Public health gains from cleaner air will only be achieved through a policy of modal shift away from private car travel, as outlined in the district's 2010 transport strategy. I shall be looking very closely at the planning application for the new expanded Bradbourne car park to see if it includes a proper air quality assessment of the effects of the additional vehicle movements through the nearby AQMA. Expanded car parking in Sevenoaks Town Centre should not be in the Community Plan at all, as its likely effect on public health will be negative. It also contradicts KCC's commitment, endorsed by the district council in Growth Without Gridlock, to 'a rebalancing of the transport network in favour of non-car modes'.

I am pleased that you recognise the importance of the 2012 Cycling Strategy, but I would like you to ensure that the commitment is not just to 'promote' it but to support its speedy implementation. Four years after this document was approved, not a single safe route for cycling has been implemented, and this is largely because of a lack of support from SDC. Sevenoaks Cycle Forum is now involved in a working group chaired by Councillor Edwards-Winsor on cycling issues reporting to the Joint Transportation Board. To achieve results from this process, we need support from

## Agenda Item 9a

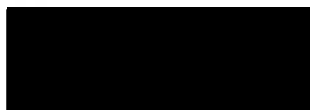
you and from the cabinet. A firm commitment in the Community Plan to early implementation of the Cycling Strategy is essential. Without it, KCC will continue to spend its reduced cycling funding on infrastructure elsewhere in Kent.

I would also like to see stronger wording on road safety and on speed enforcement, while recognising that this is an area where SDC does not have direct responsibility. It is vital that you recognise that pedestrian and cycle safety education in schools is not enough on its own. Surveys over the years have always shown that parents in Sevenoaks see speeding traffic as the biggest threat to their children's safety, and this was reflected in the 2013 Community Plan as 'the most consistently identified priority'. Road safety cannot be achieved merely by educating potential victims. This is also a serious public health issue, as high traffic speeds and the resultant safety concerns make parents reluctant to allow their children to walk to school. The link between the ubiquitous 'car run' in Sevenoaks and the rise in obesity can only be broken by better speed enforcement by Kent Police and by the KMSCP camera partnership. You should include a specific goal in the Community Plan to get more children walking to school.

Until recently I led the Hollybush Residents' Association Community Speed Watch group, which operated with the support of SDC and its Community Safety team. We have however discontinued our activities, having come to the conclusion that we were being used by Kent County Council and Kent Police as an alibi for the general failure to enforce the 30 mph limit in built up areas. If SDC is prepared to advocate enforcement action over dangerous and illegal parking, it is even more important to advocate action over dangerous and illegal speeding.

I look forward to seeing an improved version of the Community Plan, which I hope will not just restore some of the wording of the 2013 version but go further in addressing the transport, safety, environmental and public health issues I have highlighted.

Yours sincerely



John Morrison



Mr J Morrison  
Joint Coordinator, Sevenoaks Cycle Forum



Tel No: 01732 227298  
Ask for: Pav Ramewal  
Email: pav.ramewal@sevenoaks.gov.uk  
My Ref:  
Your Ref:  
Date: 7th April 2016

Dear Mr Morrison,

Thank you for your letter dated 23 March 2016.

In my previous letter dated 17 March 2016, I set out that the Community Plan reflected the priorities expressed by residents, businesses and partners within the Sevenoaks District following an extensive consultation period. The Community Plan is delivered by the Sevenoaks District Local Strategic Partnership. While this is led by Sevenoaks District Council, it involves a wide range of partner agencies including Kent County Council, Kent Police, Kent Fire and Rescue Service, West Kent and Dartford, Gravesham and Swanley Clinical Commissioning Groups, West Kent Extra, West Kent Housing, Moat Housing, Churches Together in Sevenoaks, Imago and Sencio Community Leisure.

I thought that you would be pleased to know that we will be recommending to Members on 21 April that they adopt the Kent Environment Strategy - a strategy for environment, economy and health. One of the key themes of the Kent Environment Strategy is to provide "evidenced understanding of risks and opportunities from environmental change, and the relationship to our communities, health and wellbeing, and economy." Support for delivery of this strategy will be reflected in the Community Plan together with actions previously set out.

With regard to your comments on the Bradbourne car park, you will appreciate that as this is a live planning application, any comments that you wish to make in respect of this application must be formally registered via the Planning Portal on the Council's website:

<http://www.sevenoaks.gov.uk/services/housing/planning/Comment-on-planning-applications>

.../..

Chief Executive: Dr. Pav Ramewal

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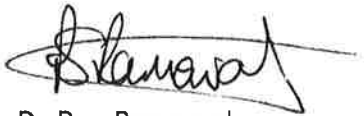
.../2

I am pleased that you welcome the inclusion of the Cycling Strategy in the Community Plan. While the Community Plan does seek to make it easier and safer for people to walk and cycle, it also needs to reflect the importance of the excellent road and rail networks to the creation of a Dynamic and Sustainable Economy. While responsibility for delivering the Cycling Strategy sits with Kent County Council as the lead Transport Authority, the Community Plan is a partnership document and therefore I am happy that the Community Plan can reflect supporting delivery of and promoting the Cycling Strategy.

Tackling speeding vehicles has been included in the Community Plan as we recognise that it remains a concern for local people. As such we have now strengthened this priority to include "working in partnership to improve safety outside schools". This reflects partnership work at an operational level that will be undertaken through the new Community Safety Action Plan (2016-17) by the Sevenoaks District Community Safety Partnership. This prioritises action on speeding and traffic safety around schools. We will continue to support and facilitate further discussions about cycling issues through the Sevenoaks District Cycling Forum.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely



Dr Pav Ramewal  
Chief Executive



# Sevenoaks District Community Plan 2016-2019



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# Appendix B - -Sevenoaks District Community Plan 2016-19

## Introduction

The Community Plan creates a long-term vision for the Sevenoaks District and sets out the community's priorities for action.

We are pleased to present the priorities for the three years 2016-2019. This is based on widespread consultation with local people and our partners.

