

08 February 2018 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 31.01.18



Scrutiny Committee

Membership:

Chairman, Cllr. Brown; Vice-Chairman, Cllr. London
Cllrs. Ball, Clack, Hogg, Kitchener, Lindsay, McArthur, Purves, Reay and Searles

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 approve the Minutes of the meeting of the Committee held on 31 October 2017, as a correct record.	(Pages 1 - 6)	
2. Declarations of Interest Any declarations not already registered		
3. Responses of the Cabinet to reports of the Scrutiny Committee (if any)		
4. Actions from the Previous Meeting	(Pages 7 - 10)	
5. Performance Monitoring	(Pages 11 - 26)	Lee Banks Tel: 01732 227161
6. Questions to the Portfolio Holder for Economic and Community Development	(Pages 27 - 28)	Cllr. Hogarth
7. Questions to the Portfolio Holder for Planning	(Pages 29 - 34)	Cllr. Piper
8. Work Plan	(Pages 35 - 36)	

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.

SCRUTINY COMMITTEE

Minutes of the meeting held on 31 October 2017 commencing at 7.00 pm

Present: Cllr. Brown (Chairman)

Cllrs. Ball, Clack, Hogg and Purves

Apologies for absence were received from Cllrs. London, McArthur and Searles

Cllrs. Firth and Scholey were also present.

10. Minutes

Resolved: That the minutes of the meeting of the Scrutiny Committee held on 4 July 2017, be approved and signed by the Chairman as a correct record.

11. Declarations of Interest

No additional declarations of interest were made.

12. Responses of the Cabinet to reports of the Scrutiny Committee

There were none.

13. Actions from Previous Meeting

Members discussed the actions and requested that the definition of 'abandoned vehicles' be included on the website. Members expressed concern that the current vacant positions in the Council was at 25. Members requested that a breakdown of the staff vacancies and the impact on services.

Action 1: For Chief Officer Corporate Services to provide a greater breakdown of vacant positions including, the impact on services, length of vacancies, type of roles and full time equivalent.

Action 2: For Communications and Consultations Manager to include the definition of abandoned vehicles on the Council's website.

14. Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust)

The Chairman welcomed Jim Lusby, Acting Chief Executive of Maidstone and Tunbridge Wells NHS Trust and Angela Gallagher, Chief Operating Officer to the meeting who gave a presentation overview of Tunbridge Wells Hospital with their

recent successes and future challenges. Members were advised that over 5,000 staff were employed, providing specialist care to over 560,000 people living in Kent and East Sussex. Cancer services were mostly based at Maidstone Hospital. There were three main divisions of services: urgent care; planned care; and women, children and sexual health.

Members were advised that the performance for key standards included: quality and safety, activity, finance and workforce. Key performances in 2017 comprised of meeting the agreed 4 hours A&E wait time with increase attendances and emergency admissions. In regards to Cancer times, there had been continued improvement on the 2 week wait and 62-day standard. Other recent developments and achievements included an increase demand for elderly patients and the 'frailty service' provided at Maidstone. It was hoped that service would also be provided at Tunbridge Wells but space was an issue. The virtual fracture clinics had reduced the number of patients coming in for a check-up by 25%.

Listening into Action was a new programme to involve staff with improvements that were restricting staff such as faulty computers. Changes were being made to better empower staff so that they could have the power to make changes and make improvements. The response so far was positive.

Challenges and risks included, capacity and patient flow, increase in patient numbers, change in acuity and age profile, pressure on in-patient areas, staffing and finance.

In response to questions from the Chairman, Members were advised that as part of the hospital's strategic objectives to be a caring organisation training courses were provided. Certain care levels were expected from staff and to gauge the level of care users were provided with patient experience forms and were regularly requested to be completed so that care could be improved.

Members asked questions into staffing levels and were advised that staffing was constantly being reviewed. Recently, there had been an increase of beds provided at the hospital and therefore an increase in staff. When recruitment took place, this had to have a creative approach to be an attractive employer. In regards to recent economy changes there had been some unsettlement among staff and more could be done to provide reassurances to staff. The current nurse vacancy rate was at 12 - 15%. It was normally expected that a 5 - 8% rate was tolerable. It was preferable to have own employed staff, rather than bank staff as it was more effective and efficient.

In responding to questions, the Acting Chief Executive advised that the lack of parking affected both patients and staff and the use of public transport was encouraged. Part of the problem was the increase in patients that was higher than expected 10 years ago. Parking had increased at Maidstone hospital.

A Member asked whether a proportion of A&E cases could seek help elsewhere. The Acting Chief Executive advised that in general terms it was not a huge issue and rather it was educating the public before they arrived and encouraged the use of NHS Choices to deal with minor ailments.

The Acting Chief Executive was asked about waiting times with urgent referrals and he explained that it was dependent on the category of care, complexity and demand. If it was an urgent referral it was expected that care would be 6 and 8 weeks however this was less for cancer referrals.

In response to comments the Acting Chief Executive advised that a lot more could be done to eliminate the waste.

The Chairman thanked the Acting Chief Executive of Maidstone and Tunbridge Wells NHS Trust and The Chief Operating Officer for their attendance.

15. Performance Monitoring

Members considered the report which summarised performance across the Council to the end of September 2017. Members were asked to consider 7 performance indicators which were performing 10% or more below their target with a commentary from Officers explaining the reason and detailing any plans to improve performance. If actions taken were not deemed sufficient, the report recommended referring those indicators to Cabinet for further assessment. The report also provided key performance indicators relating to the Portfolio Holders invited to the Scrutiny Committee meeting.

Members discussed the performance indicators and were concerned that the majority of red indicators were due to staffing levels.

Resolved: That the report be noted.

16. Questions to the Portfolio Holder For Finance

The Portfolio Holder for Finance presented a report updating the Committee on recent achievements and challenges ahead. He highlighted that the budget was continuing to be the council remained financially self-sufficient. Concerns were around negative Revenue Support Grant (RSG) and what will happen with 100% business rates retention and some more challenges when Universal Credit starts in Summer 2018. The Internal Audit performance on the Audit Plan was positive.

