

09 October 2018 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 01.10.18



Direct & Trading Advisory Committee

Membership:

Chairman, Cllr. Dickins; Vice-Chairman, Cllr. Mrs. Bayley
Cllrs. Barnes, Esler, Halford, 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 3 July 2018, as a correct record.	(Pages 1 - 4)	
2. Declarations of Interest Any interests not already registered		
3. Actions from Previous Meeting (if any)		
4. Referrals from Cabinet or the Audit committee (if any)		
5. Update from Portfolio Holder		
6. Bradbourne Lakes - Sevenoaks	(Pages 5 - 56)	Richard Wilson Tel: 01732 227262
7. Budget 2019/20: Service Dashboards and Service Change Impact Assessments (SCIAs)	(Pages 57 - 96)	Adrian Rowbotham Tel: 01732 227153
8. Kent Joint Municipal Waste Management Strategy	(Pages 97 - 122)	Paldeep Bhatti Tel: 01732 227128
9. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	(Pages 123 - 176)	Nick Chapman, Annie Sargent Tel: 01322 343160, Tel: 01322343085

10. **Annual Review of Parking Management 2019 - 20** (Pages 177 - 190) John Strachan
Tel: 01732 227310
11. **Work Plan** (Pages 191 - 192)

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 3 July 2018 commencing at 7.00 pm

Present: Cllr. Dickins (Chairman)

Cllr. Mrs Bayley (Vice Chairman)

Cllrs. Esler, Halford, Kelly, Maskell, McGregor, Parson, Pett, Raikes and Thornton

An apology for absence was received from Cllr. Barnes

1. Appointment of Chairman

Resolved: That Cllr. Dickins be appointed as Chairman of the Advisory Committee for 2018/19.

(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 2018/19.

3. Minutes

Resolved: That the Minutes of the Advisory Committee held on 13 March 2018 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

There were none.

6. Referrals from Cabinet or the Audit committee

There were none.

CHANGE IN ORDER OF AGENDA ITEMS

Agenda Item 1

Direct & Trading Advisory Committee - 3 July 2018

With the Committee's agreement, the Chairman brought forward the consideration of agenda item 8 and the Portfolio Holder's update would follow prior to the work plan.

7. The Sevenoaks Greensand Commons Heritage Lottery Fund [HLF] bid

The Chairman introduced Andy Willmore, Project Development Officer for the Greensand Commons Heritage Lottery Fund bid.

Mr Willmore explained to Members that since the meeting on 14 March 2017, the bid for a heritage lottery fund had been successful and the full amount bid, £483,600 had been awarded, along with cash match and volunteer match the projects total value was £685,274. The project aim was to reinstate the Commons as important and valued spaces for the local community, by working with local volunteers engaged in an exciting programme of practical work, scientific research and hands-on learning.

He confirmed that the Greensand Commons project was a four-year project, with Sevenoaks District Council, Kent Wildlife Trust, Sevenoaks Town Council, Westerham Town Council, Seal and Sevenoaks Weald Parish Councils and other partners.

Members questioned whether Friends of Groups could play an important part in promoting the Greensand Commons and whether Members could play a part in the promotion of this development. Mr Willmore confirmed that he was encouraged to see so many people having an interest not just in their local common, but in other commons within the project area. Therefore a way forward may be to establish Friends Groups in the Westerham, Sevenoaks and Seal clusters and encouraging networking between those groups. Mr Willmore also acknowledged a supportive and strong steering group, chaired by Fidelity Weston. The project would make use of elected Members and the Council's marketing team to promote various aspects of the project.

Members also questioned whether the fund would be provided in one lump sum or in installments, and whether this would depend on certain criteria being met. Mr Willmore confirmed that there would be quarterly reporting, and the Heritage Lottery Fund would allocate a case officer and a mentor to ensure objectives are met.

Members commended the work undertaken to obtain the Heritage Lottery Funding and thanked Mr Willmore for his help in bringing this to the District.

Resolved: That the report be noted.

8. Sevenoaks District Council Air Quality Annual Status Report 2018

The Environmental Health Manager presented a report which provided the results for the Air Quality Monitoring for 2017 in the District.

Members queried whether electric vehicles played a part in the reduction of nitrogen dioxide. The Environmental Health Manager confirmed that whilst the

results cannot indicate whether electric vehicles played a part, these type of vehicles are more evolved and in her opinion would help with the reduction of NO² levels.

Members also queried the increase in NO² shown in 2015-16 on every monitoring station in the District. The Chief Officer Environmental & Operational Services said that in his belief, there was more roadworks that happened in the area throughout 2015-16, including on motorways, and this may have been a significant factor. The Environmental Health Manager also suggested that there may have been climatic reasons why the figures rose that year.

Resolved: That the report be noted.

9. Christmas Parking 2018

Members considered the report which requested that the Committee consider free concessionary parking on select dates leading up to Christmas 2018.

In response to questions, the Parking Manager confirmed the free parking would cost the Council £16,500, which, subject to Council's approval, would be met by supplementary estimates.

Members raised concerns with the operational factors of the free parking which had occurred in previous years and had been raised before, and asked that enforcement help with this.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that

- a) free parking be provided for two weekends leading up to Christmas, on 8 and 9, and 15 and 16 December in Sevenoaks, and 8 and 15 December in Westerham.
- b) subject to recommendation (a) above, it be recommended to Council that the cost of lost income for free Christmas parking be funded by supplementary estimates.

10. Update from Portfolio Holder

The Portfolio Holder, and Chairman, reported that that Bradbourne Lakes was being tested for algae.

Agenda Item 1

Direct & Trading Advisory Committee - 3 July 2018

The Portfolio Holder, and Chairman also confirmed that that the digging, piling and drainage for the Buckhurst 2 car park had been completed, and it was on track to open at its agreed time, and that the Council's electric car had now arrived.

The Portfolio Holder, and Chairman also confirmed that that the digging, piling and drainage for the Buckhurst 2 car park had been completed, and it was on track to open at its agreed time, and that the Council's electric car had now arrived.

11. Work Plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 8.40 PM

CHAIRMAN

BRADBOURNE LAKES - SEVENOAKS

Direct and Trading Advisory Committee - 9 October 2018

Report of Chief Officer, Environmental and Operational Services

Status For decision.

Also considered by Cabinet - 11 October 2018

Key Decision No

Executive Summary: This report provides details of the results of the Public Consultation carried out in August 2018 on 'The vision for Bradbourne Lakes' and recommends a way forward to try and obtain external funding for improvement and restoration works to the lakes.

This report supports the Key Aim of a green and healthy environment.

Portfolio Holder Cllr. Matthew Dickins

Contact Officer Ian Finch, Ext. 7407

Recommendation to Advisory Committee: That it be recommended to Cabinet:-

- (a) That the results of the Public Consultation be noted and that Land Use Consultants (LUC) be commissioned to develop a full vision costed plan and to explore external funding opportunities and to submit various grant applications to fund the proposed improvement and restoration works.
- (b) To fund this Consultancy work a 'one-off' 'invest to save', growth item for the 2019/20 budget be considered as part of the 2019/20 budget setting process. (Estimated cost £60,000).

Recommendation to Cabinet:

- (a) That the results of the Public Consultation be noted and that Land Use Consultants (LUC) be commissioned to develop a full vision costed plan and to explore external funding opportunities and to submit various grant applications to fund the proposed improvement and restoration works.
 - (b) To fund this work a 'one-off' 'invest to save' growth item for the 2019/20 budget to be considered as part of the 2019/20 budget setting process (estimated cost £60,000).
-

Reason for recommendation: The results of the Public Consultation has identified the Community vision for the future of Bradbourne Lakes. To achieve this vision substantial expenditure is required for the improvement and restoration works. Such expenditure is outside the Council's ten year budget and therefore external funding will need to be applied for to wholly or partly fund the required works, to implement the vision.

Introduction and Background

- 1 At your Committee Meeting on 11 July 2017 a report was presented on the condition of the Council owned Bradbourne Lakes, and suggested a possible way forward to obtain external funding for restoration works. It was 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 robust vision in advance of exploring funding options.
 - (c) Further investigation by the Chief Officer, Environmental and Operational Services in conjunction with the Portfolio Holder was required to find out costings and funding for (b) above and
 - (d) The Portfolio Holder inform Cabinet of the above.
- 2 Two representatives of the Bradbourne Residents Association (BRA) were also allowed to address the Committee.