The Community Plan is delivered by the Sevenoaks District Local Strategic Partnership. This is made up of public sector organisations together with voluntary, community and faith sector representatives. It is co-ordinated by Sevenoaks District Council.

The priorities set out in this document help us to deliver our 15 year vision:

### Safe Communities

A safer place to live, work and travel

### Caring Communities

Children are enabled to have the best start and people can be supported to live independent lives

### Green Environment

People can enjoy high quality urban and rural environments

### Healthy Environment

People have healthy lifestyles, access to quality healthcare and health inequalities are reduced

### Dynamic Economy

A thriving local economy where businesses flourish, where people have skills for employment and tourism is supported

### Sustainable Economy

People can live, work and travel more easily and are empowered to shaped their community

## About the Sevenoaks District



- **93%** of the District is designated Green Belt
- **60%** of the District is in the Kent Downs or High Weald Area of Outstanding Natural Beauty
- **6** main settlements - Sevenoaks, Swanley and Edenbridge, Westerham, New Ash Green and Otford
- **17** nationally designated historic parks and gardens

## Appendix B - -Sevenoaks District Community Plan 2016-19

- According to the Office for National Statistics population projections, the population of Sevenoaks District is forecast to grow by **8.2% (9,500)** over the 10 year period from 2012 to 2022
- According to Kent County Council the number of people over 85 is forecast to rise by **22.1% (600)** from 3,100 in 2015 to 3,700 by 2020.
- The 2011 Census data shows that Sevenoaks District has a population of 114,893 residents, of which 95.8% are white (110,029) the next largest groups are, Asian/Asian British: 2085 or 1.8% of the population and mixed/multiple ethnic groups: 1675 or 1.5% of the population, the district has other ethnic groups all who fall below 1% of the population



- Train services to London take just under **30** minutes from Swanley and just over **30** minutes from Sevenoaks
- **1** hour by car to Dover port
- **40** minutes by car to London airports
- **9** miles from Swanley to Ebbsfleet International station

Sevenoaks District is perceived to be affluent but this masks local pockets of urban and rural deprivation.

The five most deprived wards in Sevenoaks District are:

- 1 - Swanley St Mary's, also within the 20% most deprived wards in Kent
- 2 - Swanley White Oak within 24% of the most deprived wards in Kent
- 3 - Edenbridge South and West
- 4 - Farningham, Horton Kirby and South Darenth
- 5 - Edenbridge North and East



## Who have we consulted?

To help identify our priorities for the District over the next three years, we consulted a wide range of residents, community representatives, statutory groups and voluntary and community groups at events and forums across the District.

Insert Picture

- **350** people responded to the consultation survey
- **650+** people seen at forums and events
- **200** people asked additional questions through telephone interviews





## Appendix B - -Sevenoaks District Community Plan 2016-19

### Who have we consulted?

Insert picture

- All residents though District-wide survey and InShape magazine;
- Consultation with people visiting Swanley Gateway;
- Families at Dunton Green Family Summer Days of Fun event;
- Knitters and Natters, a social knitting group at Sevenoaks Library;
- Families at the Family Centre Fun Event in Seal;
- Families at the Penshurst Family Summer Days of Fun event;
- Families and young people at the West Kent Extra Edenbridge Sports Day;
- Residents at the Sevenoaks Wildlife Festival;
- Families at the Swanley Family Centre consultation event;
- Families at the Edenbridge Family Summer Days of Fun event;
- Young People at Imago's (Voluntary Group) Shadow Youth Board;
- Families at the Eynsford Family Fun Day;
- Sevenoaks District Council Members' Workshop;
- Young people, young carers and young people with disabilities at 'House in the Basement' 'drop-in in Sevenoaks Town Centre;
- People attending Age UK's Hollybush Day Centre;
- Workshops for elected Members of Sevenoaks District Council;
- Residents at the 'Village on the Hill Celebration' in New Ash Green
- Partners who attend the Sevenoaks District Community Safety Partnership;
- Partners at the Local Strategic Partnership Supporting Young People into Employment meeting;
- Partners at the Sevenoaks Health Action Team;
- Partners at the Local Strategic Partnership Older People Group
- Talk of the Town Event - Westerham;
- Mencap Hall Listening Event with Learning Disability Service Users;
- Members of the Edenbridge Rotary Club;
- GPs in West Kent;
- Head Teachers in the Sevenoaks District;
- Members of the Westerham Town Partnership;
- Residents who attend West Kent Extra's Emerald Forum;
- Staff and Service Managers at Sevenoaks District Council

## The Sevenoaks District Local Strategic Partnership (LSP)

### Who are we?

The Sevenoaks District Local Strategic Partnership co-ordinates the monitoring and delivery of the Action Plan. It is made up of representatives from the following organisations:



Dartford, Gravesham and Swanley  
Clinical Commissioning Group



West Kent  
Clinical Commissioning Group



**Kent** Fire &  
Rescue Service





## Appendix B - -Sevenoaks District Community Plan 2016-19

### Equality and inclusion statement for the Local Strategic Partnership

We recognise that everyone has a contribution to make to our society and a right to access services without being discriminated against or disadvantaged because of their:

- Race
- Disability
- Gender
- Age
- Religion/ belief
- Sexual orientation
- Pregnancy or maternity
- Marital or civil partnership status
- Transgender
- Caring responsibility
- Employment status

We will work to ensure that all services provided by partners or funding offered will conform to these standards and expectations.



## Safe Communities

A safer place to live, work and travel

Insert Picture

What you said

*"Recognise the difference between actual crime/ASB and people's perception"*

*Reducing victim-based recorded crimes should be about intervening early"*

*"More enforcement of poor parking and driving"*



## Safe Communities

The Sevenoaks District Community Safety Partnership brings together all the key agencies in the District who have an impact on crime, anti-social behaviour and perception of crime. The Community Safety Unit (CSU) is based in Sevenoaks District Council Offices and responds daily to anti-social behaviour and other community safety priorities in the District. The CSU have access to a local Community Policing Team which can be deployed to tackle local issues within the District.