The Portfolio Holder responded to Members' questions.

The Portfolio Holder explained that the income from the current properties owned by the Council was meeting the budget expectations. Presently properties on the market were not meeting the Council's criteria and it was hoped that some of the current sites owned by the Council would shortly be redeveloped. Concerns were raised at the lack of progress with the sites owned in Swanley and Members requested further details on these properties.

Action 3: For Chief Officer Communities and Businesses to advise on the number of properties purchased and not developed; and the purchasing criteria.

A Member raised concern for purchasing properties outside the District. Members enquired about the impact of Government possibly removing the facility to borrow to fund investments outside of the District. The Portfolio Holder advised that nothing outside of the District had yet been purchased and the £25 million that Council had agreed to allocate to the property investment fund was not affected as yet and further details were awaited and updates would be provided to Cabinet when more information was known.

A Member questioned what was happening with the 100% business rates retention. The Portfolio Holder explained that the Council had submitted a joint application for the pilot scheme and it was hoped to hear whether the Council had been successful by the end of December 2017.

The Chairman thanked the Portfolio Holder for his attendance.

17. Questions to the Portfolio Holder for Legal & Democratic Services

The Portfolio Holder for Legal and Democratic Services updated the Committee on recent achievements within her portfolio. She highlighted that the Legal Team was the smallest in Kent but had recently achieved the continuation of their Lexcel accreditation and high profile injunctions and prosecution. Democratic Services were currently a team of two and by the end of the municipal year would have serviced at least 84 committee meetings. Agenda deadlines had continued to be met as well as supporting the Chairman and dealing with day to day enquiries.

The Licensing team had met their targets with the exception of the issuing of one temporary event notice which missed its deadline by a day due to the Officer's working hours. Discussions were taking place regarding the London Borough of Bromley joining the Licensing Partnership.

The Elections Team had delivered the County and National elections with no significant complaints.

Future challenges included staffing within the Legal and Democratic Services Team. Other challenges were also around Quercus 7 and ensuring that investments were made in the right properties. Nine investment opportunities had been investigated and two remain active. Other investment opportunities were being investigated and this included looking at joint ventures in the purchasing of housing. Members were advised that a meeting for an affordable housing company would take place in December for Members to examine the business case.

The Portfolio Holder responded to Member's questions.

A Member raised concern at the Council setting up an affordable housing company. The Portfolio Holder explained that it would only be set up if a sound business case could be proven. The housing would be affordable at 80% or above the market rate for those people who met the qualifying criteria. There would be some costs for administering the company. She advised that it would not be modelled as 'right to buy.'

Members discussed possible development sites and noted that Economic and Community Development were looking at sites owned by the Council in more detail. The Portfolio Holder advised that conversations were also taking place with Almshouses charities and one particular issue was that some areas of land were protected.

A Member asked whether rates would be fixed for the investment policy. Members were advised that this would be addressed before each decision but the rates were fixed for the full period of borrowing.

The Chairman thanked the Portfolio Holder for her attendance.

18. Work Plan

The work plan was discussed. The following changes were agreed:

- Kent County Council's Cabinet Member for Children, Young People and Education be invited to the meeting on 8 February 2018 to focus on Secondary Schools,
- Citizen's Advice Bureaux's be invited to 24 April 2017 meeting, and
- West Kent CCG be invited to attend the summer 2018 meeting.

Members discussed subjects to undertake for in-depth scrutiny. The Chairman proposed that due to concerns for staffing levels in the Council that an in-depth scrutiny group look into staffing levels including rates of pay, succession planning, diversity and sickness.

Resolved: That

- a) an in-depth scrutiny working group be set up to look at staffing levels within the Council
- b) the working group consist of Cllrs: Brown (Chairman), Ball, Hogg and Purves.

The Chairman thanked Democratic Services for their efficiencies whilst being short staffed and for statutory deadlines still continuing to be met.

THE MEETING WAS CONCLUDED AT 9.16 PM

CHAIRMAN

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ACTIONS FROM THE MEETING HELD ON 31.10.17			
Action	Description	Status and last updated	Contact Officer
ACTION 1	For Chief Officer Corporate Services to provide a greater breakdown of vacant positions including, the impact on services, length of vacancies, type of roles and full time equivalent.	Email circulated to Members on 22/01/2018. Further details are below.	Jim Carrington- West Ext. 7218
ACTION 2	For Communications and Consultations Manager to include the definition of abandoned vehicles on the Council's website.	It is being looked into whether additional information needs to be include on the current webpage: https://www.sevenoaks.gov.uk/info/20007/parking_and_transport/188/abandoned_vehicles	Daniel Whitmarsh Ext. 7414
ACTION 3	For Chief Officer Communities and Businesses to advise on the number of properties purchased and not developed; and the purchasing criteria.	The Council has acquired one property that has not yet been developed. That property is the Swanley Working Men's Club, which was acquired in February 2015. The acquisition completed the assembly of a key gateway site to the town in the Council's ownership. The property was demolished in July 2016. The redevelopment of the site was included within the Swanley Mastervision work and feasibility studies are being undertaken to establish viable redevelopment options for this site. These feasibility studies are taking into account the Town Centre location and requirement for any redevelopment to	Lesley Bowles Ext. 7430

		<p>meet the Investment Strategy return on investment criteria. The Council's Property Investment Strategy authorises the acquisition of assets to generate additional revenue income. The development of this site will provide wider economic development benefits for the town as well as generating income for the Council.</p>	
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Vacancies

Job Title	Service	Date post became vacant	FTE
One You Advisor	Communities & Business	N/A - New Post	1
Democratic Services Officer	Legal & Democratic Services	12.01.18	1
IT Developer	IT Services	24.08.17	1
Licensing Administrative Officer	Licensing	20.01.18	1
Scanning & Indexing Clerk	Facilities Management	Nov-16	0.51 (25 hours)
Facilities Management Asssistant	Facilities Management	01.02.18	1
Customer Analyst	Corporate Project Delivery	N/A - New Post	1
Strategic Planning Manager	Planning Policy	01.01.18	1
System Support Officer (Maternity Cover)	Finance	Jan-18	1 - may consider part time
Planning Enforcement Team Leader	Planning Enforcement	28.04.17	1
Refuse Loader	Direct Services	09.02.18	1
Workshop/Depot Labourer	Direct Services	30.11.17	1
Mechanical Sweeper Driver	Direct Services	12.7.17	1

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PERFORMANCE REPORT

Scrutiny Committee - 8 February 2018

Report of Chief Executive

Status: For Information

Key Decision: No

This report supports the Council Promise to provide value for money

Portfolio Holder Cllr. Peter Fleming

Contact Officer Lee Banks (Ext. 7161)

Recommendation to Scrutiny Committee:

- (a) Members note the contents of the report; and
- (b) If Members are dissatisfied by actions being taken to improve performance by either Officers, Advisory Committee or Cabinet, they consider areas of underperformance for scrutiny.