Vision for Bradbourne Lakes

- 3 Following this meeting, Land Use Consultants (LUC) were commissioned to prepare a vision document for the future of the lakes for consultation with the wider community.
- 4 Appendix A is the vision document prepared with the consultation responses detailed on pages 40-44.
- 5 The consultation took place between 9 and 24 August, with an online survey on the Council's website and two consultation events took place at the Lakes on 9 and 11 August.
- 6 The survey sheet is reproduced at Appendix B.
- 7 Jennette Emery-Wallis from LUC will attend the meeting to give a short presentation on the vision and the headline results of the consultation.

Consultation Headline Results

- 8 The full consultation outcomes are detailed on pages 40-44 of Appendix A, however, below are some headline results for information.

Total number of respondents - 110.

- 40 (36%) respondents visit the lake daily.
- 93 (84%) respondents travelled 0-2 miles to visit the lake.
- 96 (87%) respondents felt de-silting the lake was a top priority. Other priorities were repair of lake edges and broken structures and repair and joining up of eroded paths.
- 96 (87%) of respondents strongly agreed or agreed to be supportive of the vision for the lakes.
- 52 (47%) respondents thought removal of overgrown vegetation is a priority.
- 27 (24%) of respondents thought ecological enhancements and biodiversity improvements were a priority.
- 26 (23%) respondents thought new facilities such as toilets or a play area were a priority.
- 2 (2%) respondents thought new signage and history trails were a priority.

Background

- 9 The historic heritage of the lakes are well documented and detailed in the vision report prepared by LUC. It is recognised that the lakes are already a little oasis in a busy market town, particularly on a fine day, and was recently recognised 'as one of the 20 greatest places to have a picnic in Kent'.
- 10 Comparisons are sometimes being drawn in some quarters with Dunorlan in Tunbridge Wells or Crowborough boating pond, however, the Bradbourne Lakes are of a different nature and direct comparisons with ornamental style urban located parks would be incorrect.
- 11 The Council, has for a number of years, sought to maintain, with volunteers' assistance, the natural environments of the lakes and have over the last few years invested in maintenance of the lakes operation and erected new fencing and benches. Budgets are limited and there is only so much that can be done within existing resources. Hence the need for external funding sources to deliver many of the improvements identified in the vision.
- 12 It is clear from the Consultation results that the majority of visitors already live close to the lakes, but that is not to say, visitors would travel further if the lakes were enhanced.

Agenda Item 6

- 13 The Consultation identifies the de-silting of the lakes as a top priority, with repair of lake edges and repairs to paths also being a high priority.
- 14 There was less support for the provision of a toilet, café, a children's play area or outdoor gyms.
- 15 Any restoration works, if funding is sourced, would need to be carefully planned to ensure improvements are delivered in an holistic and considered manner, prioritised to obtain the best outcomes for the funding that could be made available.
- 16 It needs to be fully borne in mind, however, that any improvements, and any new facilities provided, will have on-going maintenance liability for the Council. Therefore, any improvements delivered need to have consideration for future maintenance costs.

Key Implications

Financial

The funding for the priority works identified in the vision for Bradbourne Lakes is outside the Council's ten year budget and therefore external funding will need to be applied for to wholly or partially fund the required works to implement the vision.

A 'one-off', 'invest to save' budget would allow the commissioning of LUC to explore external funding opportunities and to submit various grant applications to fund the implementation of the vision.

On-going maintenance liabilities for the Council also need to be fully taken into account in any improvement programme.

Legal Implications and Risk Assessment Statement.

Without assistance from external funding the vision cannot be implemented for the lakes, however, priority works, such as de-silting, will be essential in the near future, to ensure the correct functioning of the lakes, and again, the estimated cost of these works are outside the Council's ten year budget.

There is no guarantee, however, that any application for external funding will be successful, and this is a significant risk to the implementation of the vision.

Equality Assessment

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

Conclusions

Obtaining external funding to wholly or partially support the improvement and restoration works identified in the vision will be the greatest opportunity to deliver

the desired outcomes. LUC have identified numerous organisations they could bid to provide the necessary funding to deliver the desired outcomes identified through the vision consultation, although there is no guarantee of success.

Appendices

Appendix A - Bradbourne Lakes - A vision for the future - prepared by LUC - August 2018

Appendix B - Consultation Survey Sheet

Richard Wilson

Chief Officer Environmental and Operational Services

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Bradbourne Lakes

A vision for the future
10270-LD-REP-002

Prepared by LUC
August 2018

Environmental Planning, Design and Management

LUC is a planning, impact assessment, landscape design and ecology consultancy with expertise across a broad cross-section of environmental disciplines, including:

- Planning & EIA
- Design
- Landscape Planning
- Landscape Management
- Ecology
- Mapping & Visualisation

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1 - Introduction

Introduction

This report sets out the initial landscape design Vision proposals for Bradbourne Lakes in Sevenoaks, on behalf of Sevenoaks District Council.

It provides an introduction to the park including its historical development, current condition, the main issues, the need for refurbishment and landscape improvements, and the main key features; a description of the current hydrological processes, structural features, condition of basic infrastructure including paths and bridges, and ecology; key opportunities and constraints; a breakdown of the outline areas of differing character; a series of outline proposals culminating in a Vision Plan with some precedent images; and a series of next steps required to move the project forward.

For the development of this study LUC has been issued a digital Ordnance Survey base, which has been used as the basis for all of the following diagrams and plans. However, it does not include any tree information. All plans therefore show an indicative coverage of trees which have been taken from an aerial photo, but this does not take into account any tree removal or pruning works that may have been recently carried out. Further design work would require a thorough topographical survey which would capture exact positions of all trees and park features.

Project description

Bradbourne Lakes is a tranquil local park of historical and local significance, comprising a series of five ornamental lakes with waterfalls, cascades and a circular walking route set in areas of amenity grass, dense overgrown vegetation and clumps of trees, and some striking specimen veteran trees.

In 2012 the Bradbourne Residents' Association (BRA) carried out a visitor survey that recorded a strong desire for restoration. In 2015 an application was made by Sevenoaks District Council to the Heritage Lottery Fund for a grant to restore the park, which unfortunately was unsuccessful at the first round pass.

In July 2017 it was agreed to employ design consultants to prepare a Vision Plan for the park. This report is the first step towards production of that plan, and seeks to provide a cohesive set of proposals to repair and restore the park in order to provide a high quality open space that is accessible to all, educational, sustainable, and preserved for the enjoyment of future generations.

Site particulars

Bradbourne Lakes is identified within the Sevenoaks Local Development Framework and is in the Kent Compendium of Historic Parks and Gardens. This list includes a number of other historic parks and gardens which are both registered and non-registered, Bradbourne Lakes being the latter. However, the Local Planning Authority considers that it is an important part of the area's heritage and makes a significant contribution to the character of the area in which it is located.

The park is also categorised as Open Space, which includes both public and private spaces and covers any open space which contributes to the character of the locality and is important to the local community.

Other nearby considerations include the Sevenoaks Gravel Pits Site of Special Scientific Interest, as Bradbourne Lakes sits within its Impact Risk Zone. Also, the Clock Tower located to the south-west of the park is a Grade II Listed building and once formed part of the original Bradbourne Estate.

Lastly, the majority of the park sits within an area of High Risk Flood Potential for both flooding from rivers or the sea, and from surface water, all as determined by the Environment Agency. An area of high risk means that each year this area has a chance of flooding of greater than 3.3%. This takes into account the effect of any flood defences in the area. These defences reduce but do not completely stop the chance of flooding as they can be overtopped, or fail.

Aerial photo - wider area



Aerial photo - local area



2 - Existing Site

Bradbourne Lakes is a tranquil local park located 2km north west of Sevenoaks town centre. It measures approximately 350m long x 100m wide, covers 3.5 hectares, and is severed nearly in half by Betenson Avenue. It comprises a series of five ornamental lakes with waterfalls, cascades and a circular walking route set in areas of amenity grass, dense overgrown vegetation and clumps of trees, and some striking specimen veteran trees.