### What you said

***Despite consistently being one of the safest Districts in Kent, from our consultations we know residents are most concerned about:***

- More visible policing - seeing and being more aware of Police and Community Safety activity in local communities
- Reducing anti-social behaviour and supporting young people, particularly by providing activities and focusing on support and prevention
- Continuing to provide youth work and fun activities, and to support and develop youth facilities in the District
- Dealing with the threat of extremism and radicalisation -“it can happen anywhere!”
- Helping young people stay safe online and safe from bullying and cyber-bullying
- Using partnership data and information to focus on the District’s crime issues and deal with the fear of crime
- Making more links with health on key community safety issues, for example road safety, substance misuse and mental health
- Providing support for and take action to prevent people from becoming repeat victims of crime, including people who suffer domestic abuse
- Speeding vehicles, particularly in rural areas and dealing with poor parking and congestion in busy town/village centres and near schools
- People who responded to our 2015 Residents’ survey said their most perceived problems were:
  - Vandalism and graffiti: 22%
  - Groups hanging out: 19%
  - People using or dealing drugs: 12%
  - Noisy neighbours /loud parties: 11%

## **Safe Communities - Your Priorities**

### **Priority 1**

#### **Make the work of the Police and partners more visible in communities**

##### ***We will:***

- Deliver targeted community safety campaigns and make more people aware of Police and community safety activity in their local communities
- Continue to facilitate Partners and Communities Together Panels (PACTs)
- Deliver “Prevent” training to partners, businesses and local groups

### **Priority 2**

#### **Work to keep crime at a low level and to respond to perception of crime**

##### ***We will:***

- Produce an annual assessment of crime and reduce all victim based crime
- Target particular concerns and take action to reduce vandalism and graffiti as issues of local concern
- Coordinate partnership work to tackle and prevent risk-taking behaviour relating to substance misuse and alcohol
- Maximise safety through “safer by design” principles in new developments

### **Priority 3**

#### **Support vulnerable and repeat victims of crime and anti-social behaviour**

##### ***We will:***

- Identify repeat criminal and anti-social behaviour and provide early intervention
- Review cases and take action through the Community Safety Unit
- Continue to fund and evaluate domestic abuse support projects
- Review domestic abuse support and partnership working arrangement

### ***Did you know?***

There were **2,066** incidents of anti-social behaviour recorded during 2014/15. This is the lowest level of anti-social incidents recorded in Kent during that period

**Sevenoaks Community  
Safety Unit (CSU)**

The Anti-Social Behaviour (ASB) Crime and Policing Act, 2014 introduces simpler, more effective powers to tackle ASB and better protection for victims and communities

**Sevenoaks CSU  
Page 122**

During 2014/15, there was a **91%** growth in referrals to the Domestic Abuse Victim Support Service and other services

**Sevenoaks CSU**

## Appendix B - -Sevenoaks District Community Plan 2016-19

### Safe Communities - Your Priorities

#### Priority 4

#### Tackle anti-social behaviour

##### *We will:*

- Provide support through the anti-social behaviour task group
- Continue to commission and provide positive activities for children and young people, including Family Fun Days
- Promote and encourage existing youth facilities and identify improvements required in youth infrastructure
- Commission and provide youth work and youth outreach support and respond to service feedback from partners
- Influence voluntary and community provision through the Community Grant scheme
- Work with the Sevenoaks Children's Partnership to promote online safety campaigns, target initiatives to prevent bullying and cyber-bullying and review mental health support available to victims
- Take action to deal with complaints about noise

#### Priority 5

#### Tackle speeding vehicles and improve road safety for all road users, including pedestrians and cyclists

##### *We will:*

- Continue to support the "Speedwatch" campaign
- Deliver pedestrian and cycle safety education in schools
- Take enforcement action on dangerous and illegal parking
- Work in partnership to improve safety outside schools
- Make roads/pavements safer for vulnerable people

### *Did you know?*

During 2014/15 there was an **8.2%** increase in reports (1451) of Business Crime to the Police compared to 2013/14

*Sevenoaks CSU*

Sevenoaks CSU has **134** trained "Speedwatch" volunteers, the highest number of volunteers in Kent. The **6** speed boards are out on constant loan to proactive "Speedwatch" groups in the District

*Sevenoaks CSU*

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The Domestic Abuse Voluntary Support Service (DAVSS) was set up in the District in 2010 and supports any victim of domestic abuse who seeks help. During 2014/15, DAVSS supported **143 victims of domestic abuse** (59 more than during 2013/14) in the Sevenoaks District -  
*Sevenoaks CSU*



## Caring Communities

We want Sevenoaks to be a place where people can be supported to lead independent, fulfilling lives and where children and young people have the best start

Insert Picture

What you said

*“Suitable properties ... in appropriate areas to enable older people to remain independent, including those wishing to downsize”*

*“Continue to help and support people with debts and housing issues through the HERO Project” - HERO stands for Housing, Energy and Retraining Options*

*“Use the Local Children’s Partnership to support...social, emotional and health and care needs...”*



## Caring Communities

Over the next 10-15 years we expect an increase in the number of older people, particularly those aged over 85. This will have an impact on health, social care, housing and support services. We will plan for the housing support needs of older people and work in partnership to identify and provide for their support needs, particularly opportunities to reduce social isolation. We also need to address digital exclusion which is increasingly disadvantaging older people.

Kent and Medway's Growth and Infrastructure Framework identifies that the greatest demand for infra-structure development related to 'Caring Communities' themes over the next 15 years will come from adult social services (£69.4 million) and primary and secondary education (£34.7 million).

We know that in some areas of our District, a lack of available income available after paying rent is making it difficult for some families. We will work through the Sevenoaks Local Children's Partnership to meet the needs of children and young people and their families in the District.