Reason for recommendation: To ensure that areas of under performance within services are considered and reviewed by Members.

Introduction and Background

- 1 Scrutiny Committee have requested a regular update at each of their meetings of any performance indicators which are not meeting their target level. Attached to this short introduction paper is an exceptions report with a commentary from officers explaining the reasons why performance is not within 10% of target and detailing any actions the service is planning to take to improve performance levels.

Performance Overview

- 2 The table on the following page summarises performance levels as at the end of December 2017.

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	Current Month	Year To Date
Red <i>10% or more below target</i>	6 (12.8%)	5 (10.6%)
Amber <i>Less than 10% below target</i>	7 (14.9%)	9 (19.2%)
Green <i>At or above target</i>	34 (72.3%)	33 (70.2%)

- 2 Provided as Appendix A to this report are details of the six indicators where performance is 'Red' and missing the target level by 10% or more.
- 3 Commentary is provided for each of the 'red' performance indicators explaining why target has not been met and the actions that are planned to improve performance.
- 4 Since the last report to Scrutiny Committee in October 2017 many of the indicators that are below target are showing improvement. The recruitment of new staff has enabled service standards to be consistently met in the customer services team. A greater proportion of planning appeals were dismissed in December than in October. If this progress is maintained performance will return to target level.

Portfolio Holder Performance Reports

- 5 At the Scrutiny Committee meeting held on 14 July 2015 it was resolved for 'Officers to provide key performance indicators relevant to the Portfolio Holders invited to the Scrutiny Committee at each meeting'. The following performance reports are provided as appendices to this report:
 - Appendix B - Economic & Community Development Portfolio performance report
 - Appendix C - Planning Portfolio performance report
- 6 Where performance is 'red' and missing the target level by 10% or more Officers have provided a commentary for Members consideration.

Other Options Considered and/or Rejected

- 7 None.

Key Implications

Financial

- 8 Effective performance management monitoring arrangements will assist the Council in diverting resources to areas or services where it is considered to be a greater priority.

Legal Implications and Risk Assessment Statement.

- 9 Robust arrangements are in place to ensure that the risk of inaccurate data being reported to Members is minimised and assurance can be placed on the accuracy of data used to assess performance. By reporting to Members and ensuring all Members are able to access the Council's performance management system the risk of poor performance not being identified or addressed is minimised.

Equality Impacts

- 10 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

- 11 This report to Members summarises performance across the Council with data that was available at the end of December 2017. Members are asked to consider eight performance indicators which are performing 10% or more below their target and if the actions being taken by officers are not deemed sufficient are recommended to refer those indicators to the Cabinet for further assessment.

Appendices

Appendix A - Exceptions Report

Appendix B - Economic & Community Development Portfolio performance report

Appendix C - Planning Services Portfolio performance report

Background Papers

None

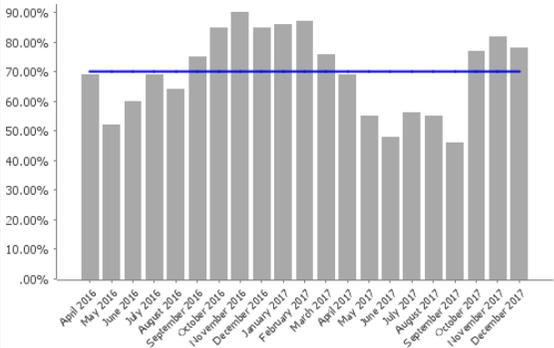
Dr Pav Ramewal
Chief Executive

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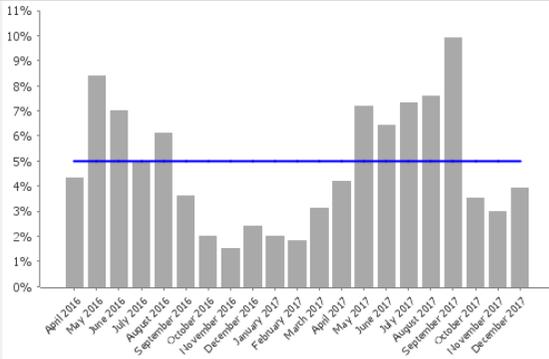
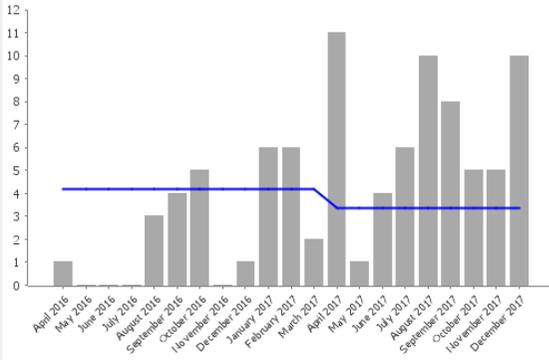
Scrutiny Committee - Exceptions Report