The Bradbourne Residents' Association (BRA)

The Bradbourne Resident's Association was reformed in December 2011 to work towards the restoration and conservation of Bradbourne Lakes, as well as issues affecting local residents. The BRA now have in excess of 450 members from the boundary of the Bradbourne Estate Area of Sevenoaks Town. Exclusively from the membership, as well as other known regular contributors, they organise volunteer working parties (with the agreement of Sevenoaks District Council) to undertake small scale maintenance work within the capabilities of the participants. Such work comprises cutting and control of low planting, bushes and small trees, path edge trimming, and clearance of unswept debris. Some tasks such as removal of small fallen branches from the lakes are undertaken and where possible, with manual effort, water gullies, sumps and water falls are cleared of blocking debris.

Currently, the volunteer effort is limited to those from the membership of the BRA, although there are other organisations, clubs, schools and groups who have indicated a willingness to participate in maintenance and conservation work. However, this falls beyond the scope, resources, and capabilities of the BRA to manage large groups of volunteers, although they are encouraging of such third party involvement.

Existing site layout



© Crown copyright and database rights 2018 Ordnance Survey 100019428.

Existing site views



1. Views south over the ornamental lake



2. View north west over the ornamental lake



3. Southern park entrance from Betenson Avenue



4. View west over the central lake



5. Looking south through trees in northern open space



6. Eroded southern section of the central lake



7. View north close to entrance of northern park



8. View south across the north lake



9. View over 'island' within north lake

3 - Historical Development

Context - Historical significance

- Bradbourne Lakes was formerly part of the Bradbourne Park Estate, first laid out between 1740-1761 by Henry Bosville as a picturesque landscape of lakes and waterfalls, forming the setting for the house of the same period. During the 19th Century there were frequent changes of ownership and parts of the Bradbourne Park Estate were sold off. In 1870 Francis Crawshay purchased the estate and retired to Bradbourne Hall. He had an interest in Druids and brought to the grounds and surrounding area of Bradbourne many stone monoliths from within the British Isles. These were erected in lines and circles according to Druid practice, and still survive today mostly within the back gardens of the surrounding houses. In 1896 Major William Gore Lambarde inherited the estate and by 1926 had sold off the contents followed by the house the following year. The land was eventually passed to the New Ideal Homesteads Company which laid out new streets and, over the subsequent 30 years, undertook much domestic building. In 1935, the land in the centre of this development, surrounding the chain of artificial lakes, was transferred to Sevenoaks Urban District Council with a covenant to maintain it as a public park. Finally, in 1937, the mansion was demolished.
- Henry Bosville carried out the majority of the works to the grounds, involving the damming of the branch of the River Darent (the Brad Stream) which flows northwards through the park. This involved complicated engineering works and produced a series of six interconnected lakes to the east of the mansion, later reduced to five, which remain largely unchanged. The construction of Betenson Avenue severed the Park in two leaving four of the upstream lakes to the south, and one large lake downstream to the north.
- Some of the original picturesque features such as waterfalls built of local ragstone still survive, although the lake edges have deteriorated in places, with evidence of more recent repair works involving metal shuttering and concrete. The lakes themselves are heavily silted from years of deposited leaf matter from overhanging trees, and little in the way of de-silting management. The woodland areas are overgrown and have contributed to the damage to the lake edges in places, and there are several examples of self-



seeded trees that have added to the dense and wild nature of some areas of the Park. Some of the lakes are dominated by Geese, who have destroyed large swathes of grass and whose faeces has contributed to eutrophication of the lakes, resulting in their need to be managed.

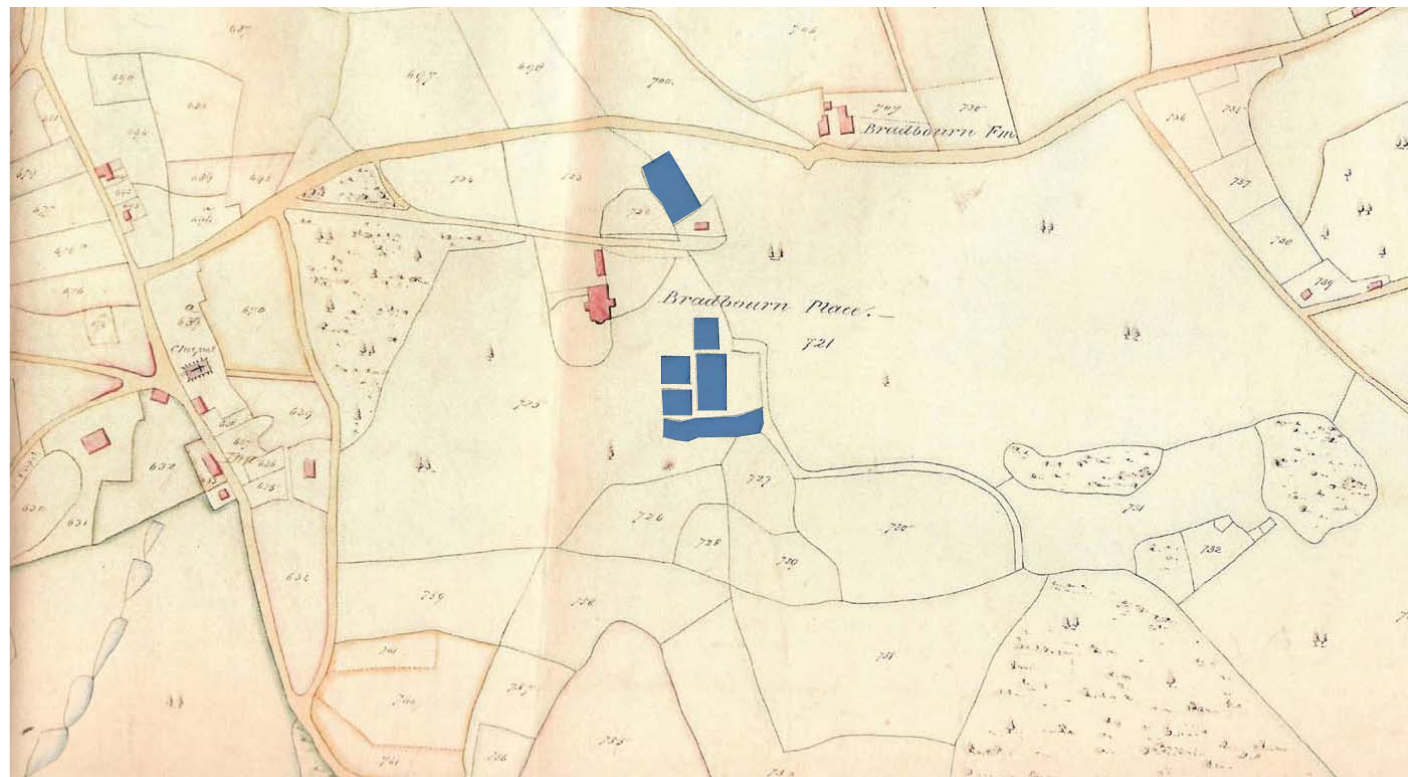
- Bradbourne Lakes has a local friends group in the form of the Bradbourne Residents' Association (BRA) which was reformed in December 2011 to work towards the restoration and conservation of Bradbourne Lakes as well as all issues affecting local residents. They are an active group who have recently carried out maintenance work involving the clearance of some of the overgrown vegetation areas. This is in addition to the conservation and management work carried out by the Council involving tree works and replacement of fences.
- The Lakes were the subject of an HLF grant Stage 1 application made in 2015, which was refused a first round pass in December of that year.