### What you said

***From our consultations we know residents are most concerned about:***

- Planning for the housing and support needs for older people and sustainable options for people wishing to remain independent/downsize/retire
- Mixed usage and dementia friendly needs should be considered as part of the design of new housing
- Accessibility to services when providing new housing in the main settlements in the District
- Recognising the links to health prevention work and public health initiatives which help to support older people, children and families
- How broadband and digital inclusion offer an opportunity to improve people's health and social care
- The rural nature of the District and providing more community or locally based support and services
- Providing more targeted support to areas in the District identified through data as being in higher need
- Providing more integrated services for children and families through the Sevenoaks Local Children's Partnership
- Supporting children in their move from Primary to Secondary education, particularly for vulnerable children
- Supporting families affected by low income
- Providing support to people in debt and improving access to work and training

## Caring Communities - Your Priorities

### Priority

1

#### Provide the right support at the right time

##### *We will:*

- Produce a Housing Market Needs Assessment with a detailed analysis of the needs of older people and people with physical disabilities to inform a new Housing Strategy for the District
- Continue to provide aids, adaptations and devices to enable people to live more independently
- Increase the numbers of carers assessments and respite placements offered
- Produce and implement a digital inclusion strategy focusing on the needs of vulnerable groups
- Implement a multi-agency service signposting scheme for older and vulnerable people
- Use planning policies and “building for life criteria” to ensure new homes can adapt to people’s changing needs
- Continue to support under-occupation strategies and increase downsizing opportunities for older people
- Use the Community Grant scheme to support groups who provide social opportunities and reduce social isolation of vulnerable people

## *Did you know?*

“...every £1 spent adapting homes where a serious fall is likely to occur could save the NHS £69.37 over 10 years”

*The District Council contribution to public health: a time of challenge and opportunity - The Kings Fund, 2015*

**In the District, approximately 24% of adults are considered overweight or obese, compared to the Kent average of 28%.**

*Sevenoaks District's Health Inequalities Action Plan, 2015-18*

There will be a 25% rise in the number of people aged 65+ diagnosed with dementia by 2020, particularly those with mild or moderate dementia. - *Kent Adult Mental Health JSNA*



# Appendix B - -Sevenoaks District Community Plan 2016-19

## Caring Communities - Your Priorities

### Priority 2

#### Improve outcomes for children and young people

##### *We will:*

- Work with partners in the Sevenoaks Local Children's Partnership to prioritise action and provide joined up social, emotional and health care support for children, young people and families
- Fund projects through the Sevenoaks Local Children's Partnership that focus on barriers to outcomes and are targeted in areas of most need
- Continue to provide support for children moving from Primary to Secondary school, part of Kent County Council's Early Help offer
- Provide enhanced support to families needing extra help

### Priority 3

#### Reduce poverty and social exclusion

##### *We will:*

- Continue to provide free housing, energy and retraining advice
- Provide grant support to projects providing free debt advice and debt reduction
- Work with the Sevenoaks Children's Local Partnership to produce a child poverty action plan for Sevenoaks District
- Reduce fuel poverty by promoting grants and helping homeowners/tenants and businesses to reduce energy costs, making energy savings through the Sevenoaks Switch and Save programme and improving energy efficiency
- Increase the thermal efficiency of existing housing stock and undertake retrofit measures

### *Did you know?*

"Latest forecasts indicate the number of dementia patients in Kent and Medway will **increase by 80%** from 21,750 in 2011 to 39,400 in 2030"

*Improve outcomes for people with Dementia - NHS Kent and Medway*

"Older people continue to be more **digitally excluded** ...this prevents too many older people from using online services and mobile apps, putting them at significant social, financial and potentially healthcare disadvantages."

*Opportunity Knocks: Designing solutions for an ageing society - International Longevity Centre, 2015*

**606** people in the District were provided with specialist equipment and housing adaptations to support independent living *during 2014/15*

*Kent County Council*



## Green Environment

We want Sevenoaks District to be a place where people can enjoy clean and high quality urban and rural environments

Insert picture

What you said

*"Make sure new housing takes the environment into account"*

*"We must ensure we protect the Green Belt in our communities...Brown sites and empty industrial areas must be the priority..."*

Page 128

*"Greater pro-active concentration on work with local communities to reducing surface flooding"*



## Green Environment

Residents in our District want to keep open spaces and value a clean environment as well as heritage and tourist attractions. Our biggest 'Green Environment' challenge is to review the Local Plan which sets the spatial and planning policy for the District.

We have increased pressure from the government to build more homes and we need to think about economic growth. This means we need to provide land and infrastructure to accommodate growth while recognising pressure to restrict in the Green Belt. We also need to recognise the issues identified by the Sevenoaks Strategic Housing Market Assessment (SHMA) in providing more housing and catering for the needs of an ageing population. We need to think about making the homes we build more energy efficient and able to adapt to our changing needs as we get older.

### What you said

*From our consultations we know residents are most concerned about:*

- Addressing the need for better enforcement action for fly tipping in the District, particularly in rural areas
- Maintaining a weekly refuse collection service
- Reviewing the Local Plan, taking into account the need to retain the Green Belt and balance the need for the economy to grow and create more homes
- Emphasising planning enforcement action and its role in keeping the District somewhere with high quality urban and rural environments
- Designing homes that can adapt to people's changing needs as they get older
- Concentrating new development in the major settlements in the District and closer to key local services
- Continuing to identify sites for development (commercial and residential)
- Planning for the impact of major developments outside the District, particularly Ebbsfleet and Paramount which have wide ranging risks and opportunities for infrastructure, economic development, jobs creation, business migration etc.
- Promoting access to and benefits of countryside and leisure spaces ('green infrastructure') in terms of benefits to health and tourism
- Helping people access open space and leisure services
- Reducing the impact of flooding and its impact on homes and businesses
- Considering environmental issues when building new houses e.g. solar energy and energy efficiency measures
- Homeowners/tenants and businesses and need help to reduce energy costs and improve efficiency
- Continuing "excellent recycling schemes"

## Green Environment - Your Priorities

### Priority 1

**Retain the Green Belt and conserve and enhance the value of our countryside and green spaces, particularly Areas of Outstanding Natural Beauty (AONB)**

