

02 November 2017 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 25.10.17



Direct & Trading Advisory Committee

Membership:

Chairman, Cllr. Dickins; Vice-Chairman, Cllr. Mrs. Bayley
Cllrs. Barnes, Mrs. Bayley, Mrs. Bosley, Dickins, Esler, Kelly, Maskell, McGregor, Parson, Pett, Raikes and Thornton

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

| | Pages | Contact |
|--|-----------------|---------------------------------------|
| Apologies for Absence | | |
| 1. Minutes To agree the Minutes of the meeting of the Committee held on 11 July 2017, as a correct record. | (Pages 1 - 4) | |
| 2. Declarations of Interest Any interests not already registered | | |
| 3. Actions from Previous Meeting | (Pages 5 - 6) | |
| 4. Referrals from Cabinet or the Audit committee (if any) | | |
| 5. Update from Portfolio Holder | | |
| 6. Budget 2018/19: Service Dashboards and Service Change Impact Assessments (SCIAS) | (Pages 7 - 30) | Adrian Rowbotham Tel: 01732 227153 |
| 7. Christmas Parking 2017 | (Pages 31 - 34) | John Strachan Tel: 01732 227310 |
| 8. Parking Charges 2018 - 19 | (Pages 35 - 46) | John Strachan Tel: 01732 227310 |
| 9. Work Plan | (Pages 47 - 48) | |

EXEMPT INFORMATION

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

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

DIRECT & TRADING ADVISORY COMMITTEE

Minutes of the meeting held on 11 July 2017 commencing at 7.00 pm

Present: Cllr. Dickins (Chairman)

Cllr. Mrs. Bayley (Vice Chairman)

Cllrs. Barnes, Kelly, Maskell, Pett, Raikes and Thornton

Apologies for absence were received from Cllrs. Mrs. Bosley, Esler, McGregor and Parson

Cllr. Dr. Canet was also present.

1. Appointment of Chairman

Resolved: That Cllr. Dickins be appointed as Chairman of the Advisory Committee for the ensuing municipal year.

(Cllr. Dickins in the Chair)

2. Appointment of Vice Chairman

Resolved: That Cllr. Mrs. Bayley be appointed as Vice Chairman of the Advisory Committee for the ensuing municipal year.

COUNCILLOR PADDY COOKE

The Advisory Committee took a moment's reflection to remember the late Councillor Paddy Cooke, a former member of the Committee who had sadly passed away in May.

3. Minutes

Resolved: That the Minutes of the meeting of the Committee held on 14 March 2017 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

There were no additional declarations of interest.

5. Actions from Previous Meeting

It was noted that the 2016/17 Annual Parking report would be circulated once published.

6. Referrals from Cabinet or the Audit committee

There were none.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman advised he would give his Portfolio Holder update before the Work Plan.

7. Bradbourne Lakes - Sevenoaks

The Chief Officer, Environmental and Operational Services presented the report which provided an update on the condition of the Council owned Bradbourne Lakes open space, and suggested a possible way forward to obtain external funding for restoration and improvement works. The Council would, in the near future, have to incur considerable capital costs at the park, including de-silting the lakes. A one-off, invest to save, bid to the 2018/19 budget would present an opportunity to commission professionals to seek external funding for these works, but with no guarantee of success. If agreed in principle, an application to fund such consultants could be submitted as part of the 2018/19 budget setting process.

Mr John Ingram and Mr Byron Brown from the Bradbourne Residents' Association were welcomed and the Chairman exercised his discretion to allow them to address the Advisory Committee. To aid the [presentation](#), [pictures](#) were tabled. Mr. Ingram gave a brief history of the site, its current condition and the type of events held there. It was suggested by Mr. Ingram that the site would benefit from a multi purpose pavilion, parking and lavatories. It was noted that there were potentially many further stakeholders that could be involved and potential partnerships that should be investigated. It was suggested that such links could be forged during the community outreach which would feed into the compilation of a vision document for the Lake's future, which would in turn inform funding bids. The Advisory Committee were concerned that without a rigorous vision any external funding bid would fail. It was suggested that funding should initially be found to prepare a 'vision' with the cost being met from existing budgets but not to the detriment of the maintenance budget.

Resolved: That

- a) the principle of the one off invest to save application was supported;
- b) to secure the best possible outcome the Advisory Committee considered that it was essential to have a rigorous vision in advance of exploring funding options;
- c) further investigation by the Chief Officer Environmental & Operational Services in conjunction with the Portfolio Holder was required to find out costings and funding for (b) above within the current budget; and

d) the Portfolio Holder inform Cabinet of the above.

8. Update from Portfolio Holder

The Portfolio Holder for Direct & Trading Services reported that:

- New refuse freighters were now bearing the 'See you next week' livery;
- North Farm Household Waste Recycling Centre and Transfer Station would be closed for ten weeks for repair work after the fire in October, a date for the works had yet to be agreed but discussions with Kent County Council were taking place to minimise disruption at Sundridge;
- Fly tipping - there had been a significant recent success, further details and the outcome of which would be publicised shortly, and the KRP had just approved funding for an officer to work with local authorities across Kent sharing intelligence on fly-tipping;
- The planning application for the Buckhurst 2 car park had been submitted for validation; and
- Work was being finalised on a 'recycling app'.

A Councillor advised that she had been unable to find the link that had been on the older version of the website which explained about the use of wheelie bins and refuse collections. It was agreed that there needed to be enough significant information to enable the public to self serve.

Action 1: The Communications team, add some appropriate wording onto the relevant website pages.

9. Work Plan

The Work Plan was noted.

THE MEETING WAS CONCLUDED AT 8.56 PM

CHAIRMAN

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| ACTIONS FROM THE MEETING HELD ON 11/07/17 | | | |
|---|---|---|-----------------------------|
| Action | Description | Status and last updated | Contact Officer |
| ACTION 1 | <p><i>A Councillor advised that she had been unable to find the link that had been on the older version of the website which explained about the use of wheelie bins and refuse collections. It was agreed that there needed to be enough significant information to enable the public to self serve.</i></p> <p>The Communications team, add some appropriate wording onto the relevant website pages.</p> | The Communications team are speaking to the refuse collection team to see whether additional information can be added to the website. | Communications Ext. 7414 |

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BUDGET 2018/19: SERVICE DASHBOARDS AND SERVICE CHANGE IMPACT ASSESSMENTS (SCIAS)

Direct and Trading Advisory Committee - 2 November 2017

| | |
|--------------------|--|
| Report of | Chief Finance Officer |
| Status | For Decision |
| Also considered by | Economic and Community Development Advisory Committee - 3 October 2017 |
| | Policy and Performance Advisory Committee - 5 October 2017 |
| | Housing and Health Advisory Committee - 10 October 2017 |
| | Legal and Democratic Services Advisory Committee - 17 October 2017 |
| | Finance Advisory Committee - 14 November 2017 |
| | Planning Advisory Committee - 23 November 2017 |
| Key Decision | No |

Executive Summary: This report sets out updates to the 2018/19 budget within the existing framework of the 10-year budget and savings plan. The report presents proposals that have been identified which need to be considered, together with further suggestions made by the Advisory Committees, before finalising the budget for 2018/19.