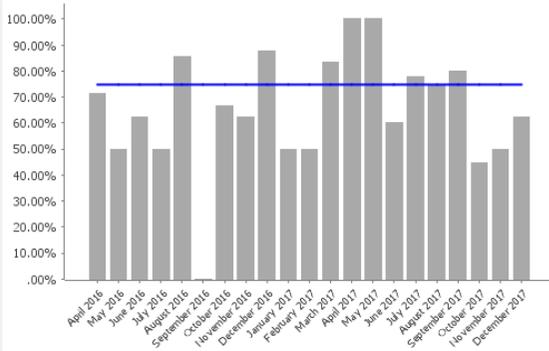
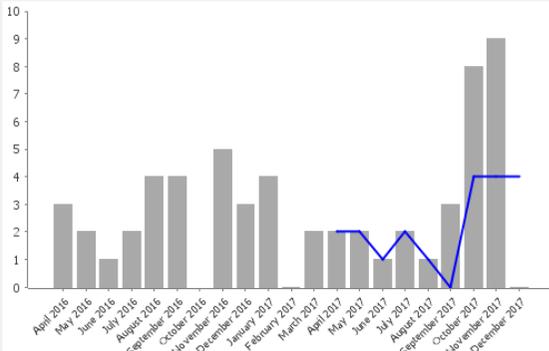
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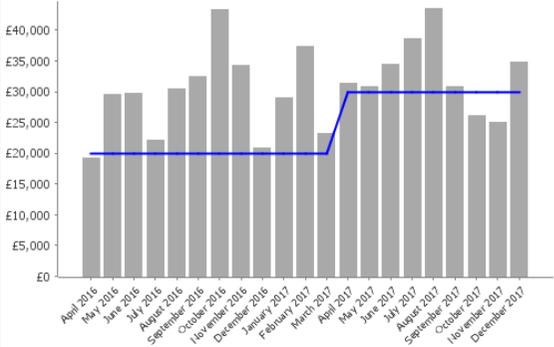
Status	Colour	Details
	Green	At or above target
	Amber	Less than 10% below target
	Red	10% or more below target

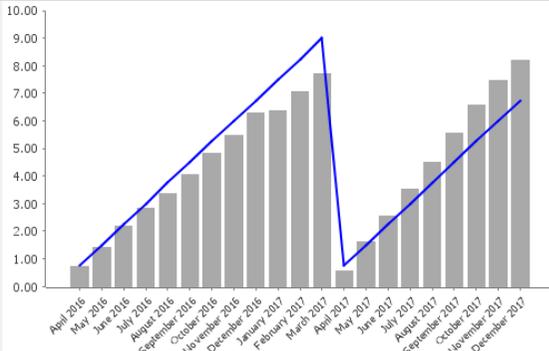
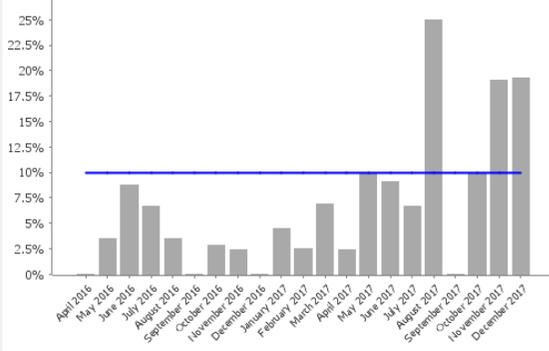
Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_CS 001	Percentage of phone calls answered within 20 seconds by the Contact Centre	78%	70%			62.9%	70%		Staffing has been below required levels this year due to long term sickness and regular staff turnover. It took 2 rounds of recruitment to fill vacant posts. Two new members of staff are now in post and three more staff started late January. Performance has been improved and been meeting target level since October and this is expected to be sustained.

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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_CS 002	Percentage of phone calls to the Contact Centre abandoned by the caller	3.9%	5%			5.9%	5%		Please see commentary on previous page.
LPI_DS Clean 001	Number of justified Street Cleaning complaints	10	3			60	30		The departure of the street cleansing supervisor and the charge hand earlier this year has regrettably effected service performance. Replacements for the Supervisor and Charge Hand roles are now in post. Challenging customer expectations with regard to clearance of leaves and detritus, particularly along public rights of way, has meant the expected reduction in complaints has not been realised and the annual target has been exceeded. A reduction in complaints in the final quarter of the year is anticipated as the new supervisory team becomes established.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_DM 009	Percentage of appeals against planning application refusal dismissed	62.5%	75%			69.5%	75%		<p>Between April and December this year there has been 59 decisions on planning appeals. 41 of those were dismissed. Across the same period the Council has made 1,556 decisions on planning applications.</p> <p>Across the last three months it is pleasing to note that performance is on an upward trend and moving towards target level performance.</p> <p>The Council continues to be rigorous in its approach to refusals and ensures that they are defended to the best of our ability.</p>
LPI_HSA 003	Number Rent In Advance and Deposit Bonds completed	0	4			28	20		<p>Housing Advice did not receive any requests for deposit and rent in advance support from customers in December. This work will be up scaled with the recruitment of a new Landlord Liaison Officer in 2018 to enable a review of the Private Sector Lettings scheme and proactively encourage more landlords to work with us to offer suitable properties.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
PL_F03	Debts outstanding more than 61 days	£34,883	£30,000			£34,883	£30,000		<p>Due to the Christmas period there has been delays to the recovery of debt with extended office closures.</p> <p>In the 12 months to 31 December 2017 invoices raised totalled £3.704m. Debts unpaid past 61 days represents 0.94% of debts raised in the past 12 months meaning that 99.06% of debts raised have been collected or are less than 61 days old.</p> <p>Within the current debts outstanding there is £11k of debt relating to advances made to people threatened with homelessness to enable them to take up privately rented accommodation. Where the customers have not kept up arrangements to repay Finance and Housing staff are actively reviewing these debts to determine whether recovery action is suitable. There are also £8k of debts relating to the provision of private sewerage arrangements. Finance, Legal and Property Services are working together towards a resolution.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_HR 001	The average number of working days lost to sickness absence per FTE	8.20	6.75			8.20	6.75		Long term sickness has been unusually high during 2017/18. There are currently nine members of staff with long term health issues, who are each being managed and supported under the Council's policies. The Council's Occupational Health Advice is also advising in each case.
LPI_LIC 004(s)	Percentage of all licensing applications outstanding for more than one month	19.2%	10%			10.6%	10%		A seasonal peak of temporary event notices (used for extensions of hours and seasonal events) and renewals dominated the workload throughout November and December and contributed to the delay in processing a number of applications. The Team also has a new member of staff who is still training and learning their role. Alongside some staff sickness this has meant that the administration hub team of 6 cannot be at full capacity. It is expected that performance will return to target level in future months as application numbers return to usual levels and the Team returns to full capacity.