***We will:***

- Review and update planning policies and manage development in accordance with them
- Take account of AONB guidance and management plans in planning decisions
- Work with communities, landowners and local groups to protect landscape, wildlife and heritage, e.g. Darent Valley Heritage Landscape Partnership
- Promote and develop the District's 'green infrastructure' , (i.e. the network of open space, woodlands, wildlife habitat, parks and other natural areas) and its benefits for health and mental health of residents

### Priority 2

**Maintain a clean local environment**

***We will:***

- Protect our weekly refuse collection service
- Continue to tackle litter and detritus
- Take enforcement action on fly tipping
- Encourage and promote recycling and support national recycling targets and campaigns
- Use planning enforcement tools where possible to improve areas within the District

### ***Did you know?***

Sevenoaks District Council receives, decides and grants the **highest number** of planning applications in Kent

***Sevenoaks District Council***

During 2014/15, Sevenoaks District Council collected over **40,000 tonnes** of household waste, over a third of which was recycled with the bulk of the remainder turned into electricity

***Sevenoaks District Council***  
**Page 130**

There were 1,161 incidents of fly tipping reported between December 2014 and November 2015, an increase of **23.37%** on the same period in 2013/14

***Sevenoaks District Council***

## Appendix B - -Sevenoaks District Community Plan 2016-19

### Green Environment - Your Priorities

#### Priority 3

Ensure new development is designed to a high quality and takes into account local character and the impact on the environment

***We will:***

- Use planning policies and “building for life” criteria to ensure new homes are well designed and can meet people’s changing needs as they grow older
- Consider policy better to safeguard areas at risk of flooding as part of the review of the Local Plan
- Work with partners to target initiatives to reduce surface flooding and its impact on residents and businesses
- Support delivery of the Kent Environment Strategy and the Sevenoaks District Climate Local Action Plan
- Promote renewable energy in new and existing developments and look at compliance with sustainability assessment standards for new development
- Produce a coordinated strategy to plan for the impact of major developments outside the District, particularly London Paramount and Ebbsfleet

### ***Did you know?***

“The value of green spaces equates to between £8 - £27 per person per year through improvements to healthy lifestyles”

***The District Council contribution to public health: a time of challenge and opportunity - The Kings Fund, 2015***

Spaces for leisure and sports facilities provide equivalent health and emotional wellbeing benefits of £112-£377 per person per year -

***The District Council contribution to public health, The Kings Fund, 2015***

Page 131

***Kent and Growth and Infrastructure Plan (2015)***, identifies a need for £17 million of investment in ‘Green Infrastructure’ in the District between 2014-31 and £1.12 million for flood defences



## Healthy Environment

We want Sevenoaks District to be a place where people have healthy lifestyles and where health inequalities are reduced

Insert Picture

What you said

*"...people with mental health conditions often feel let down and inadequately helped especially during crisis situations..."*

*"...there's a school nurse who only comes in on Mondays. If we have a problem there needs to be someone we can ask, whether that's a school nurse or guidance counsellor"*

Page 132

*"Alcohol is a problem for people over 60 years, particularly for those experiencing social or rural isolation"*



## Healthy Environment

Our Health Inequalities Action Plan (2015-18) is delivered by partners in the Sevenoaks District Health Action Team. It identifies key health priorities for our District. Obesity can contribute to a range of health conditions and significantly affect people's long-term health. We have more work to do to reduce obesity levels. We also need to continue focusing on the links between health and social and economic factors such as poverty, access to housing, leisure, open spaces, housing conditions and social exclusion.

We are aware of the impact on health and care services of an ageing population, including the likelihood that this will increase the numbers of people suffering from dementia. The rural nature of our District means that many older people are socially isolated and find it difficult to access services by public transport. We want to help people stay healthy as they get older, to access health services facilities and to provide support to improve their physical and mental health and wellbeing. This also involves helping communities be more aware of the support they can provide to help vulnerable groups remain independent.

It is a particular concern that residents and partners feel that mental health is still an 'invisible illness'. Some groups, including young people, those over 65 years and people with learning disabilities find it particularly difficult to access support. We will work to support people and vulnerable groups with mental health and raise awareness of mental health issues.

### What you said

#### *From our consultations we know residents are most concerned about:*

- Finding it difficult to access services for people with mental health difficulties
- Considering the links between mental health and alcohol misuse in older people
- Supporting vulnerable people to remain independent and helping them take more responsibility for their own health
- Encouraging support solutions delivered in community settings
- Promoting the benefits of active travel, e.g. everyday walking and cycling in support of health and mental health
- Promoting the healthy weight of children, targeting projects to promote healthy food/snacks and cooking
- Looking at breastfeeding support take up as linked to child weight and development and health
- Making services more accessible for young people, and increasing access to information, advice and support
- Joining up work on substance misuse programmes with Community Safety
- Providing suitable accommodation for older people, particularly support services and accommodation for people with dementia
- Continuing to provide health checks and promote them for older people
- 28% of respondents to Sevenoaks District Council's Residents Panel Survey, 2015 wanted to improve access to their local hospital

## Healthy Environment - Your Priorities

### Priority 1

#### Reduce health inequalities and improve health and wellbeing for all

##### *We will:*

- Work with healthy schools and partners in the Sevenoaks Health Action Team and Sevenoaks Local Children's Partnership to support children and young people identified as being overweight or obese
- Target support and deliver activities for adults to increase physical activity and reduce obesity
- Deliver preventative programmes help people to age well by staying healthier as they get older
- Work with residents and business partners to deliver dementia friendly communities and provide support for carers' families
- Produce a Housing Market Needs Assessment Strategy with a detailed analysis of the needs of older people and people with physical disabilities to inform a new Housing Strategy for the District
- Continue to provide aids, adaptations and devices to enable people to live more independently
- Reduce fuel poverty by promoting grants and training to help homeowners and businesses to reduce energy costs and improve efficiency

### Priority 2

#### Reduce risk taking behaviour that affects health and wellbeing

##### *We will:*

- Use the Council's Planning and Licensing policy to reduce risk taking behaviours and improve healthy eating
- Join up work between health and community safety on providing targeted alcohol and substance misuse support and promote education programmes to residents in the District

### *Did you know?*

Contact rates with mental health services for people over 65 years are **significantly over the Kent average** for several wards in the Sevenoaks District - *Health and Social Care Maps: Mental Health and Wellbeing. Kent and Medway Public Health Observatory (KMPHO)*

**30.46%** of all deaths in Sevenoaks District are caused by cancer while **26.57%** are from circulatory and respiratory diseases.