Informed by the latest information from Government and discussions with Cabinet, it is proposed that the Council continues to set a revenue budget which assumes no funding from Government through the Revenue Support Grant or New Homes Bonus. This will result in the Council continuing to be financially self-sufficient as set out in its Corporate Plan.

To achieve this aim and to ensure a balanced budget position over the next 10-year period, whilst also increasing the Council's ability to be sustainable beyond that time, a savings requirement of £100,000 per annum is included.

Other pressures, such as the public sector pay award, may result in a requirement for further savings. Officers will continue to monitor these pressures and report the latest position to Cabinet in December.

Portfolio Holder Cllr. John Scholey

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Contact Officer(s) Adrian Rowbotham, Ext. 7153

Veronica Wilson, Ext. 7436

Recommendation to each Advisory Committee:

- (a) Advise Cabinet with views on the growth and savings proposals identified in Appendix D applicable to this Advisory Committee.
 - (b) Advise Cabinet with further suggestions for growth and savings applicable to this Advisory Committee.
-

Reason for recommendation: It is important that the views of the Advisory Committees are taken into account in the budget process to ensure that the Council's resources are used in the most suitable manner.

Introduction and Background

- 1 The Council's financial strategy over the past thirteen years has worked towards increasing financial sustainability and it has been successful through the use of a number of strategies including:
 - implementing efficiency initiatives;
 - significantly reducing the back office function;
 - improved value for money;
 - maximising external income;
 - the movement of resources away from low priority services; and
 - an emphasis on statutory rather than non-statutory services.
- 2 Over this period, the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders. In financial terms, the adoption of this strategy has to date allowed the Council to move away from its reliance on general fund reserves.
- 3 Using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is likely that more accurate data will become available in future months and current assumptions may need to be updated.
- 4 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the short-term reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, that ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.

- 5 With the amount of Revenue Support Grant provided by Government ceasing from 2017/18 it is important that the council remains financially self-sufficient by having a balanced economy and a financial strategy that is focused on local solutions. These solutions include:
- continuing to deliver financial savings and service efficiencies;
 - growing the council tax and business rate base; and
 - generating more income.
- 6 When the current Financial Strategy started in 2011/12, it was agreed that the balance in the Asset Maintenance Reserve would be moved to the Financial Plan Reserve and used over the initial 10-year period. Any asset maintenance expenditure is therefore now funded by the revenue budget each year. Asset maintenance expenditure can fluctuate as the demand for programmed and ad hoc work varies across sites and it should be recognised that expenditure is likely to increase over the next 10 years as properties age.
- 7 The intention of this report is to provide Members of each Advisory Committee an opportunity to give their views on potential growth and savings items that could be included in the updated 10-year budget that will be presented to Council on 20 February 2018.
- 8 The ‘Financial Prospects and Budget Strategy 2018/19 and Beyond’ report has been presented to Cabinet to start the budget setting process for 2018/19.

Financial Self-Sufficiency

- 9 The Council’s Corporate Plan, introduced in 2013, set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.
- 10 This approach was adopted in response to the financial challenges the Country is faced with in bringing its public spending down to ensure it is able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council expecting to receive no Revenue Support Grant from 2017/8.
- 11 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 12 The Council’s decision to seek to become financially self-sufficient was subject to scrutiny by the Local Government Associations Peer Challenge of the District Council during December 2013. In their closing letter to the Council they concluded that they ‘fully support that aspiration and given the

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existing and anticipated squeeze upon public finances this makes much sense’.

- 13 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus expected to reduce from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no Revenue Support Grant or New Homes Bonus. Any funding received from these sources will be put into the Financial Plan Reserve which can be used to support the 10-year budget by funding invest to save initiatives and supporting the Property Investment Strategy. One of the aims of the Property Investment Strategy is to achieve returns of 5%+ when not borrowing or in excess of 3% for schemes that include some external borrowing; therefore using funding for this purpose will result in additional year on year income that is not impacted by Government decisions.
- 14 Cabinet are keen to remain financially self-sufficient and be ahead of the game. This will allow this Council to move ahead in the knowledge that this Council has the financial resources to provide the services that the district’s residents want into the future.

Service Dashboards

- 15 The intention of service dashboards is to provide Members with improved information during the budget setting process to provide context and inform any growth and savings ideas that Members may put forward.
- 16 The Service Dashboards cover a summary of the services provided, objectives, achievements and opportunities, challenges and risks and performance.
- 17 **Appendix A** contains the Service Dashboard for this Advisory Committee and **Appendix B** contains the budget for those services.

Savings Plan

- 18 **Appendix C** to this report sets out a summary of the savings and growth items approved by Council since the 10-year budget strategy was first used in 2011/12, which have allowed the Council to deliver a 10 year balanced budget.
- 19 The savings plan requires a total of over £6 million to be saved between 2011/12 and 2017/18 which is an average saving of nearly £900,000 per annum. In the thirteen years from 2005/06, over £10m of savings will then have been made.
- 20 The 10-year budget attached shows a net saving or additional income requirement of £100,000 per annum to deliver a long-term sustainable budget.

- 21 Other pressures, such as the public sector pay award, may result in a requirement for further savings. Officers will continue to monitor these pressures and report the latest position to Cabinet in December.

Proposed Growth and Savings Items

- 22 Growth items are items that are in addition to non-service issues and risks, such as grant settlements, impacts of economic change and other pressures highlighted in the 'Financial Prospects and Budget Strategy 2018/19 and Beyond' report considered by Cabinet on 14 September 2017.
- 23 A number of growth and savings items will be proposed at the seven Advisory Committees with the aim of achieving the £100,000 mentioned above. The £100,000 does not necessarily have to all be achieved in 2018/19 but the impact is required to be £1m (i.e. £100,000 x 10 years) over the 10-year budget period.
- 24 The proposed growth and savings items relating to this Advisory Committee are listed in **Appendix D**.
- 25 Service Change Impact Assessments (SCIAs) contain further details for all proposed growth and savings items. SCIAs applicable to this Advisory Committee can be found in **Appendix E**.
- 26 During the budget process last year, each Advisory Committee was asked to provide further growth and savings suggestions to Cabinet. These were not approved as part of the 2017/18 budget but Cabinet indicated that some items would be worth bringing forward in future years. The suggestions previously proposed by this Advisory Committee are included in **Appendix F** and Members may wish to consider these ideas again when proposing growth and savings suggestions.