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Scrutiny Committee - Economic and Community Development Portfolio performance report

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_CD 001	Percentage of Community Safety Partnership actions achieved	92%	85%	✓		92%	85%	✓	
LPI_CD 004	Percentage of performance of organisations awarded grants on target	88%	80%	✓		88%	80%	✓	

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_CD 005	Percentage of responses to reports of Anti Social Behaviour within 25 working days	100%	100%			100%	100%		
LPI_CD 006	Percentage of actions in the Sustainable Community Action Plan achieved	97%	85%			97%	85%		

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2017-18 Scrutiny Committee - Planning Portfolio performance report

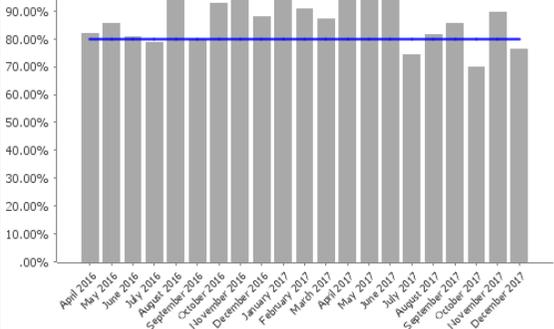
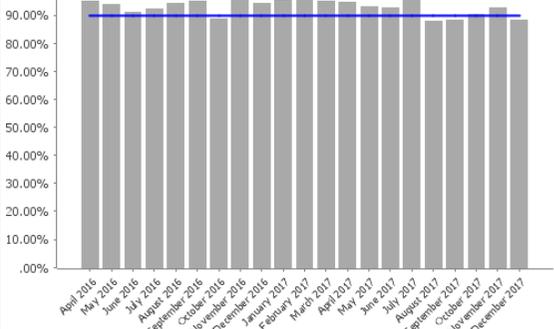
Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_B C LC 001a	Average number of days to process a land charge search	3.82	10	✓		6.27	10	✓	
LPI_D M 001a	Average number of days taken to validate a planning application	2.17	5	✓		2.96	5	✓	

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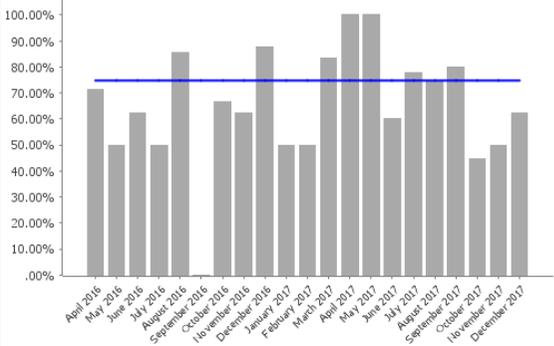
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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_D M 005	Percentage of planning applications submitted and received electronically	87.9%	60%	✔		82.1%	60%	✔	
LPI_D M 007a	Processing of planning applications: Major applications in 13 weeks	100%	80%	✔		90.9%	80%	✔	

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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_DM007b	Processing of planning applications: Minor applications in 8 weeks	76.2%	80%			84.6%	80%		
LPI_DM007c	Processing of planning applications: Other applications in 8 weeks	88.2%	90%			91.6%	90%		

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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2017/18			
						Value	Target	Status	
LPI_D M 009	Percentage of appeals against planning application refusal dismissed	62.5%	75%			69.5%	75%		<p>Between April and December this year there has been 59 decisions on planning appeals. 41 of those were dismissed. Across the same period the Council has made 1,556 decisions on planning applications.</p> <p>Across the last three months it is pleasing to note that performance is on an upward trend and moving towards target level performance.</p> <p>The Council continues to be rigorous in its approach to refusals and ensures that they are defended to the best of our ability.</p>

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LPI_D
M 009
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ECONOMIC & COMMUNITY DEVELOPMENT

PORTFOLIO HOLDER REPORT

SCRUTINY COMMITTEE

8th February 2018

Economic Development:

- A sector led Visitor Economy Study has been prepared by Roni Lovegrove with involvement from a wide range of stakeholders and the Study was presented to the Economic & Community Development Advisory Committee on 12th December 2017. The Council will continue to work with the sector to enable them to build on the collaboration between different parties and organisations that has developed since the original stakeholder workshop in March 2017.
- The Council commissioned an Economic Study of Edenbridge on behalf of the Edenbridge Town Council and Town Partnership and the study was presented to the Economic & Community Development Advisory Committee on 3rd October 2017. The Study has been discussed at the Edenbridge Economic Forum and the Eden Valley Tourism Forum.
- Opportunities for Business Incubator Space in Swanley and Low Cost Workspace in other towns are being investigated for inclusion in future development opportunities or using existing property assets.
- A new Economic Development Strategy for the Council will be published in 2018 and the consultation draft will be considered by the Economic & Community Development Advisory Committee on 6th March. The Strategy will then be published for consultation prior to its formal adoption.