*Sevenoaks District's Health Inequalities action Plan, 2015-18*

Children in Reception Year and Year 6 in the north of the District are **more likely to be affected by obesity** with some areas particularly above the Kent average

*Kent Public Health Observatory, Health and Social Care Maps, Children*



# Appendix B - -Sevenoaks District Community Plan 2016-19

## Healthy Environment - Your Priorities

### Priority3

#### Encourage access to health services for all

##### *We will:*

- Support people to manage long-term mental health conditions and improve signposting to services
- Work in partnership to support projects that help children and young people with mental health issues access support and education, training and work opportunities
- Encourage people with disabilities to take part in sport and volunteering
- Complete an Open Space, Sports and Leisure study and deliver a Leisure Strategy
- Support improvements to leisure and sports facilities and improve access to open spaces through the Local Plan
- Use planning policies and “building for life criteria” to ensure new homes can adapt to people’s changing needs
- Continue to provide health checks for residents in community settings
- Review and promote voluntary and community transport
- Support and extend community transport schemes

### *Did you know?*

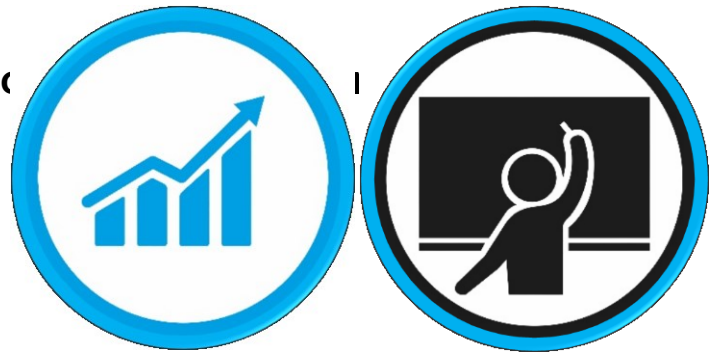
People with Learning Disabilities in Edenbridge South and West have more contact with mental services than other wards in the District. These are also significantly above the average contact levels for Kent - *Health and Social Care Maps: Mental Health and Wellbeing. Kent and Medway Public Health Observatory (KMPHO)*

The top injury for under 18s is **head injury**. For 15-17 year olds “**poisoning by drugs, medicaments & biological substances**” is the top injury and accounts for 42% of undetermined and deliberate injury

*KMPHO, Health and Social Care Maps, Children*  
Page 135

The highest rates of teenage pregnancy in the District are in Swanley White Oak, Hextable and Swanley St Mary’s wards. These all have levels considerably above the District average

*KMPHO, Health and Social Care Maps, Children*



## Dynamic Economy

We want Sevenoaks District to be a place with a thriving local economy, where businesses flourish and people have skills for employment

Insert picture

What you said

*"We need individualism to encourage visitors to our towns and villages - a unique selling point is needed!"*

*"More small business opportunities and support please"*

*"There are too many 'not spots' for an area so close to London"*

"Not spots" are areas with limited or no broadband or mobile phone signal



## Dynamic Economy

Continuing to build a strong economy despite a loss in employment land in a District with significant constraints is one of our most significant challenges. This year, the government made changes relating to permanent permitted development rights which make it easier for offices to be converted into homes. In addition, the Strategic Housing Market Assessment highlights a need to significantly increase housing and affordable housing in the District. This is critical to the economy and affects employers' ability to recruit and retain staff.

The review of the Local Plan will need to consider these issues together with those highlighted in the Sevenoaks District Economic Development Plan, particularly actions to support areas highlighted for growth and generating inward investment into the District. It is also clear that we need to address the lack of overnight visitor accommodation in the District which is having an adverse impact on our tourist economy.

### What you said

#### *From our consultations we know residents are most concerned about:*

- Affordable transport is a major issue for young people, particularly for a rural District like Sevenoaks
- Supporting young people to access apprenticeship opportunities
- Targeting areas for growth and development identified in the Economic Development Strategy, particularly the need to improve Swanley and New Ash Green town centres
- Parking is a key issue if town centres are to become more vibrant
- Marketing the unique offer of each town/village centre
- Planning for employment and training opportunities linked with new development or major development outside the District
- Infrastructure needs of land for employment
- Recognising changes in government policy, particularly "permitted rights to development" being made permanent
- Getting young people ready for work and supporting those with particular needs into employment, education or training
- Supporting the Weald of Kent Grammar Annex which can improve educational attainment and reduce migration to schools outside of the District
- Looking at how we can reduce barriers to attainment through the Local Children's Partnerships
- Supporting small businesses with accommodation costs
- Improving the hotel provision in the District
- Supporting the rural economy through the Economic Development Action Plan, West Kent Leader and the West Kent Partnership
- Linking broader digital inclusion and health and social care issues

## Dynamic Economy - Your Priorities

### Priority

1

**Identify a supply of employment land and premises to promote economic growth**

*We will:*

- Identify a sufficient supply of land for employment use through the review of the Local Plan
- Participate in and inform the employment land study as part of the review of the Local Plan
- Develop a masterplan for Swanley as a catalyst for regeneration and increase rented accommodation for young people wishing to access employment and address transport connectivity
- Target areas for growth identified in the Sevenoaks District Economic Development Strategy
- Maximise opportunities for employment at Fort Halstead