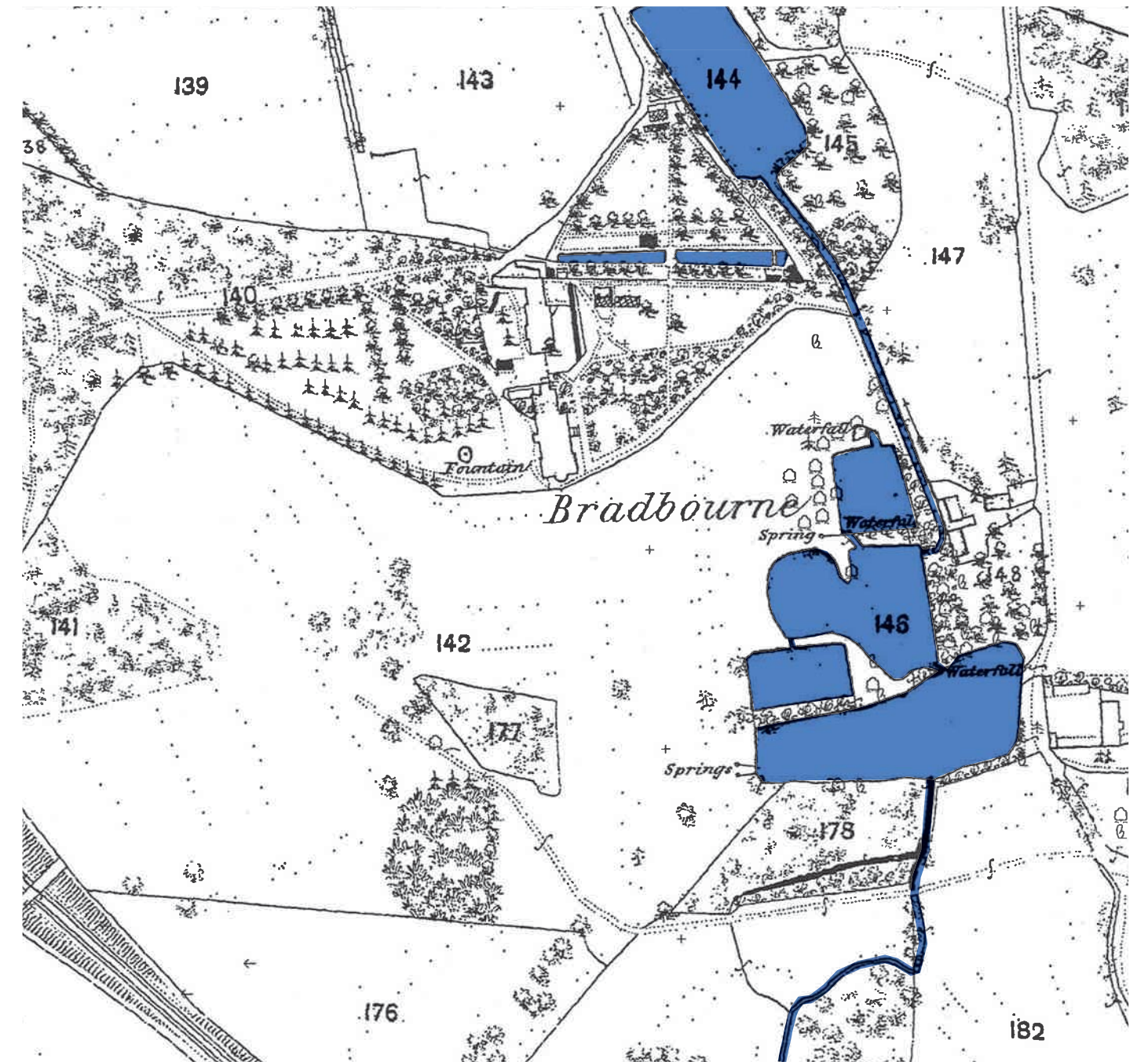
Site layout development



1. J. Andrews, A. Drury and W. Herbert, A Topographical Map of the County of Kent in Twenty Five Sheets (1769)

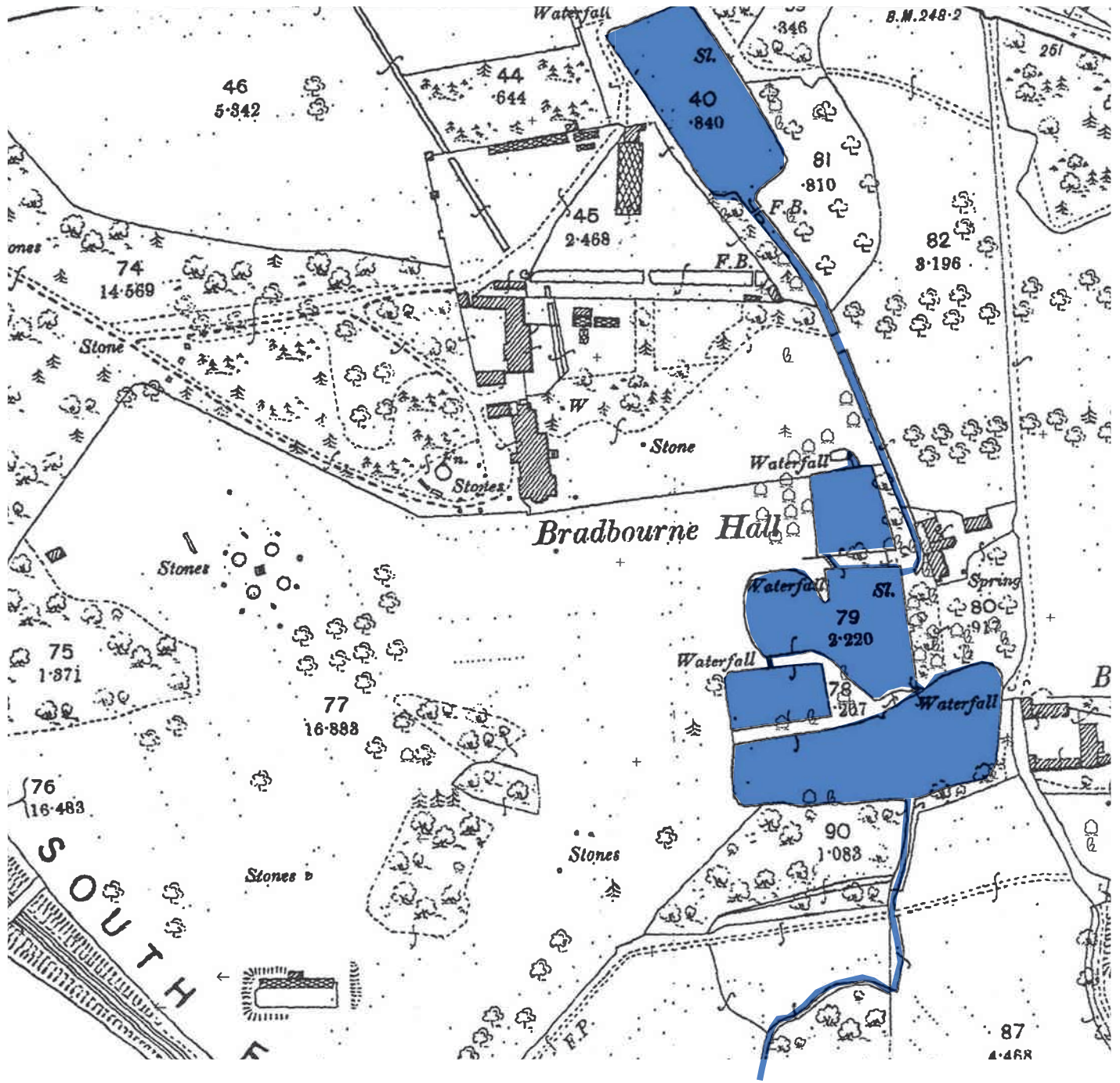


2. Tithe Map. Sevenoaks Parish (1840)

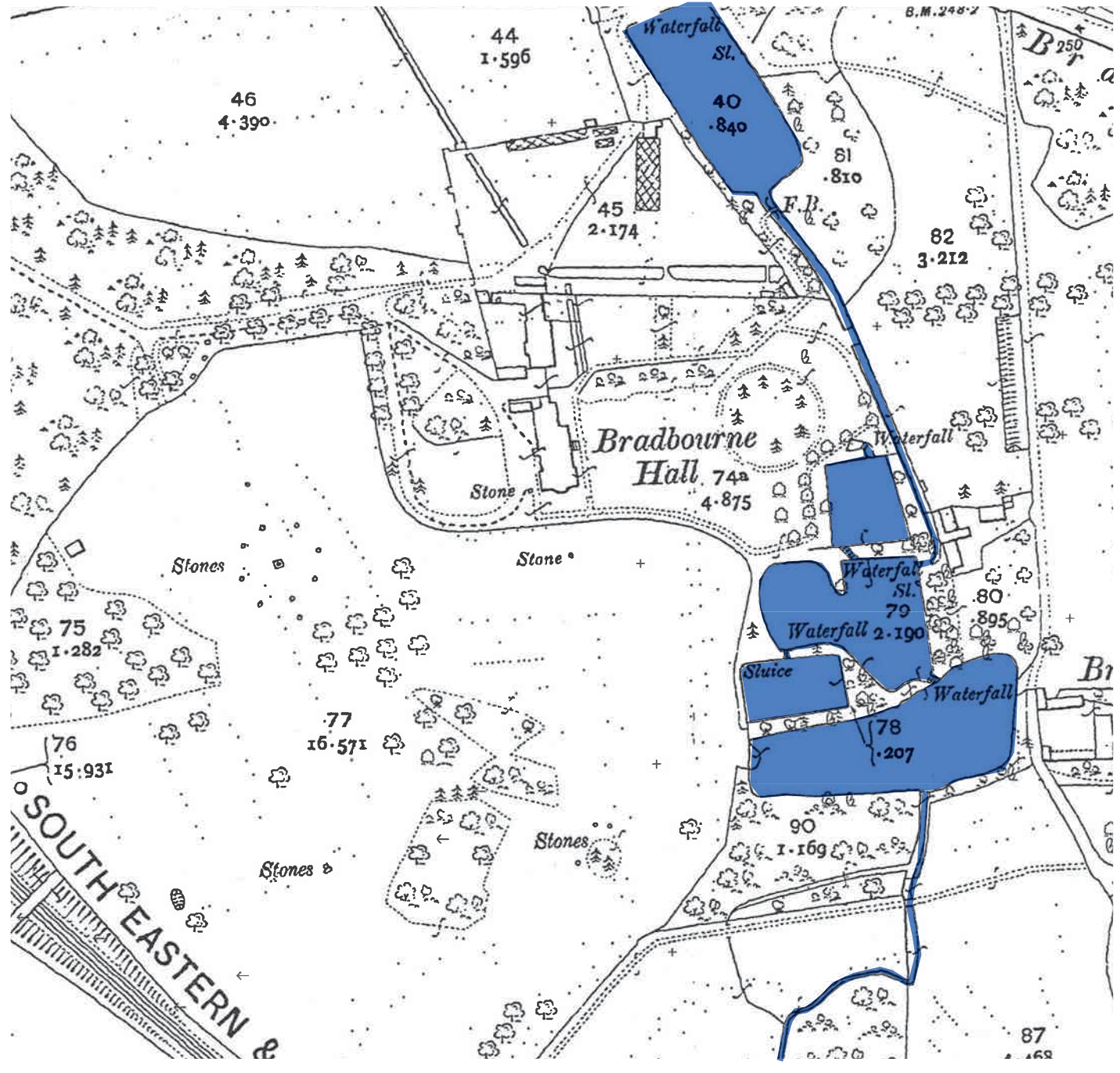


3. Mid 19th Century

1. Published by Harry Margary, Lympne Castle, Kent
2. Kent Compendium of Historic Parks & Gardens 2011 - 2013 review of Sevenoaks District
3. Produced using ESRI (UK)'s MapExplorer 2.0 - <http://www.esriuk.com>