Community Safety:

- Continue to work on the Convent site in Swanley with partner agencies
- Have set up a gangs multi-agency working group, this will be working with young individuals through projects and diversional activities
- Working on the 2018-19 strategy and action plan which will start on 1 April 2018
- Internet Safety Day - Digital Challenge going to 25 schools across the District
- CSU goes from strength to strength dealing with ASB and community safety concerns
- Community MARAC has been embedded well and has a more holistic approach to not just tackle asb but mental health, standard and medium domestic abuse cases and substance misuse
- We have been doing community events to address local concerns, we have done this in Hextable, Swanley and West Kingsdown and will be doing one in New Ash Green and Westerham
- Continuing to deliver on safeguarding and training for SDC staff

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Emergency Planning:

- The Country ' Moved to Critical' twice in 2017, firstly in response to the May Manchester bombing attack and then again following the explosion on the London Underground at Parson's Green in September. A Kent Strategic Co-Ordination Group, which the Council is part of, was held several times a day throughout both events.
- The discovery and subsequent detonation of 120 World War Phosphorous caused numerous issues which took officers and Sevenoaks Town Council several weeks to resolve. The incident resulted in contamination problems of a public open space, high costs and highlighted the need for better communication between partners.
- The Kent Resilience Forum (KRF) and partners have delivered a number of topical training exercises and events. Key officers attended Exercise Vulcan which tested local and KCC recovery and strategic plans in the event of a Grenfell tower type incident and also Exercise Brabham at Brands Hatch Racing Circuit, which tested the JESIP (Joint Emergency Services Interoperability programme) principles of multiagency working. This scenario covered a Road Traffic Collision involving a HGV carrying chemicals which resulted in a toxic cloud drifting over a full capacity circuit. The KRF annual seminar focussed on Security & Terrorism Preparedness and Consequence Management. The Westerham Emergency Plan was also tested with a flooding scenario.
- Officers are working with the KRF to deliver bespoke emergency planning and revision training for Sevenoaks staff. The training which will be delivered from April 2018, will include member and other specialist training and culminate with a full exercise around a Grenfell Tower scenario.
- A security audit of the building has been undertaken and a number of recommendations have been made to improve security both with regards to ensuring a general safe and secure operating environment as well as any National security threats.

Planning Portfolio - Report to Scrutiny Committee

This paper updates the previous report which I brought to this Committee in July 2017.

Planning Applications and Appeals

The District Council's Planning Department continues to be the busiest in Kent, with 2170 applications received in the year to December 2017. The next highest was Canterbury with 1856, then Tunbridge Wells with 1810 and Maidstone with 1795. Gravesham received 795 and Dartford 762.

In percentage terms the District approves the fewest applications (81%) while Ashford, Tonbridge and Malling, Tunbridge Wells and Medway all grant 90% and upwards of the applications they receive.

Over 90% of applications classed as major (e.g. 10 residential units or more) and other (e.g. householder) are determined within the required timeframes which are some of the best results in the Country.

When tested at appeal around 70% of applications are dismissed.

Enforcement

Enforcement is still under the direct management of our Development Manager as there have now been three unsuccessful attempts to recruit an Enforcement team leader since the post became vacant in April 2017. This is unfortunate and continues to divert the Manager's attention away from other more corporate matters. With the resignation of the team leader south, the Development Manager with the Chief Planning Officer are considering options to secure appropriate staff.

On a positive note we have two new officers in the enforcement team:

Katie O'Driscoll - a new planning enforcement officer and Carlyn Kan as our compliance officer. This injection of staffing resource into the enforcement team is welcomed. Both officers are, however, on a training curve and so it will be some time until we are working positively rather than reacting to complaints.

I am also pleased to report that the new Enforcement Plan is on our website along with our searchable planning enforcement register.

Despite the lack of resources, in the last 6 months, we have served a number of enforcement notices, section 215 notices and taken out and defended an injunction in relation to a piece of land covered by an article 4 direction.

As a result of some recent cross service working, officers within the tree team, working closely with legal and community services colleagues, successfully prosecuted the manager of New Ash Green village centre for illegally cutting down ash trees that were protected by a Tree Preservation Order. These trees were located within the shopping centre and provided welcome soft landscaping relief. The manager pleaded guilty and was fined £5,000 and ordered to pay £3,600 in costs. The court also levied the compulsory £170 victim surcharge. The manager has also agreed to replant the trees that were removed.

Building Control

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Our new Partnership Manager, Allan Taylor, started in late September, and the instability caused by a number of departures at Surveyor, Manager, and Head of Service levels has now ended.

The Partnership continues to perform very well. Market share, especially in Sevenoaks, is strong at over 70% and fee income is ahead of the profiled budget. The Partnership is also leading on a number of digital innovations to improve customer service and retain competitiveness.

The New Local Plan

Following the previous update to this Committee, the Local Development Scheme provides the timetable for how and when the Local Plan will be produced. Consultation on the draft Local Plan will continue through 2018, with examination and adoption in 2019. The Planning Advisory Committee and Cabinet will have to agree every stage and Full Council will agree the Local Plan prior to submission.

Housing numbers and their distribution around the District remain the key issue. The Strategic Housing Market Assessment has been completed and recommends an unconstrained figure of 620 dwellings per year, compared with the 165 dwellings under the current plan. This assumes 1% growth population per year for the next 20 years, but does not take into account the high level of constraints in the District, namely 93% Green Belt and 61% AONB, which clearly suggests that the final housing target for new homes will be significantly lower. But we can only go where the evidence leads.

The Government recently consulted on a standardised methodology for calculating a local authority's housing need, in the "Building the Right Homes, in the Right Places" consultation (September 2017). This consultation outlined the potential new housing need figures which increased the need in Sevenoaks District by 13%, from 620 per year to 698 dwellings per year. It is important to note that no decision has been made by Government to adopt this standardised methodology and any announcements are likely to be made when a revised draft of the National Planning Policy Framework (NPPF) is published in the Spring.

The Strategic Housing and Economic Land Availability Assessment (SHELAA) assesses the amount of land that could be available and suitable for development. This work has helped to establish how much of the identified need can be realistically delivered over the plan period. Since advertising a "call for sites" in Autumn 2015, over 350 sites across the District have been submitted to the Planning Policy team. The Call for Sites remains open.

Last year, the Planning Policy team undertook public consultation on the Local Plan "Issues and Options" which set out the Council's options for meeting the needs of the District and considered a number of issues and opportunities for the countryside, the Green Belt, our town and villages and the requirements for infrastructure. We sent out a household survey to each household in the District and received a outstanding 30% response from our residents. The results of the Issues and Options consultation were reported to the Planning Advisory Committee in November 2017. The key response was the 92% support for preserving the Green Belt.