Financial Summary

- 27 The assumptions currently included take into account the latest information available but a number of assumptions may change before the final budget meeting in February 2018.
- 28 The 10-year budget attached at **Appendix G** includes the changes that were included in the 'Financial Prospects and Budget Strategy 2018/19'.

Role of the Advisory Committees

- 29 Training sessions on the budget process have been provided to Members in previous years to ensure that they have an understanding of the process and relevant issues to allow them to play an active part in the budget setting process. If Members require refresher training, please contact Adrian Rowbotham, Chief Finance Officer.

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- 30 Views of the Advisory Committees on the growth and savings items proposed together with any additional suggestions will be considered by Cabinet at its meeting on 7 December 2017.

Process and Timetable

- 31 This report is the second stage of the budget process as shown in the Budget Timetable (**Appendix H**).
- 32 It is possible that Advisory Committees may have to re-address service budgets in January if significant changes have taken place leading to a large and unmanageable deficit.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.

Challenges and risks are included in the Service Dashboards and each Service Change Impact Assessment (SCIA) includes the likely impacts including a risk analysis.

Financial risks will be reviewed again when the Cabinet publishes its proposals for the annual budget.

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.

Individual equality impact assessments have been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision making process is fair and transparent.

Conclusions

The Strategic Financial and Business Planning process has ensured that the Council follows a logical and well considered process and approach in dealing with the many difficult financial challenges that it has faced. The 10-year budget has

further improved this process and helped to ensure that the Council is well placed in dealing with more immediate and longer-term financial challenges.

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

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

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

Members' consideration and scrutiny of the relevant services is an essential and key element in the business and financial planning process. If the net total of growth and savings proposals identified by the Advisory Committees and approved by Cabinet does not reach the £100,000 savings target, additional savings will be required that may result in service changes, to ensure a balanced budget position.

Appendices

Appendix A - Service Dashboards relating to this Advisory Committee.

Appendix B - 2017/18 Budget by Service relating to this Advisory Committee.

Appendix C - Summary of the Council's agreed savings plan and growth items.

Appendix D - New growth and savings items proposed relating to this Advisory Committee (if applicable).

Appendix E - Service Change Impact Assessment forms (SCIAs) for the new growth and savings items relating to this Advisory Committee (if applicable).

Appendix F - Update on growth and savings suggestions made by this Advisory Committee last year (if applicable)

Appendix G - 10-year budget.

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Appendix H - Budget timetable.

Background Papers

None

Adrian Rowbotham

Chief Finance Officer

Service Dashboard

Portfolio for Direct and Trading Services

The services we provide

Direct services, street cleansing, waste & recycling, CCTV, environmental health, markets, parking, pest control

Service contribution

Statutory service



Income generating



Working in partnership



Corporate priorities

Self-sufficiency ✓

Value for Money ✓

Safe district ✓

Collect rubbish effectively ✓

Green Belt ✗

Local Economy ✓

Performance

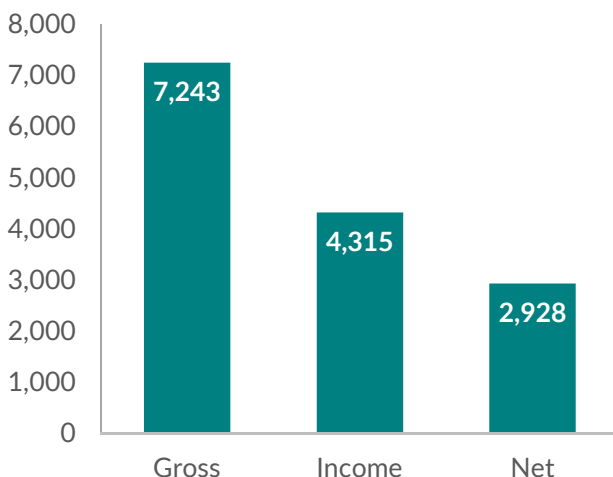
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Achievements & Opportunities

- Delivered new decked car park with additional capacity at Bradbourne in Sevenoaks
- Improved workshop facilities, increasing MOT capacity and enabling more works to be completed in house
- Generated external income totalling £1.5m in 2016/17 and a trading surplus of £198,000
- Successful prosecution of UK Chicken Doner

Revenue Budget (£000)



Challenges & Risks

- Delivering additional long stay parking capacity in Sevenoaks Town
- Maintaining high quality Direct Services as the District continues to grow
- Maintaining a high quality response rate to environmental protection cases and food safety issues

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Direct and Trading Advisory Committee: 2017/18 Budget by Service

| Revenue | | 2017/18 | 2017/18 | 2017/18 |
|---------------|-------------------------------------|-------------|---------|---------|
| Chief Officer | Description | Expenditure | Income | Net |
| | | £'000 | £'000 | £'000 |
| Env & Op Svs | Administrative Expenses - Health | 21 | 0 | 21 |
| Env & Op Svs | Administrative Expenses - Transport | 8 | 0 | 8 |
| Env & Op Svs | Asset Maintenance CCTV | 17 | 0 | 17 |
| Env & Op Svs | Asset Maintenance Countryside | 8 | 0 | 8 |
| Env & Op Svs | Asset Maintenance Direct Services | 38 | 0 | 38 |
| Env & Op Svs | Asset Maintenance Playgrounds | 8 | 0 | 8 |
| Env & Op Svs | Asset Maintenance Public Toilets | 7 | 0 | 7 |
| Env & Op Svs | Car Parking - On Street | 469 | (939) | (470) |
| Env & Op Svs | Car Parks | 408 | (2,278) | (1,870) |
| Env & Op Svs | CCTV | 321 | (71) | 250 |
| Env & Op Svs | EH Animal Control | 32 | (31) | 1 |
| Env & Op Svs | EH Commercial | 293 | (10) | 283 |
| Env & Op Svs | EH Environmental Protection | 392 | (21) | 371 |
| Env & Op Svs | Emergency | 65 | 0 | 65 |
| Env & Op Svs | Estates Management - Grounds | 110 | 0 | 110 |
| Env & Op Svs | Kent Resource Partnership | 305 | (305) | 0 |
| Env & Op Svs | Markets | 107 | (292) | (185) |
| Env & Op Svs | Parks - Rural | 127 | (13) | 114 |
| Env & Op Svs | Parks and Recreation Grounds | 114 | 0 | 114 |
| Env & Op Svs | Public Conveniences | 60 | (15) | 45 |
| Env & Op Svs | Refuse Collection | 2,877 | (315) | 2,562 |
| Env & Op Svs | Street Cleansing | 1,399 | (25) | 1,374 |
| Env & Op Svs | Support - Direct Services | 57 | 0 | 57 |
| | | 7,243 | (4,315) | 2,928 |