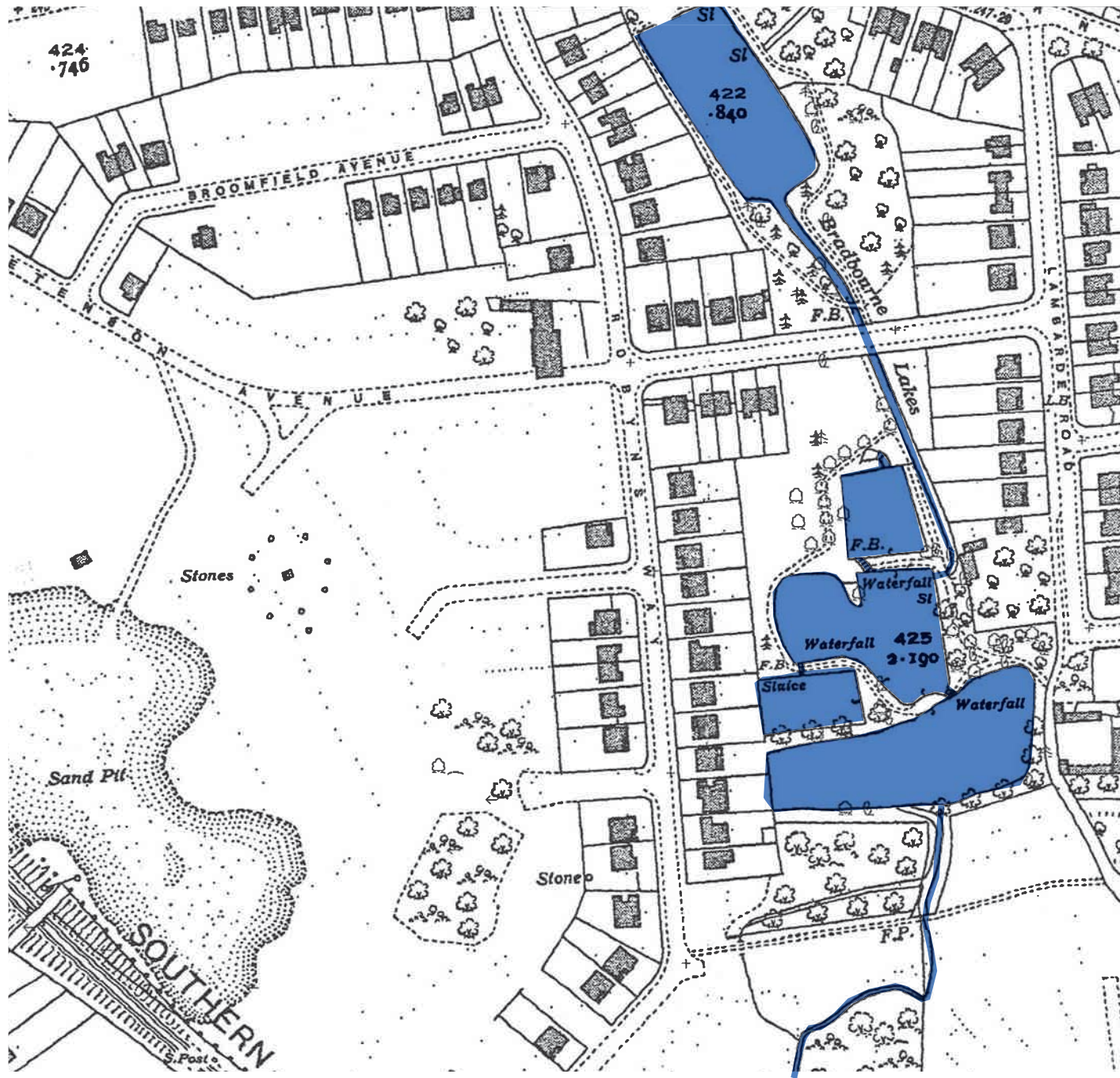


4. Late 19th Century



5. Early 20th Century

4-5 Produced using ESRI (UK)'s MapExplorer 2.0 - <http://www.esriuk.com>



6. Late 20th Century



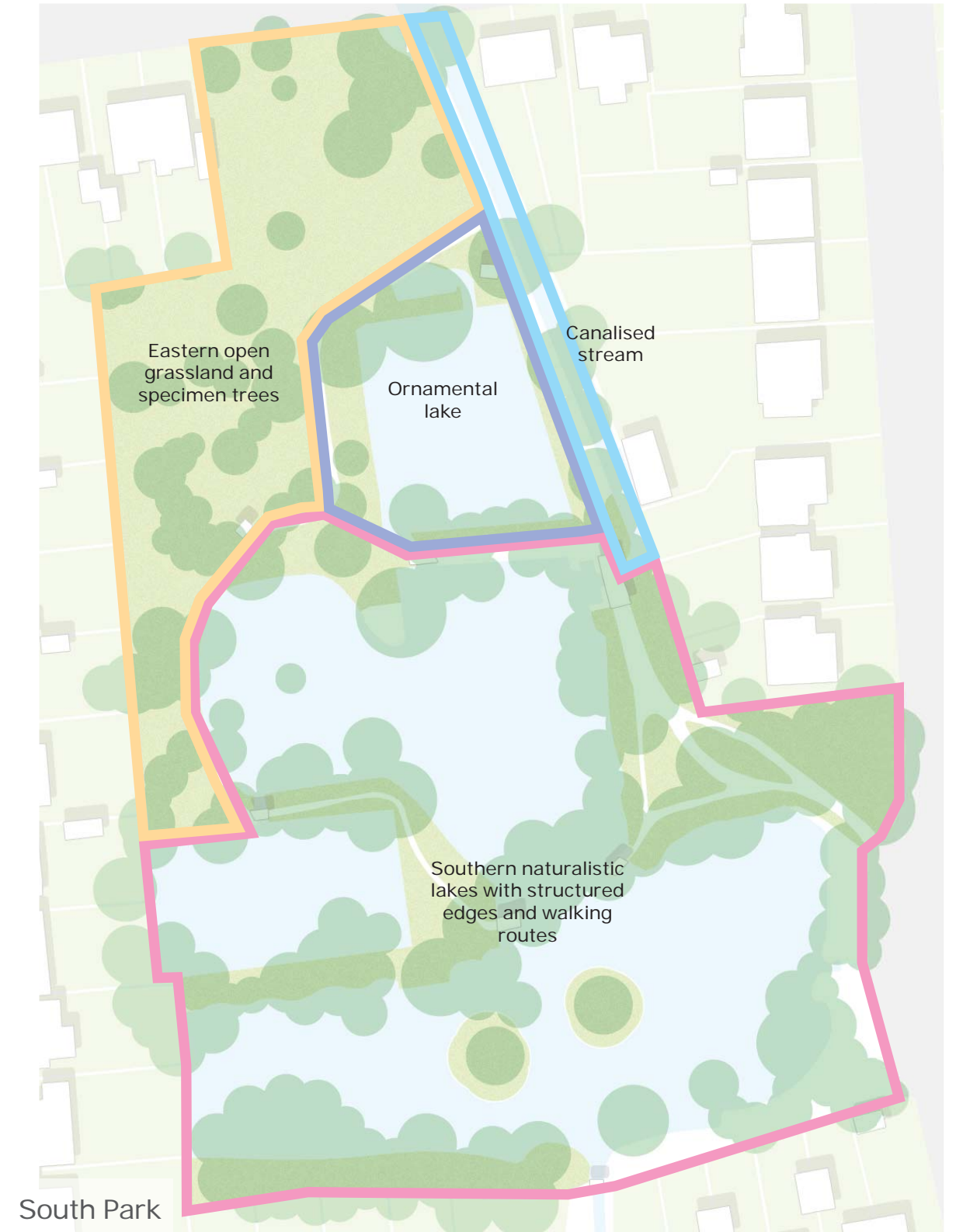
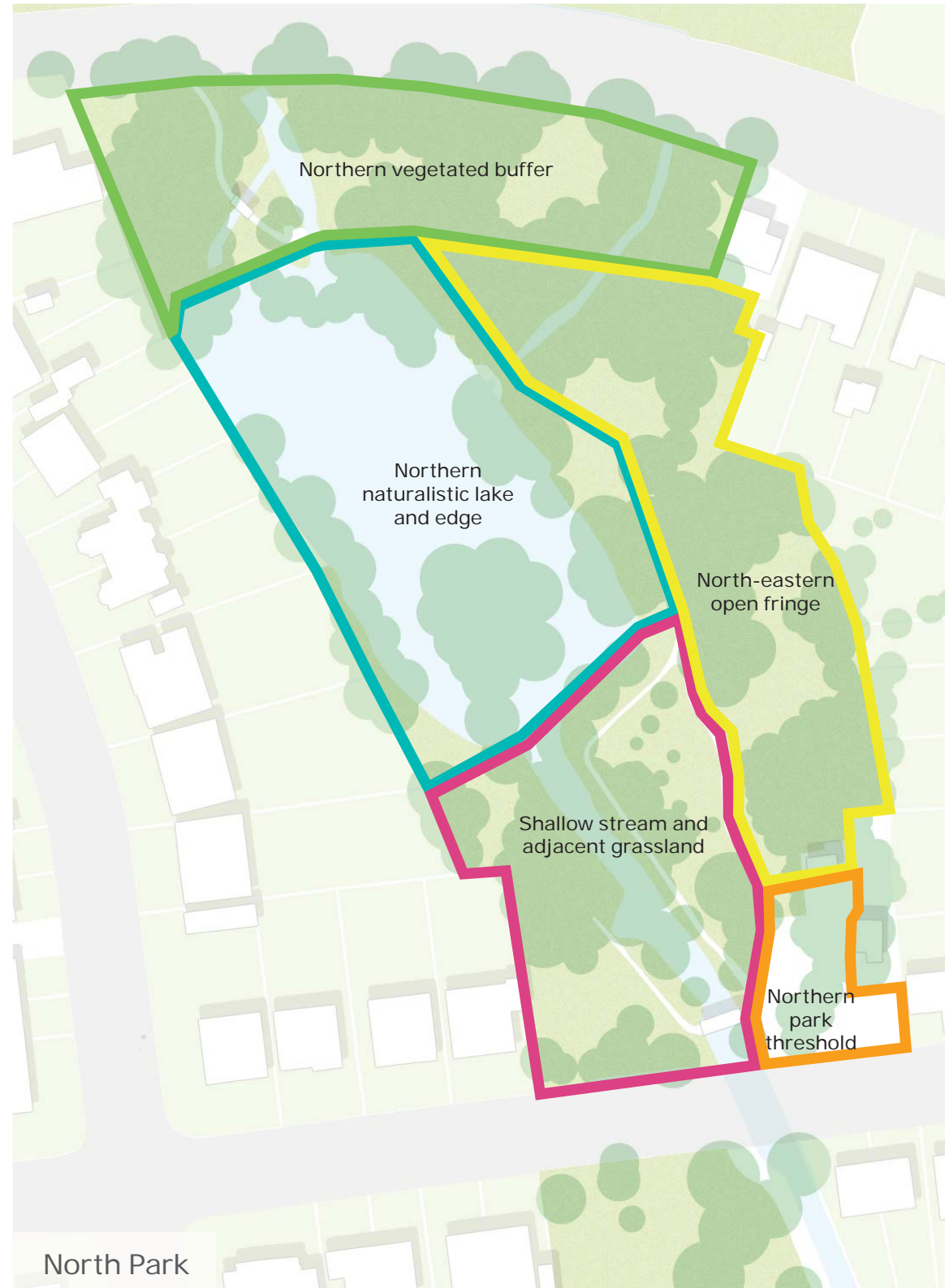
7. Early 21st Century

6-7 Produced using ESRI (UK)'s MapExplorer 2.0 - <http://www.esriuk.com>

4 - Character

Outline Character Areas

The park has been split into broad areas of similar character, in order to assist with any proposals that may or may not be suitable within each of those spaces.



North Park

Northern vegetated buffer:

- Dense woodland buffer bordering Bradbourne Vale Road (A25) screening vehicular traffic from view.
- Includes the northern most stream that outfalls towards Sevenoaks Wildlife Reserve further north.
- Incorporates a narrow woodland path to the northern gate.



Northern naturalistic lake and edge

- Large open lake with a more natural character than the others in the southern park.
- Naturalised lake edges fringed with mature and veteran trees.
- Back gardens face on to the lake from the western edge, making the lake publicly accessible on three sides only.



North-eastern open fringe

- Long thin strip of land along eastern boundary adjacent to back gardens.
- Open grassland interspersed with trees and clumps of hazel coppice
- Includes a small overflow from the adjacent lake, in the form of a shallow ditch.



Shallow stream and adjacent grassland

- Shallow, accessible stream and island, with stone edge of varying condition.
- Adjacent grassland with small clumps of trees.
- Pedestrian bridge on to a dead-end path. Paths are narrow and informal in nature.