As regards the potential exceptional circumstances cases:

- a. **Sevenoaks (Town) Northern Masterplan** - Led by Sevenoaks Town Council, this proposed masterplan has been subject to further public consultation in the Local

Plan “Issues and Options” since the Town Council’s own consultation. It focuses on community infrastructure and facilities at Bat and Ball in addition to housing and employment and could provide approximately 800 new homes on and around the quarry site to the north of Sevenoaks within the plan period. The “Issues and Options” consultation asked a specific question on this proposed Masterplan, with survey results detailed below:

Question 3a - Draft Northern Sevenoaks Masterplan results:

Area	Support/Strongly Support	Oppose/Strongly Oppose
District-wide	66%	13%
Sevenoaks North	67%	20%
Sevenoaks wards, Otford, Dunton Green, Kemsing, Seal	69%	18%

- b. **Westerham** - “Which Way Westerham” proposals are being progressed by the Squerryes Estate, which currently include a relief road to the north west of the settlement, approximately 600 new homes and environmental improvements. The Squerryes Estate team have been involved in continuous public engagement with the Westerham community and has submitted supporting material to the District Council. Again, a specific question was asked during the “Issues and Options” consultation, with the results detailed below:

Question 3b - Which Way Westerham:

	Support/Strongly Support	Oppose/Strongly Oppose
District-wide	54%	19%
Westerham and Crockham Hill	22%	73%

Since then, the Squerryes Estate has updated the proposals to include additional community benefits including outdoor recreation facilities, increased car parking in the town centre and the provision of common land.

- c. **Edenbridge** - A Neighbourhood Plan is being prepared including updated design statement, support for retention of employment land, rejuvenation of the High Street and in particular the Leathermarket. The Plan strongly favours the building of a new health centre and a secondary educational facility.

In relation to the Edenbridge Health hub proposals, a combined hospital and GP surgery in Edenbridge is being proposed by West Kent Clinical Commissioning Group. They undertook public consultation in 2017:

- 94 per cent of people responding to a survey carried out as part of a three-month public consultation backed a combined hospital/surgery
- 79 per cent supported the preferred option - for services to be provided in a new building, on a new site, with additional day services, such as intravenous drips, and no inpatient beds.

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The sites under consideration for the facility lie to the east of Edenbridge along Four Elms Road (next to the Eden Community Centre). The land is owned by KCC and Cooper Estates.

In relation to a secondary school, Edenbridge Town Council resolved in December 2017 to support proposals for a Harris Academy to be sited on Green Belt land on Four Elms Road offered by Cooper Estates. Cooper Estates have themselves undertaken community consultation in 2017 'on initial draft proposals for development of approximately 265 new homes, a new secondary school and a new medical centre (including GP practice) off Four Elms Road'.

- d. **Swanley and Hextable** - In December 2017, the District Council jointly commissioned with KCC a Swanley Transport Study, which will continue the work which was done on the Swanley and Hextable Master Vision. The Study will look at transport issues for Swanley and the surrounding area (i.e. Hextable, Crockenhill and Swanley Village) and provide recommendations on how transport could be improved. A workshop with District Members and Parish/Town Councils will be taking place in early February.

Brownfield Land Register

As required by Government, the District Council published its brownfield land register in December 2017. The register sets out a number of brownfield sites that may be suitable for residential development. For the purposes of the register, the definition of 'brownfield' has been taken from the NPPF and therefore excludes agricultural, horticultural and forestry buildings. The register can be viewed on the website.

CIL

Following my last update to the Committee in July, the District Council has collected approximately £3.1 million (up to 31st December 2017), since we began charging CIL in August 2014. Approximately £817,000 has been paid to town and parish councils, as Cabinet in November 2014 agreed that all town and parish councils would receive 25% of CIL contributions, regardless on whether a Neighbourhood Plan is in place or not. There is approximately £2.1 million available for the CIL Spending Board to allocate to infrastructure projects. The remaining share (5%) is for the Council's recovery of administration costs, as laid out in the CIL regulations.

The CIL Spending Board has not met to date. This is due to the governance arrangements not being agreed by Cabinet until July 2017. Applications to the Board were invited from infrastructure providers and partners from 1st September 2017 to 1st December 2017. We received 20 applications from 16 organisations which included schools, parish councils, Environment Agency, KCC, and health and medical providers. Applications are being validated and discussions are ongoing with the Chair of the Spending Board to determine the date for the first meeting.

The next round of CIL payments to town and parish councils will be on 28th April 2018. This will cover the collection period 1st October 2017 to 31st March 2018. Currently, 9 town and parish councils will receive CIL payments, but it is expected that other town and parish councils will benefit from payments during this ongoing period.

The Council published its annual CIL report for 2016/2017 on 29th December 2017. The report, which sets out the income and expenditure for the period, can be viewed on the Council's website.

The Council has also been working on an online CIL tool which will show town and parish councils, members of the public and other interested parties where CIL contributions have been collected, and how the contributions are split between the parishes and the Spending Board pot. This interactive map is in the final stages of development and will be published on the Council's website by 31st March 2018.

The Local List

The SPD has been finalised and available on the Sevenoaks District Council website.

Public consultation on the 2nd Tranche concluded on the 10th January 2018. There were 19 responses, 7 of which will be returned to the Selection Panel for further consideration. The Article 4 Directions for Tranche 1 are progressing. 95 Dartford Rd, locally listed as part of Tranche 1, is the subject of a Planning Inspectorate Appeal which has yet to be decided. The owner appealed to the Ombudsman about the case for being included on the list and this is ongoing.

Consultations

Since the last update to this Committee, the Government issued a number of consultations building on the themes of the Housing White Paper. This was the "Building the Right Homes in the Right Places" consultation and looked at issues such as a standardised methodology to calculating housing needs, expanding Duty to Cooperate to include Statements of Common Ground, ensuring that a suitable mix of housing is being planned for (i.e. older people, affordable housing, care homes) and viability both in plan-making and decision taking. All proposals, if taken forward, are expected to form part of the revised NPPF which is expected to be released by the end of March 2018.

The Mayor of London is currently consulting on the draft London Plan which outlines the spatial framework for all development within the Greater London area. Proposals include developing brownfield sites, providing a greater proportion of affordable housing, recognising better links with the South East and potential growth corridors and protecting the metropolitan Green Belt. The consultation closes on the 2nd March 2018.