| Direct Services Trading Account | | 2017/18 | 2017/18 | 2017/18 |
|---------------------------------|--------------------------------------|-------------|---------|---------|
| Chief Officer | Description | Expenditure | Income | Net |
| | | £'000 | £'000 | £'000 |
| Env & Op Svs | Refuse Collection | 2,437 | (2,476) | (39) |
| Env & Op Svs | Cleaner District Support Unit (CDSU) | 110 | (97) | 13 |
| Env & Op Svs | Street Cleaning | 1,351 | (1,310) | 41 |
| Env & Op Svs | Transport Workshop | 655 | (655) | 0 |
| Env & Op Svs | Pest Control | 89 | (89) | 0 |
| Env & Op Svs | Cesspool Emptying | 226 | (255) | (29) |
| Env & Op Svs | Green Waste | 480 | (507) | (27) |
| Env & Op Svs | Trade Waste | 368 | (397) | (29) |
| Env & Op Svs | Grounds Maintenance | 159 | (176) | (17) |
| Env & Op Svs | Fleet Management | 955 | (955) | 0 |
| Env & Op Svs | Depot | 304 | (317) | (13) |
| Env & Op Svs | Emergency | 39 | (53) | (14) |
| | | 7,173 | (7,287) | (114) |

| Capital | | 2017/18 |
|---------------|---------------------------------|-------------|
| Chief Officer | Description | Expenditure |
| | | £'000 |
| Env & Op Svs | Commerical Vehicle Replacements | 548 |
| Env & Op Svs | Dunbrik Vehicle Wash | 30 |
| | | 578 |

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Summary of the Council's Agreed Savings and Growth Items

Appendix C

| SCIA | | Description | 2011/12 £000 | 2012/13 £000 | 2013/14 £000 | 2014/15 £000 | 2015/16 £000 | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 | Later Years £000 | Total £000 |
|---------|-------|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|----------------|
| Year | No. | | | | | | | | | | | |
| | | Direct and Trading Advisory Committee | | | | | | | | | | |
| 2016/17 | 8 | Playgrounds: Reduction in asset maintenance (reversal of temporary saving item) | | | | | | | | | 7 | |
| 2016/17 | 9 | Public Conveniences: Reduction in asset maintenance (reversal of temporary saving item) | | | | | | | | | 8 | |
| | | Economic and Community Development Advisory Committee | | | | | | | | | | |
| | | No savings or growth agreed from 2018/19 onwards | | | | | | | | | | |
| | | Finance Advisory Committee | | | | | | | | | | |
| 2011/12 | 62,63 | Staff terms and conditions - savings agreed by Council 18/10/11 | | | | | | | | (301) | (373) | |
| 2015/16 | 10 | External Audit fee reduction (reversal of temporary saving item) | | | | | | | | 30 | | |
| 2017/18 | 25 | Internal Enforcement Agents for Local Tax recovery | | | | | | | | (104) | | |
| | | Housing and Health Advisory Committee | | | | | | | | | | |
| | | No savings or growth agreed from 2018/19 onwards | | | | | | | | | | |
| | | Legal and Democratic Services Advisory Committee | | | | | | | | | | |
| | | No savings or growth agreed from 2018/19 onwards | | | | | | | | | | |
| | | Planning Advisory Committee | | | | | | | | | | |
| | | No savings or growth agreed from 2018/19 onwards | | | | | | | | | | |
| | | Policy and Performance Advisory Committee | | | | | | | | | | |
| 2017/18 | 10 | Apprenticeship Levy (reversal of temporary growth item) | | | | | | | | | (45) | |
| 2017/18 | 11 | Swanley contract | | | | | | | | (25) | | |
| 2017/18 | 12 | Customer Service resource | | | | | | | | (25) | | |
| | | Minor movements between years | | | | | | | | (2) | (1) | |
| | | Total Savings | (2,984) | (841) | (314) | (479) | (533) | (721) | (372) | (427) | (359) | (7,030) |
| | | Total Growth | 371 | 45 | 50 | 327 | 177 | 309 | 359 | 0 | (45) | 1,593 |
| | | Net Savings | (2,613) | (796) | (264) | (152) | (356) | (412) | (13) | (427) | (404) | (5,437) |

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New Growth and Savings Proposals: Direct and Trading Advisory Committee

| SCIA Year | No. | Description | Year | Ongoing | 2018/19 Impact £000 | Budget Impact £000 |
|----------------|-----|-------------------|------|---------|---------------------------|--------------------------|
| Growth | | | | | | |
| | | none | | | | |
| | | Sub Total | | | 0 | 0 |
| Savings | | | | | | |
| | | none | | | | |
| | | Sub Total | | | 0 | 0 |
| | | Net Savings Total | | | 0 | 0 |

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SERVICE CHANGE IMPACT ASSESSMENT

Not applicable for this Advisory Committee as there are no new growth and savings proposals.

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Update on Growth and Savings Suggestions made by this Advisory Committees last year

Cabinet 01/12/16:

Cabinet discussed the further growth and savings items suggested by Advisory Committees set out in Appendix F and indicated that some items would be worth bringing forward in future years.

A range of growth and savings ideas were discussed at the Direct and Trading Advisory Committee but it was decided not to advise Cabinet with further suggestions.