Northern park threshold

- Entrance space into northern park, including entrance boards.
- Includes space previously housing toilet block and library.
- Space used for storing of recycling bins.



South Park

Eastern open grassland and specimen trees:

- Open area of amenity grass interspersed with individual specimen trees.
- Contains the monolith stone and some interpretation.
- Space used for various events and functions as more of the 'front door' and arrival space into the park.



Ornamental Lake

- Rectangular lake, ornamental in character and used for model boating.
- More formal in character with a brick upstand edge to the entire perimeter.
- Includes an ornamental cascade in and out of the main pool, with a focal point for seating around paving at the main outfall.



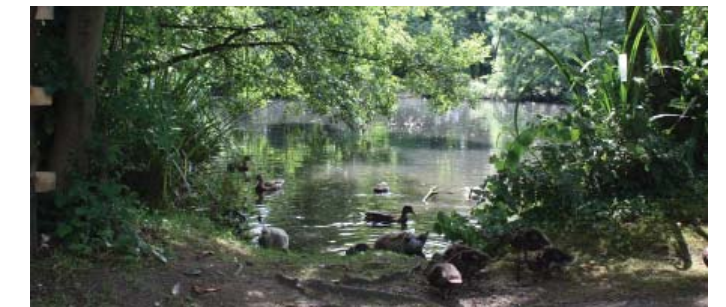
Canalised stream

- Outfall stream along the eastern boundary that takes the main overflow over an ornamental waterfall from the southern upper lakes.
- Stream is brick and stone lined but in varying degrees of physical condition.
- Planting lines the embankments which is quite dense in places.
- The stream continues under Betenson Avenue into the north park.



Southern naturalistic lakes with structured edges and walking routes





- Collection of three lakes to the southern most end of the park which are more naturalistic in character.
- Predominantly natural edges which, due to erosion, have been restrained and strengthened in places with brick upstands or steel shuttering.
- The South Lake and Central Lake both have a small inaccessible central islands, generally with overgrown vegetation.
- The lakes are inter-connected with a range of cascades and sluices, which eventually flow either into the ornamental lake or the overflow stream.



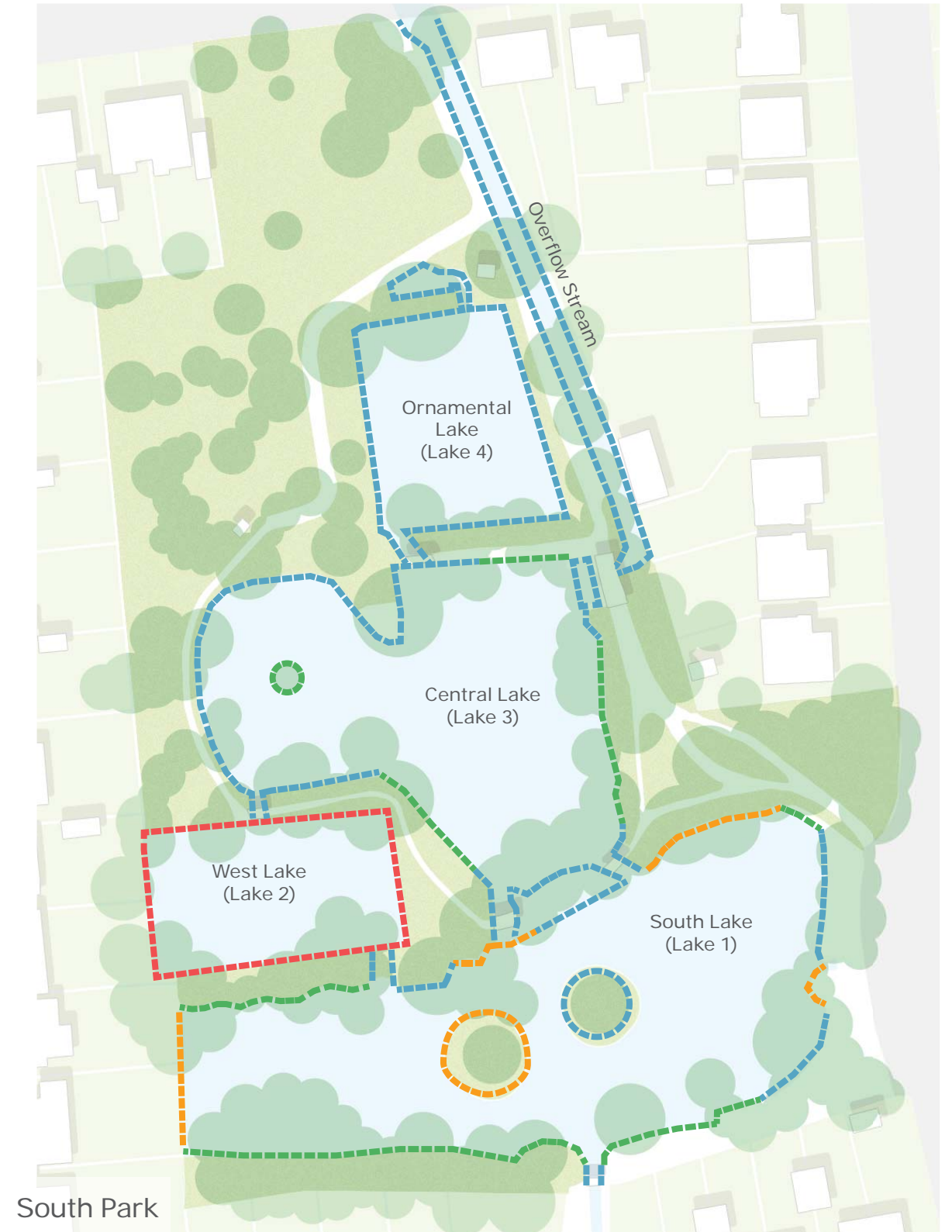
- Narrow winding paths in poor condition weave between each of the lakes - the Darenth Valley footpath SU11 runs through both North and South parks..

Lake character

Each of the lakes has a different character from one another, including different edge treatments. Therefore any proposals should reflect this and be appropriate to their setting individually and collectively.

-  Ragstone/brick edge
-  Metal shuttering
-  Shuttering with brick coping
-  Natural edge

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South Lake (Lake 1)

- Large lake to the southern end of the park. Most naturalistic in character with some edge areas to the south and west that are inaccessible to the public.
- Receives the main inlet from Thames Water and the tributary from the River Darent, as well as water from adjacent natural springs.
- Site of inflow from circulation pump.
- Has three main outlets in the form of waterfalls and sluices.
- Has two small inaccessible islands with overgrown vegetation.
- Seems to have received the most amount of lake edge reinforcement, with a mixture of natural earth banks in places, and some areas with concrete reinforced steel shuttering.
- Is surrounded by mature trees, many with overhanging branches over the water.

West Lake (Lake 2)

- Rectangular lake with steel shuttered edges capped with a brick on edge coping.
- Is fed from natural springs and one inlet from Lake 1 and features one outlet channel into Lake 3.
- Surrounded by dense tree cover and ground vegetation, and is the most enclosed lake feeling much darker than the others.
- Feels like the most under-used lake, only being publicly accessible on the north-east bank (approx 30% of its total perimeter).

Central Lake (Lake 3)

- Large odd shaped lake, the result of two individual lakes being joined together sometime in the past.
- The west side has a greater sense of formality to it, with a brick coping to its perimeter, a more open edge character, and a centralised circular island. The east side is less formal and features a large amount of overhanging self-seeded trees which have assisted with the erosion and destruction of the lake edge.
- The east edge features one of the more prominent

ornamental features in the form of a large waterfall into the overflow stream.

- The lake is fed from three inlets from Lakes 1 and 2, and has two outlets into Lake 4 or the overflow stream.
- There is a footpath to the entire perimeter, and all edges (except for a few areas of overgrown vegetation) are accessible.

Ornamental Lake (Lake 4)

- The most ornamental lake is rectangular and has a more formal setting than the others, with ragstone and brick edging.
- It is fed via one inlet from Lake 3 only, and has one outlet over an ornamental water cascade which then enters a below ground pipe that leads to the overflow stream and another under the footpath.
- Has some tree canopy coverage from surrounding trees, but is fairly open in character.
- A small gargoyle is located in the south-eastern corner.
- Has a footpath to the entire perimeter, and all edges are accessible.