### Priority

2

**Improve skills for employment**

*We will:*

- Reduce young people not in employment education or training (NEET) through the work of the Sevenoaks District Local Children's Partnership and identify funding support for projects in NEET hotspots in the District
- Participate in regular skills fairs
- Work in partnership to reduce barriers to attainment and reduce identified gaps in educational attainment
- Retain the Young Person's Travel Pass and explore other schemes and support the integration of public transport
- Support efforts to develop a Weald of Kent grammar annex in Sevenoaks
- Increase the number of young people who are supported into apprenticeship opportunities

## *Did you know?*

Tourism in the District generates £220 million for the local economy

Sevenoaks has the 2<sup>nd</sup> **lowest level** of overnight stays in Kent at 229,000. This can be linked to the shortage of hotel accommodation in the District - *Visit Kent, 2015*

GVA (Gross Value Added) is a measure used to monitor the performance of the national economy. Sevenoaks has a GVA of 2.3 billion and is the 6<sup>th</sup> largest in Kent -

*Kent County Council, GVA Bulletin*

*The Business Location Index* assesses the Sevenoaks District as being a **high quality and high cost area**, making it a challenge to provide land and infrastructure for growth balanced with competing pressure to protect the green belt - *Grant Thornton, 2015*

## Appendix B - -Sevenoaks District Community Plan 2016-19

### Priority 3

#### Retain existing businesses, encourage new businesses and promote tourism

##### *We will:*

- Encourage vibrant town centres and work with Visit Kent and Town Partnerships to promote and market our towns' unique selling points
- Increase parking capacity in Sevenoaks Town
- Provide business with support programmes and support high growth businesses to access funding opportunities
- Support rural businesses through the delivery of a West Kent Leader programme
- Support tourism and develop a Tourism Destination Management Plan that seeks to increase the number of visitor stays
- Support businesses to improve existing tourist accommodation
- Identify and support tourism infrastructure through the review of the Local Plan
- Facilitate new hotel provision

### Priority 4

#### Improve broadband connectivity and promote digital inclusion

##### *We will:*

- Support the delivery of national and county broadband targets and support rural communities
- Develop a digital inclusion strategy to support social and health care agendas and increase the ability of residents to access support and services

### *Did you know?*

Average weekly earnings for residents in Sevenoaks District is **£628.10**. This is above the UK and Kent averages. Higher earning reflects a skilled workforce. Average workplace-based gross earnings in the District are lower at £535.80 - *Kent County Council, 2015*

There is a gap in educational attainment at Key Stage 2 between those who receive free school meals and their peers, of **22.4%** in reading, writing and maths, which is above the county average of **21%**

*Kent County Council*

The District has a high proportion of residents with very low or no qualifications which is higher than the county and South East average at **11.1%** compared to **9.1%** in the South East  
*Sevenoaks District Economic Development Strategy*

## Sustainable Economy



Where people can live, work and travel more easily  
and are empowered to shape their communities

Insert Picture

What you said

*“Reflect the Planning Policy changes in the Housing and planning Bill 2015”*

*“Work in partnership with town and parish Councils. We have close links with our local communities”*

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*“Really support affordable housing don’t just say it!”*



## Sustainable Economy

Sevenoaks District provides excellent transport connectivity, particularly to London and the London airports. However, residents have told us that they continue to find it challenging travelling within the District, particularly to access key local services and facilities. We must plan the transport and infrastructure needs in the District through the Local Plan and make best use of the Community Infrastructure Levy to benefit residents. We will also think about how we can take advantage of our proximity to London, particularly through the inclusion of some wards in our District in the Transport for London Oyster zone.

With some of the most expensive housing in the UK and major constraints on development, residents remain concerned about the availability of affordable housing and different housing options in the District. The Sevenoaks and Tunbridge Wells Strategic Housing Market Assessment (2015) identifies a need to significantly expand our housing and affordable housing offer over the twenty year Local Plan period. This falls at a time of reducing funding from the Homes and Communities Agency and proposed government changes to reduce and cap rents and amend the right to buy. These are making business models difficult for housing associations. As part of the review of the Local Plan we need to set housing targets based on need that also take into account of our significant local constraints such as the Green Belt and Areas of Outstanding Natural Beauty.

### What you said

*From our consultations we know residents are most concerned about:*

- Transport services across the District and the lack of access to some key local services, as well as:
  - Needing more frequent and timely services, more services at evening and weekends and improved transport connectivity
  - Concern about the lack of access to services in small villages and rural areas
  - New development taking into account transport/parking provision
- Respondents to the District Council's Residents Panel (2015) highlighted a need to improve access to hospitals, public transport and shopping centres/supermarkets
- Transport infrastructure and impact of major developments outside the District needs to be taken into account in the review of the Local Plan
- The lack of affordable housing and the types and mix of housing in the District:
  - Need a housing needs survey to really understand current and future demand and homes that are truly affordable
  - More private small bungalows and 2/3 bed houses
  - Concern about high rents and young people's ability to buy a first home
- Supporting voluntary and community activities including arts
- Making better use of community spaces and facilities and work in partnership with Town and Parish Councils



## Sustainable Economy - Your Priorities

### Priority 1

**Reduce the need to travel, promote and improve access to key local services and to public and community transport**

***We will:***

- Use development and regeneration opportunities to promote improvements in transport accessibility and connectivity
- Work in partnership to address gaps in infrastructure
- Support the Greater London Authority rail devolution of metro services and the extension of Oyster to Swanley and lobby for the extension of Oyster to Dunton Green and Sevenoaks Town
- Lobby to represent District transport concerns to the Local Transport Authority as part of the Kent Route Strategy
- Seek to lobby and support partner agencies to reduce congestion in identified problem areas in the District
- Promote the number 8 bus route in Sevenoaks and look at the feasibility of using the model elsewhere in the District
- Support delivery of the Sevenoaks District Cycling Strategy and promote cycling
- Support, review and promote voluntary and community transport schemes

## ***Did you know?***

Housing prices in the District are **11 times** the earning of younger households, compared to a ratio of 6:5 nationally. As a result home ownership levels have fallen with increasing numbers renting - **Sevenoaks and Tunbridge Wells Strategic Housing Market Assessment, 2015**

The average house price in Sevenoaks is **£302,000** which is above wider housing market areas and the Kent average which is **£210,000**