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| | Budget 2017/18 | Plan 2018/19 | Plan 2019/20 | Plan 2020/21 | Plan 2021/22 | Plan 2022/23 | Plan 2023/24 | Plan 2024/25 | Plan 2025/26 | Plan 2026/27 | Plan 2027/28 |
|---|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Expenditure | | | | | | | | | | | |
| Net Service Expenditure c/f | 13,689 | 14,470 | 14,528 | 14,654 | 15,166 | 15,541 | 15,910 | 16,286 | 16,667 | 17,052 | 17,443 |
| Inflation | 494 | 585 | 412 | 644 | 461 | 469 | 476 | 481 | 486 | 491 | 499 |
| Superannuation Fund deficit and staff recruitment & retention | 300 | 0 | 0 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net savings (approved in previous years) | (13) | (427) | (186) | (232) | 14 | 0 | 0 | 0 | (1) | 0 | 1 |
| New growth | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New savings/Income | 0 | (100) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | 0 |
| Net Service Expenditure b/f | 14,470 | 14,528 | 14,654 | 15,166 | 15,541 | 15,910 | 16,286 | 16,667 | 17,052 | 17,443 | 17,943 |
| Financing Sources | | | | | | | | | | | |
| Government Support | | | | | | | | | | | |
| : Revenue Support Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New Homes Bonus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Council Tax | (10,013) | (10,333) | (10,661) | (10,998) | (11,345) | (11,701) | (12,066) | (12,442) | (12,828) | (13,224) | (13,607) |
| Locally Retained Business Rates | (1,990) | (2,055) | (2,128) | (2,171) | (2,214) | (2,258) | (2,303) | (2,349) | (2,396) | (2,444) | (2,493) |
| Collection Fund Surplus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest Receipts | (130) | (130) | (250) | (250) | (250) | (250) | (250) | (250) | (250) | (250) | (250) |
| Property Investment Strategy Income | (500) | (735) | (1,185) | (1,185) | (1,185) | (1,185) | (1,285) | (1,329) | (1,329) | (1,529) | (1,529) |
| Contributions to/(from) Reserves | (353) | (353) | (353) | (353) | (353) | (179) | (179) | (635) | 148 | 148 | 148 |
| Total Financing | (12,986) | (13,606) | (14,577) | (14,957) | (15,347) | (15,573) | (16,083) | (17,005) | (16,655) | (17,299) | (17,731) |
| Budget Gap (surplus)/deficit | 1,484 | 922 | 77 | 209 | 194 | 337 | 203 | (338) | 397 | 144 | 212 |
| Contribution to/(from) Stabilisation Reserve | (1,484) | (922) | (77) | (209) | (194) | (337) | (203) | 338 | (397) | (144) | (212) |
| Unfunded Budget Gap (surplus)/deficit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Assumptions | |
|----------------------------------|--|
| Revenue Support Grant: | nil all years |
| Locally Retained Business Rates: | 2% all years |
| Council Tax: | 2.5% in 17/18, 2% in later years |
| Interest Receipts: | £130,000 in 17/18 - 18/19, £250,000 in later years |
| Property Inv. Strategy: | £500,000 in 17/18, £735,000 from 18/19, £1.185m from 19/20, £1.285m from 23/24, £1.329m from 24/25, £1.529m from 26/27 onwards. Sennocke Hotel income included from 2019/20. |
| Pay award: | 1% in 17/18 - 19/20, 2% in later years |
| Other costs: | 2.25% in all years |
| Income: | 2.5% in all years |

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2018/19 Budget Setting Timetable

| | Date | Committee |
|--|-------------------------------|----------------------------|
| Stage 1 | | |
| Financial Prospects and Budget Strategy 2018/19 and Beyond | 5 September | Finance AC |
| | 14 September | Cabinet |
| ↓ | | |
| Stage 2 | | |
| Review of Service Dashboards and Service Change Impact Assessments (SCIAs) | 3 October | Economic & Comm. Dev. AC |
| | 5 October | Policy & Performance AC |
| | 10 October | Housing & Health AC |
| | 17 October | Legal & Dem. Svs AC |
| | 2 November | Direct & Trading AC |
| | 14 November | Finance AC |
| | 23 November | Planning AC |
| ↓ | | |
| Stage 3 | | |
| Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees) | 7 December | Cabinet |
| ↓ | | |
| Stage 4 | | |
| Budget Update (incl. Government Settlement information) | 11 January | Cabinet |
| ↓ | | |
| Stage 5 | | |
| <i>Budget Update and further review of Service Change Impact Assessments (if required)</i> | <i>January - February</i> | <i>Advisory Committees</i> |
| ↓ | | |
| Stage 6 | | |
| Budget Setting Meeting (Recommendations to Council) | 6 February | Cabinet |
| ↓ | | |
| Stage 7 | | |
| Budget Setting Meeting (incl. Council Tax setting) | 20 February | Council |

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

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CHRISTMAS PARKING 2017

Direct and Trading Advisory Committee - 2 November 2017

Report of Chief Officer Environmental and Operational Services

Status: For Consideration

Also considered by: Council - 21 November 2017

Key Decision: No

Executive Summary: This report requests that the Committee considers free concessionary parking on select dates at Christmas 2017.

This report supports the key aims of:

The effective management of Council resources and supporting and developing the local economy.

Portfolio Holder Cllr. Matthew Dickins

Contact Officer John Strachan, Ext.7310

Recommendation to Direct & Trading Advisory Committee: That the recommendation to Cabinet below be considered.

Recommendation to Cabinet: That

- a) Subject to consideration of any views of the Advisory committee, free parking be provided for two weekends leading up to Christmas, on Saturdays and Sundays, 9 & 10 and 16 & 17 December 2017; and
- b) Subject to recommendation (a) above, it be recommended to Council that the cost in terms of lost of income for free Christmas parking be funded from supplementary Estimates.

Recommendation to Council: That the cost in terms of lost income for any free Christmas Parking agreed above, be funded from Supplementary Estimates.

Reason for recommendation: To help encourage shoppers and other visitors to Sevenoaks and Westerham, in the busy shopping period leading up to Christmas 2017.

Agenda Item 7

Introduction and Background

- 1 In previous years the Council has helped encourage shoppers and visitors to Sevenoaks and Westerham by giving free parking in car parks and on street parking bays on two Saturdays on the run up to Christmas.
- 2 This year the Council is proposing to extend the arrangement in Sevenoaks town to include the Sunday of each weekend, encouraging shoppers in to the town and giving further support to the local economy in the busy lead up to Christmas.
- 3 This is regarded as being of particular importance in light of similar initiatives operated in other towns in neighbouring Districts.
- 4 Relaxing parking charges on weekends has no impact on Swanley or at Knockholt Station, where charges only apply Monday to Friday.
- 5 Vehicles parking for free are still required to observe maximum periods of stay in car parks and on street.
- 6 Regular monitoring will endeavour to ensure compliance with the maximum stay periods in car parks and on-street, to ensure that space is not monopolised by all-day parking by shop workers.
- 7 Weekend free parking will be promoted for shop workers in the Council Offices staff car park accessed from Gordon Road.
- 8 As in previous years Senico Community Leisure whose parking areas form a part of the Suffolk Way car park have participated in these events, they will be invited to participate again.

Background Information

- 9 The estimated shortfall in income over the two days is estimated at £18,000.