The Department for Transport have been working on the new South Eastern franchise, set to be in operation by April 2019. The incumbent, Govia, has the franchise until then. Three bidders have been successful to tender for the franchise; Govia, Abellio and Stagecoach Group. Bidders will submit their proposals to the DfT by March 2018, and an announcement on who will run the franchise is expected in November 2018.

Other consultations to be aware of are:

- Heathrow Airport Limited are currently consulting on its proposals for the design of a 3rd runway (deadline 28th March 2018);
- KCC Bus Services consultation, which was due to start in early January 2018, has now been withdrawn until further notice.

The Future

I have reviewed the themes of the past 2 years' reports to Scrutiny, and they remain constant:

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- Preparing a Local Plan that can be agreed by an Inspector will be challenging - both for officers and members; and
- Recruiting and retaining professional staff in an expensive area like Sevenoaks is not easy.

Scrutiny Committee Work plan

Committee Date	7 February 2017	30 March 2017	4 July 2017	31 October 2017
External Invitees	Kent County Council (Library Services) - Mike Hill, Cabinet Member for Community Services and James Pearson, Service Improvement Manager of the Libraries, Registration and Archives Service	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) - Angela Gallagher, Chief Operating Officer		Pembury Hospital or Darent Valley Hospital
Scrutiny Committee	Performance Monitoring Michelle Lowe - Portfolio Holder for Housing & Health Peter Fleming - Leader and Portfolio Holder for Policy & Performance	Performance Monitoring Matthew Dickins - Portfolio Holder for Direct & Trading Services Chairman's annual report to Council	Performance Monitoring Robert Piper - Portfolio Holder for Planning Roddy Hogarth - Portfolio Holder for Economic & Community Development	Performance Monitoring John Scholey - Portfolio Holder for Finance Anna Firth - Portfolio Holder for Legal and Democratic Services
In-Depth Scrutiny	Working Group Property Investment Strategy - Update Stages Three/Four ¹	Working Group Property Investment Strategy - Final report Stages Four/Five ¹		

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Committee Date	8 February 2018	24 April 2018	17 July 2018	13 November 2018
External Invitees		Roger Gough - Kent County Council Cabinet Member for Children, Young People and Education	Citizens Advice Bureaux - North West Kent and Edenbridge and Westerham	
Scrutiny Committee	Performance Monitoring Robert Piper - Portfolio Holder for Planning Roddy Hogarth - Portfolio Holder for Economic & Community Development	Michelle Lowe - Portfolio Holder for Housing & Health Matthew Dickins - Portfolio Holder for Direct & Trading Services	Peter Fleming - Leader and Portfolio Holder for Policy & Performance	
In-Depth Scrutiny		Staffing Levels working Group		

¹ For detailed information on stages refer to "A Guide to In-Depth Scrutiny"

Past In-Depth Scrutiny Working Groups

2013/14	
Parking	Cllrs Clark, Cooke, Edwards-Winser, Eyre, Mrs Purves, Raikes (Chairman)
Budget	Cllrs Abraham, Mrs Bracken (Chairman), Butler, Gaywood, Maskell
2014/15	
Leisure	Cllrs. Gaywood, Grint, Mrs. Morris, and Pett (Chairman)
Investment in Property (put on hold)	Cllrs. Brookbank, Davison (Chairman) and Underwood
2015/16	
Leisure	Cllrs. Ball, Brown (Chairman), Clack and Kitchener
2016/17	
Property Investment	Cllrs. Clack (Chairman), Hogg, Kitchener and Purves

Current In-Depth Scrutiny Working Groups

Staffing Levels	Cllrs. Brown (Chairman) Ball, Hogg and Purves
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Possible future areas for In-Depth Scrutiny

Housing - accommodation for vulnerable people

Past External Invitees

2013/14	
21/11/13	Maidstone & Tunbridge Wells NHS (Jayne Black, Director of Operations)
04/02/14	KCC Highways & Transportation (David Brazier, KCC Cabinet Member Transportation & Environment)
02/04/14	Kent Police (Area Commander Chief Superintendent Steve Corbishly and District Commander Chief Inspector Tim Cook)
2014/15	
15/07/14	Citizens Advice Bureaux (Martin Wells and Angela Newey, Chairman and Manager at Sevenoaks & Swanley Citizens Advice Bureau (CAB), and Mike Musgrove and Jill Eyre, Director and Manager at Edenbridge & Westerham CAB)
02/10/14	Sencio Community Leisure (Jane Parish, Chief Executive)
20/11/14	KCC Secondary Schools (Roger Gough, KCC Cabinet Member for Education & Health Reform)
03/02/15	West Kent Clinical Commissioning Group (Ian Ayres, Chief Officer and Accountable Officer)
2015/16	
14/07/15	KCC Primary Schools and Apprenticeships (Margaret Crabtree, KCC Deputy Cabinet Member for Education and Health Reform)
24/11/15	Kent Police (Chief Inspector Roscoe Walford)
23/02/16	KCC Highways (Matthew Balfour, KCC Cabinet Member for Environment and Transport) (Did not attend)
03/05/16	KCC Commercial & Traded Services (Paul Carter CBE, KCC Leader and Cabinet Member for Business Strategy, Audit and Transformation and Commercial and Traded Services)

2016/17	
05/07/16	Moat Housing (Elizabeth Austerberry, Chief Executive) West Kent Housing (Deborah White, Housing and Communities Director)
08/11/16	Kent Police (Chief Inspector Roscoe Walford)
07/02/17	Kent County Council Library Provision (County Councillor Mike Hill; Cabinet Member for Community Services and James Pearson; Service Improvement Manager of the Libraries, Registration and Archives Service)
30/03/17	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) (Angela Gallagher, Chief operating Officer and Jim Lusby, Deputy Chief Executive) (Did not attend)
31/10/17	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) (Angela Gallagher, Chief operating Officer and Jim Lusby, Acting Chief Executive)

Possible External Invitees

Position	Name	Topic
Citizen's Advice Bureaux	TBC	TBC
KCC Adult Social Care	TBC	TBC