**Sevenoaks and Tunbridge Wells Strategic Housing Market Assessment, 2015**  
Page 142

**67%** of respondents to the Council's Residents' Panel Survey, 2015 said that they found it easy to access a local hospital with **28%** wanting to improve access. **80%** found it easy to access public transport with **19%** wanting to improve access



## Appendix B - -Sevenoaks District Community Plan 2016-19

### Priority 2

**Provide additional housing development including the right mix, types and tenures and to meet the needs of older people**

***We will:***

- Set housing targets based on need that also take into account of our significant local constraints such as the Green Belt and Areas of Outstanding Natural Beauty
- Produce a Housing Strategy which promotes District housing development to meet the needs of older people
- Continue to increase affordable housing options
- Continue innovative and partnership work to increase access to starter homes, shared ownership and help people to downsize
- Bring empty homes back into use and continue under-occupation work
- Deliver projects to create more social rented bungalows
- Expand rented accommodation and affordable entry level housing through regeneration opportunities

### Priority 3

**Work with local people to deliver strong, active and sustainable communities**

***We will:***

- Make the best use of community spaces and facilities
- Promote volunteering and participation in community activities, including staff work-based schemes
- Enable local people and Town and Parish Councils to participate in issues that affect them or their local area
- Support inclusive arts and community projects that enable social, community and cultural activities to flourish for all groups

### ***Did you know?***

Total gross expenditure on supported bus services in Sevenoaks District is **£1,049,470** - In many cases KCC supports particular elements of predominantly commercial services

***Kent County Council***

Sevenoaks District Council and MOAT created “A Home of Your Own” bespoke shared-ownership scheme funded by developer contributions. So far **£1.2** million funding has helped **12** families buy a home in the District in Phase 1. **Sevenoaks District Council**

Based on the growth in the number of older persons, 11% of the overall housing need should be specialist housing. This includes housing that can be adapted, giving people the ability to downsize to remain in their own homes ***Sevenoaks & Tunbridge Wells Strategic Housing***

## Public consultation draft

### Sevenoaks District Community Plan 2016-2019



*Making it Happen - together*

*For more information or to get in contact*

Telephone 01732 227000

Website [www.sevenoaks.gov.uk/communityplan](http://www.sevenoaks.gov.uk/communityplan)

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## Safe Communities

1. 85% of actions in the Community Safety Partnership Strategy and action plan achieved each year
2. Reduce the total number of 'victim-based' crimes as recorded by Kent Police
3. Maintain the low number of ASB incidents (no higher than 3rd in the county)
4. Reduce the number of people killed or seriously injured by 2020 (in line with KCC Road Casualty Reduction Strategy)
5. 85% of actions in the Domestic Abuse Action Plan on target

**Lead Agencies:** Community Safety Partnership/Kent Police/Kent County Council

**PH Responsibility:**  
Cllr Hogarth (KSMs 1-5)

## Caring Communities

1. Housing Strategy completed and promote housing development to meet the needs of older people
2. Sevenoaks Children's Local Partnership dashboard of indicators produced and at least 75% of core indicators on target
3. The number of families with children under 5 receiving benefits receiving help
4. Percentage of people satisfied with the HERO project
5. Deliver at least 85% of targets in the Climate Local Plan

**Lead Agency:** Sevenoaks District Council and Sevenoaks Local Children Partnership Group

**PH Responsibility:**  
Cllr Lowe (KSMs 1-5)  
Cllr Searles (KSM 3)

## Green Environment

1. Planning policies used effectively as monitored through the Local Plan to conserve and enhance the value of our countryside and green spaces
2. Use and enforce Planning Policies set out in the Local Plan to ensure new development is designed to a high quality and takes into account local character and impact on the environment
3. Weekly refuse service collection maintained
4. Recycling campaigns delivered

**Lead Agency:** Sevenoaks District Council

**PH Responsibility:**  
Cllr Piper (KSMs 1 & 2)  
Cllr Dickins (KSMs 3&4)

## Healthy Environment

1. Increase the number of older people living independently for longer
2. Programmes delivered to support people to better manage long term mental health conditions and improved signposting
3. Targeted interventions provided for children measured as or at risk of being overweight or obese
4. Targeted interventions provided for adults who are overweight and above
5. Health success measures in the District Deal developed and 50% on target initially, increasing over time to 85%
6. 85% of actions in the Health Inequalities Action Plan to be delivered each year
7. Complete an Open Space, Sports and Leisure study and deliver a Leisure Strategy with 85% of actions to be delivered

**Lead Agency:** Sevenoaks Health Action Team

**PH Responsibility:** Cllr Lowe (KSMs 1-7)

## Dynamic Economy

1. Market Sevenoaks District as a place to invest and grow
2. Secure funding for business support programmes
3. Jobs and careers events delivered
4. Economic Needs considered as part of the Local Plan
5. Support rural businesses through the West Kent Leader fund
6. Support 16-24 year olds into employment, education or training
7. 85% of actions in the Sevenoaks District Economic Development Action Plan achieved
8. Tourist destination Management Plan delivered and visitor stays increased
9. Apprenticeship opportunities increased over the three year plan period (baseline to be provided by Kent County Council)

**Lead Agencies:** Sevenoaks District Council and Kent County Council

**PH Responsibility:** Cllr Hogarth (KSMs 1-9)

## Sustainable Economy

1. Projects delivered and/or supported by the CIL infrastructure plan
2. Housing Strategy in place by 2017 and embedded in the emerging Local Plan
3. Deliver a range of affordable housing solutions across the District to meet identified need
4. Support delivery of the implementation plan in the Sevenoaks District Strategy for Transport
5. Potential new cycle routes identified
6. Increase number of people who are involved in decision making

**Lead Agencies:** Sevenoaks District Council, Kent County Council and the Local Strategic Partnership

**PH Responsibility:**  
Cllr Piper (KSMs 1, 3&4)  
Cllr Lowe (KSMs 2 & 3)  
Cllr Hogarth (KSM 6)

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