Other Information

- 10 Members are advised that, as in previous years, the Council's Portfolio Holder for Direct and Trading has allowed free evening parking for Christmas Lights and shopping events in Sevenoaks on Friday 24 November 2017 and in Westerham on Friday 1 December 2017.

Key Implications

Financial

Shortfall in parking income of £18,500 to be met from Supplementary Estimates.

Legal Implications and Risk Assessment Statement.

Management of "overstay" parking is difficult when there is no requirement for a ticket to be purchased and displayed.

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ANNUAL REVIEW OF PARKING CHARGES FOR 2018-19

Direct and Trading Advisory Committee - 2 November 2017

Report of Chief Officer Environmental and Operational Services

Status: For recommendation to Cabinet

Also considered by: Cabinet - 9 November 2017

Key Decision: No

Executive Summary:

This report is the annual review of parking charges for 2018-19.

It proposes for consultation a simpler tariff in the Council's car parks and a reduction in the hours during which fees are payable.

Helping manage and regulate parking supports the economic vibrancy and viability of Sevenoaks and improves the lives of residents.

This report supports the Key Aims of:

Providing value for money, and supporting and developing the local economy.

Portfolio Holder Councillor Matthew Dickins

Contact Officer John Strachan x7310

Recommendation to Direct & Trading Advisory Committee: That the revised car park management proposals for 2018-19 be considered by the Committee, and its views be submitted for consideration by Cabinet, prior to consultation.

Recommendation to Cabinet: That the revised car park management proposals for 2018-19 along with any proposals submitted by the Direct & Trading Advisory be considered and approved for consultation.

Reason for recommendation: To help regulate and manage the use of on and off street parking facilities in the District; to ensure car parking charges are set to support a sustainable local economy; and, to support services for residents as set out in the approved 10 year budget.

Agenda Item 8

Introduction

- 1 This report considers the setting of parking charges in the Council's car parks and the fees for on-street parking between April 2018 and March 2019 inclusive. It proposes scrapping the evening charge currently in place in Sevenoaks town centre and reducing the hours during which charges apply.
- 2 This proposal follows a package of successful parking measures implemented over the past few years which have seen Members:
 - freezing the majority of charges in Sevenoaks, Swanley and Westerham;
 - freezing Season Tickets, Resident Permits, Visitor Vouchers and Non-Resident Permits;
 - protecting the three hours free parking at Darent;
 - improving Sunday enforcement;
 - introducing warning notices to national acclaim;
 - introducing dropped kerb enforcement;
 - introducing Safer School Parking Zones;
 - introducing a simple pound per hour structure;
 - extending and maintaining free all day weekend parking in the SDC staff car park in Gordon Road;
 - allowing customers to stay longer at Buckhurst 1, South Park and Suffolk Way;
 - allowing greater choice in Blighs;
 - increasing capacity; and,
 - maintaining over a thousand complimentary spaces on Sundays.

Background

- 3 The Council operates a number of public car parks and on street pay and display facilities in towns and villages in the District. It is important to regulate these finite resources in order to balance the needs of parking users, including: commuters, local businesses, residents, shoppers and other visitors including tourists.
- 4 The Council's approach has been to ensure our parking charges are set to encourage people to visit our towns while at the same time promoting a good turnover of parking spaces for the benefit of businesses and visitors. Parking charges are one aspect of effective parking management however others - such as hours of operation and maximum stay periods - are also kept under review.
- 5 This has resulted in high use of the Council's car parks and on-street parking spaces, benefitting retailers. Past studies by the Local Data Company concluded that Sevenoaks town has one of the healthiest high streets in the country with the fewest number of empty shops for a town of its size. Indeed the Sevenoaks Economic Needs Study (ENS), conducted by Turley Economics and noted as part of the evidence base for the new Local Plan by the Planning Advisory Committee on 22 September 2016, stated that Sevenoaks enjoys a vacancy rate of 6.72% which is believed to comprise

those properties which are empty through natural turnover in tenants. This compared favourably with the national average of 11.2%. The Council's approach to parking management - focusing on turnover, efficient management of a limited resource, affordability and customer satisfaction - has undoubtedly contributed to this success.

- 6 In addition to operational costs such as non-domestic rates, insurance, general maintenance, utilities, enforcement and security, it is important to re-invest in the Council's car parks to ensure these assets remain welcoming, safe and fit for purpose. Recent improvements have included installing new safety barriers, increasing capacity, resurfacing, renewing drainage, and upgrading lighting. The Council will also be developing a much needed multi decked car park on the Buckhurst 2 car park in 2018.

Supporting Documents

- 7 Appendix A provides information on the current parking charges in neighbouring towns and Southeastern car parks. In considering Appendix A, it is helpful to note that the aforementioned ENS concluded 20% of the market conducted its main comparison shop in Tunbridge Wells, which lies 11 miles to the south of Sevenoaks. Tunbridge Wells had a town-centre vacancy rate of 13% and higher average parking charges than Sevenoaks. At 12% Bluewater was assessed as receiving considerably less business from residents of the Sevenoaks District than Tunbridge Wells, despite being the second most popular shopping centre in the UK, offering a wider mix of retailers and choice of comparison goods, and having free parking.
- 8 Appendix B presents existing parking charges alongside the proposed charges.

Sevenoaks Car Parks

- 9 Sevenoaks town remains a thriving shopping centre, containing many popular high street shops, eateries, boutiques and speciality stores, as well as the popular Stag Theatre. The town has a busy daytime, evening and weekend economy, supported by the car parks and on-street parking amenities.
- 10 There is daily pressure on parking spaces, both on and off-street, particularly in Blighs car park which frequently reaches capacity.

Blighs, Buckhurst 1, Buckhurst 2, South Park and Suffolk Way

- 11 There is currently a £1 charge associated with parking in these car parks from 18.30 to 21.30. This was introduced in 2004 to help improve the management of the car parks through the evening and support the provision of the service. Demand has increased since its introduction but the price has remained the same, meaning the increasing costs of parking provision have been disproportionately borne by those who park during the day. There is no evidence to suggest the charge has dissuaded visitors from visiting the town centre, although feedback has indicated some of those who are unfamiliar

Agenda Item 8

with the setup are occasionally confused by the switch from a linear to fixed charge.

- 12 It is proposed that the tariffs currently in place in these car parks be simplified by scrapping the evening charge and reducing the hours during which charges apply, from 21.30 to 20.30.
- 13 The Portfolio Holder is working with officers to explore how best to further improve the parking experience by allowing more flexible ways to pay for parking and hopes to bring forward proposals at a later date.
- 14 As mentioned in paragraph six, the Council is shortly to embark upon the development of a new multi decked car park at Buckhurst 2. Construction is envisaged to begin in early 2018 for completion by spring 2019. Once complete, the car park will help:
 - provide spaces for the significant number of people currently on the waiting lists for parking permits;
 - ease congestion, reducing the number of motorists driving around in search of spaces;
 - free up parking in short stay car parks and in residential streets; and,
 - support the continued economic success of the town.

St Johns and St James

- 15 For the fourth year running, there are no proposed changes to the tariffs in these car parks.

Bradbourne and Sennocke

- 16 The new Bradbourne Car Park reopened to the public in April 2017, following its temporary closure in August 2016 and redevelopment as a multi decked car park in a multi-million pound improvement which was completed both on time and on budget. Customers now benefit from:
 - comprehensive CCTV coverage;
 - innovative Premium Bays;
 - more flexible payment options;
 - short-stay parking to help local businesses, notably the shops around the station on London Road;
 - low energy LED smart lighting which reduces disturbance for neighbours whilst improving the safety and comfort of customers and their vehicles;
 - electric vehicle charging points;
 - year round protection from the elements for the majority of vehicles;
 - regular patrols; and,
 - the coveted Safer Parking Scheme's Park Mark[®] status.

- 17 The aforementioned Premium Bays offer a number of benefits besides being on the ground floor, close to the entrance. They are over a metre wider than the national standard used in the rest of the car park and they are numbered and reserved for the exclusive use of the Premium Bay Season Ticket Holder at all times each and every day of the year.
- 18 Sennocke car park has now closed for regeneration as a much-needed new hotel for Sevenoaks. Sennocke customers have been accommodated in the new Bradbourne car park. The Portfolio Holder and officers will be closely monitoring any effect the hotel has on parking demand.
- 19 It is proposed the annual Season Ticket price be frozen for the third consecutive year and in so doing continue to provide an increasingly substantial saving on the price charged by the other station car park operator.

Other Car Parks

Bevan Place, Park Road and Station Road (Swanley)

- 20 For the third year running, there are no proposed changes to the tariffs in these car parks.

Darent, Quebec Avenue and Vicarage Hill (Westerham)

- 21 For the second year running, there are no proposed changes to the tariffs in these car parks.
- 22 To continue to ease pressure on the limited number of on-street spaces, it is proposed that three hours free parking is preserved in the Darent car park.

On-Street Parking

- 23 On street fees apply on some roads across the District, covering eight tariffs divided into thirty-three charges.
- 24 There are no proposed changes to the tariffs on any roads in Sevenoaks, Swanley, Westerham, Edenbridge, Knockholt or elsewhere.

Resident Permits, Visitor Vouchers and Non-Resident Permits

- 25 For the sixth year running, there are no proposed changes to Resident Permits, Visitor Vouchers or Non-Resident Permits charges.

Key Implications

Financial

As stated earlier, there are a number of cost pressures associated with the operation of both on and off-street parking, these are over and above inflation and investment in infrastructure. For instance, the Government's business rates revaluation necessitated the inclusion of a growth item in last year's budget of

Agenda Item 8

some £30,000 for our car parks, this was net of savings made on other Council assets.

The Council's 10 year budget assumes a 2.5% increase in the levels of income, including from parking, to enable the delivery of a balanced budget and continued provision of valued services to residents. Members reduced this figure from 3.5% to reflect the authority's continuing focus on introducing further efficiencies, increasing investment income and to reflect the uncertain national economic climate of recent years. The proposed changes in charges would satisfy this requirement.

Legal Implications and Risk Assessment Statement

Changes to the car park charges will require amending the on-street Traffic Regulation Order and the off-street Parking Order.

Equality Impacts

There is a low risk that the proposals in this report would have any implications under the Equality Act.

Sevenoaks District Council supports the Blue Badge Scheme allowing free parking in its off-street car parks and in on-street pay and display parking bays.

Community Impact and Outcomes

Measured and reasonable parking charges can encourage the use of more sustainable transport options and healthier lifestyles for journeys to school, work, and visits to shops and other amenities in towns and villages.

Human Rights

There are no human rights issues or implications.

Conclusions

Proposals to review the car parking charges for 2018-19 are detailed in the appendices to this report.

Appendices Appendix A - Parking Charges for Neighbouring Authorities and Southeastern Rail car parks

Appendix B - Proposals for On and Off-Street Parking Charges

Background documents None

Richard Wilson
Chief Officer Environmental and Operational Services

| Indicative Car Park Charges in Neighbouring Towns and Southeastern Car Parks 2017 | | | | | | |
|---|--|---------------------|-----------------|-------------|--------|------------|
| | Southeastern Car Parks 1 ¹ and 4 ² , Sevenoaks | Tonbridge & Malling | Tunbridge Wells | Sevenoaks | | |
| | | | | Town Centre | Blighs | Bradbourne |
| Up to 30 minutes | | 60p | | | 70p | |
| Up to 1 hour | | £1.20 | £1.60 | £1 | £1.50 | |
| Up to 2 hours | | £2.10 | £2.80 | £2 | £3 | |
| Up to 3 hours | | £2.80 | £3.80 | £3 | £5 | |
| Up to 4 hours | | £3.40 | £4.80 | £4 | £10 | |
| Up to 5 hours | | | £5.60 | £4.50 | | |
| Evenings | | | £1.50 | £1 | £1 | |
| All day | £7 | £5.50 | £4.70 - £10.00 | £4.60 | | £7 |
| Quarterly Season Ticket | £446 ¹ and £354 ² | | | | | £287.50 |
| Annual Season Ticket | £1546 ¹ and £1227 ² | | | | | £1110 |

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| Areas for consideration: Review of Fees and Charges 2018-19 | | | | |
|---|--|--------------------------|----------------------------|---------------------------|
| Off Street | | | | |
| | | Current | Revised | |
| 1A | Blighs | Up to 30 mins | 70p | No Change |
| | | Up to 1 hr | £1.50 | |
| | | Up to 2 hours | £3 | |
| | | Up to 3 hours | £5 | |
| | | Up to 4 hours | £10 | |
| | | Evening (18.30 - 21.30) | £1 | |
| | | Charging Period | 08.30 - 21.30 (Mon - Sun)* | 08.30 - 20.30 (Mon - Sun) |
| 1B | Buckhurst 1 South Park Suffolk Way | Up to 1 hr | £1 | No Change |
| | | Up to 2 hours | £2 | |
| | | Up to 3 hours | £3 | |
| | | Up to 4 hours | £4 | |
| | | Up to 5 hours | £4.50 | |
| | | Evening (18.30 - 21.30) | £1 | |
| | | Charging Period | 08.30 - 21.30 (Mon - Sat) | 08.30 - 20.30 (Mon - Sat) |
| 1C | Buckhurst 2 Weekdays | All day | £4.60 | No Change |
| | | Evening | £1 | |
| | | Charging Period* | 08.30 - 21.30 (Mon - Sat)* | |
| | Buckhurst 2 Saturdays | Up to 1 hr | £1 | No Change |
| | | Up to 2 hours | £2 | |
| | | Up to 3 hours | £3 | |
| | | Up to 4 hours | £4 | |
| | | Over 4 hours and all day | £4.60 | |
| | | Evening (18.30 - 21.30) | £1 | |
| | Buckhurst 2 Season Tickets | Charging Period | 08.30 - 21.30 (Mon - Sat) | 08.30 - 20.30 (Mon - Sat) |
| Annual Season Ticket | | £859 | No Change | |
| Quarterly Season Ticket | | £224.75 | | |
| Resident Permit | £35 | | | |
| 1D | Council Offices | Saturdays & Sundays | Free | |
| 2A | St Johns St James | Up to 30 mins | 20p | No Change |
| | | Up to 1 hr | 40p | |
| | | Up to 2 hours | 60p | |
| | | Up to 4 hours | £1 | |
| | | Over 3 hours and all day | £3.10 | |
| | | Annual Season Ticket | £429 | |
| | | Quarterly Season Ticket | £117.25 | |
| | | Resident Permit | £35 | |
| 2B | Bradbourne | Up to 1 hr | £1 | No Change |
| | | Up to 2 hours | £2 | |
| | | Up to 3 hours | £3 | |
| | | Up to 4 hours | £4 | |
| | | Up to 5 hours (weekdays) | £5 | |
| | | All day (weekdays) | £7 | |
| | | All day (weekends) | £5 | |
| | Bradbourne Season | Weekly | £35 | |
| | | Monthly | £130 | |
| | | Quarterly Season Ticket | £287.50 | |
| | | Annual Season Ticket | £1,110 | |
| | | Premium Bay | £2,500 | |

*Amended at Direct and Trading Advisory Committee - please see Minutes

| Areas for consideration: Review of Fees and Charges 2016-17 | | | |
|---|--|--------------------------|-------|
| Off Street (continued) | | | |
| 2D | Bevan Place Park Road Station Road | Up to 30 mins | 30p |
| | | Up to 1 hour | 50p |
| | | Up to 2 hours | 70p |
| | | Up to 4 hours | £1.10 |
| | | Over 4 hours and all day | £4 |
| 2E | Bevan Place Season Tickets | Annual Season Ticket | £396 |
| | | Quarterly Season Ticket | £109 |
| 2F | Darent | Up to 30 mins | Free |
| | | Up to 1 hr | |
| | | Up to 2 hours | |
| | | Up to 3 hours | |
| | | Up to 4 hours | £1.50 |
| | | Over 4 hours and all day | £3.50 |
| 2G | Quebec Avenue | Up to 15 mins | 10p |
| | | Up to 30 mins | 20p |
| | | Up to 1 hr | 50p |
| | | Up to 2 hours | 70p |
| | | Up to 4 hours | £1.20 |
| | | Over 4 hours and all day | £3.10 |
| 2H | Vicarage Hill | Up to 15 mins | 10p |
| | | Up to 30 mins | 20p |
| | | Up to 1 hr | 60p |
| | | Up to 2 hours | £1.50 |

No Change

| Areas for consideration: Review of Fees and Charges 2016-17 | | | | |
|---|---|----------------------------|------------------|-----------|
| On Street | | | | |
| | | | Current | Revised |
| 3A | High Street London Road South Park | Up to 30 mins | 40p | No Change |
| | | Up to 1 hour | 80p | |
| | | Up to 2 hours | £1.40 | |
| | | Sunday | 2 hours max stay | |
| 3B | Sevenoaks Town Holly Bush Lane Plymouth Drive | Up to 30 mins | 20p | |
| | | Up to 1 hour | 60p | |
| | | Up to 2 hours | £1.30 | |
| | | Over 2 hours and all day | £3 | |
| 3C | Sevenoaks Station Moorwood Close (West) | Up to 30 mins | 20p | |
| | | Up to 1 hour | 60p | |
| | | Up to 2 hours | £1.30 | |
| | | Up to 4 hours | £2.40 | |
| 3D | Sevenoaks Station St Botolphs Ashley Close Moorwood Close (East) | Up to 30 mins | 20p | |
| | | Up to 1 hour | 60p | |
| | | Up to 2 hours | £1.30 | |
| | | Up to 4 hours | £2.40 | |
| | | Over 4 hours and all day | £5.50 | |
| 3E | Sevenoaks District Resident Parking Permits | First | £35 | |
| | | Second | £70 | |
| | | Third | £125 | |
| | | Fourth | £250 | |
| 3F | Resident Visitors | Book of 5 | £6 | |
| 3G | Non-Resident Parking | Town Annual | £270 | |
| | | Town Half Yearly | £135 | |
| | | Town Quarterly | £67.50 | |
| | | Station (West) Annual | £765 | |
| | | Station (West) Half Yearly | £382.50 | |
| | | Station (West) Quarterly | £191.25 | |
| | | Station (East) Annual | £650 | |
| | | Station (East) Half Yearly | £325 | |
| Station (East) Quarterly | £162.50 | | | |
| 4A | Knockholt | All Day | £3.50 | |
| | | After 2pm up to 6pm | £2.40 | |
| 4B | Swanley Station Azalea Road Godsel Road | Up to 30 mins | 20p | |
| | | Up to 1 hour | 60p | |
| | | Up to 2 hours | £1.30 | |
| | | Up to 4 hours | £2.40 | |
| | | Over 4 hours and all day | £3.50 | |
| 4C | Westerham On Street The Green The Grange Market Square | 15 minutes | 10p | |
| | | 30 minutes | 20p | |
| | | 1 hour | 60p | |
| | | 2 hours | £1.50 | |
| 4D | Westerham On Street Fullers Hill Croydon Road | 15 minutes | 10p | |
| | | 30 minutes | 20p | |
| | | 1 hour | 60p | |
| | | 2 hours | £1.50 | |
| | | 3 hours | £2.50 | |

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Direct & Trading Advisory Committee Work Plan 2017/18 (as at 17.10.17)

| 2 November 2017 | 18 January 2018 | 13 March 2018 | Summer 2018 |
|--|------------------------|---------------|-------------|
| Service Dashboards and Service Change Impact Assessments (SCIAs) Christmas Parking Parking Charges | Dog Fouling initiative | | |

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