North Lake (Lake 5)

- More naturalistic in nature than the other lakes, but a fairly rectangular shape.
- Only fed from the main overflow stream from the southern park.
- Has three overflow points via sluices and weirs, which drain towards Bradbourne Vale Road to the north of the park, and towards Sevenoaks Wildlife Reserve further north.
- Predominantly restrained with a brick/ragstone edging, although most edges are fairly inconspicuous from overgrown vegetation.
- There is a large inaccessible vegetated island towards the southern end.



North Lake



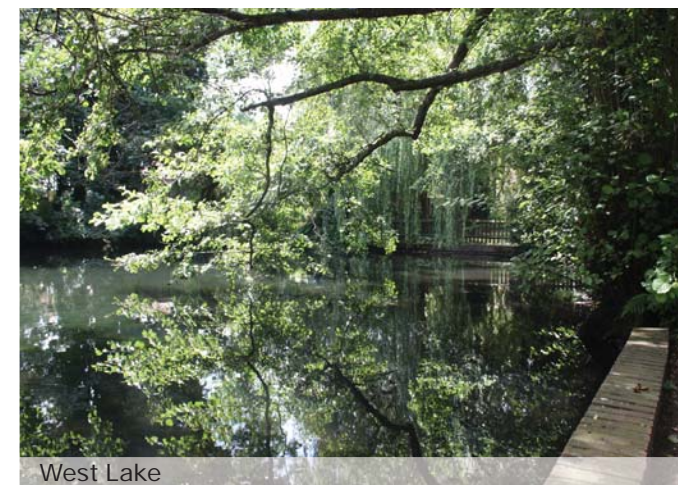
North Lake



Ornamental Lake



Central Lake



West Lake



South Lake

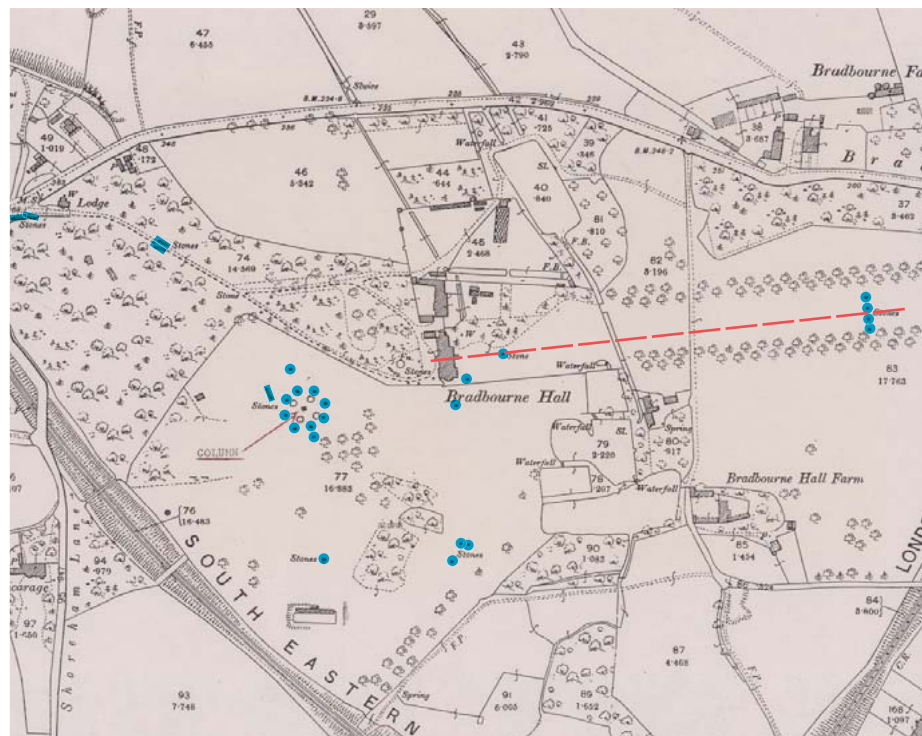
5 - Key Features

Historic Value

- Good example of a picturesque landscape
- Francis Crawshay's druid legacy survives - seen in the presence of a stone monolith in the garden of 5 Pontoise Close, which is described by English Heritage as a "tall Doric column of red Cornish granite", as well as other standing stones dotted around the back gardens of nearby residents and the impressive monolith in the south park itself, moved from its original setting in the garden of 22 Robyns Way a decade ago.
- Interesting historic estate with a large Hall, now lost below the surrounding streets and houses.

The park and the immediate local area has a rich and diverse history which is currently under-exploited and generally unknown. But there are many surviving remnants of the previous estate including the lakes themselves, standing stones, various ornamental water features, and several veteran trees.

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Late 19th Century - Location of druid stones within the Bradbourne Estate



Picturesque landscape



Stone monolith within the south park

Ecological Value

- Standing water
- Broad-leaved woodland
- Grassland
- Hazel coppice
- Bare earth
- Flowing water - waterfalls
- Specimen and veteran trees - several remaining from the historic estate

The park currently offers a lot in terms of ecological value, from a variety of water fowl to invertebrates, but this could be significantly enhanced through a number of simple interventions. Generally increasing the biodiversity of the park through development of a range of habitats may attract a mixture of new species that could help improve the water quality through oxygenation. If oxygen is present throughout the water at all times, beneficial aerobic microorganisms and insects feed on the organic sediment which will ultimately result in a cleaner lake bottom.

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Historic hazel coppice



Areas of bare earth suitable for nesting birds and invertebrates



London plane tree, listed on the Kent Heritage Trees list - 5890



Flowing water and marginal plants



Standing water with overhanging tree canopy

Cultural Value

- Ornamental lake used by model boating enthusiasts
- A space for social events, such as Easter egg hunts, picnics and music concerts
- A unique park with an identity and character of its own
- Volunteer working parties organised by the BRA
- A strong and passionate local community who care about the future of the park

The park is a much loved local resource for a wide variety of community members. The Bradbourne Residents' Association (BRA) organise bi-monthly working parties to help maintain the park. They also organise social events such as Easter egg hunts, picnics and music concerts.

There are other numerous historic events and activities that are either no longer popular or are becoming increasingly difficult to sustain, such as the affect the lake silting has on the use of the ornamental lake for model boating.

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Members of a BRA working party



Sevenoaks Scale Model Boat Club



Santa visits the lakes



Christmas market stalls



Easter egg hunt

6 - Main Issues

Site wide issues

Bradbourne Lakes faces a number of challenges, with several areas and park features that require repair or restoration. Below and the following pages highlights some of the main issues faced:

Lake Silt

The lakes are heavily silted up due to leaf drop from overhanging trees. This has implications on the local ecology and recreational use such as paddling in the shallower sections, and the sailing of model boats which has traditionally been a popular pastime. Currently, the required capital works to get the lakes back into good condition are far beyond existing maintenance budgets. Silt samples were taken in 2014 by Sevenoaks Environmental Consultancy Ltd, in order to help with future dredging proposals. The samples and laboratory analysis recorded potentially elevated concentrations of sulphates, sulphur, ammonia, speciated PAHs (Polycyclic Aromatic Hydrocarbons) and TPH (Total Petroleum Hydrocarbons). Additionally WAC (Waste Acceptance Criteria) analysis indicated that due to elevated concentrations of sulphate, antimony, loss of ignition (LOI) and total organic carbon (TOC) the lake silt would be likely to be classified as 'non-hazardous' for disposal to landfill. Additionally the volume of silt for each lake was calculated by measuring the depth in several locations. The average depth and volume is shown opposite.

One of the main causes of the silt accumulation within the lakes is due to the natural water courses and residential/road run-off that enters Lake 1 from the southern most part of the park. Following a combined meeting with the BRA, SDC, Thames Water and Kent Highways in 2014 it was agreed that Thames Water would be responsible for routine inspection, maintenance and emptying of the silt traps at the main water course entry point, and Kent Highways would carry out bi-annual cleansing and clearing of appropriate street gullies.

Another contributing factor to excessive silt build-up is from the many over-hanging trees and vegetation that surround the lakes and deposits leaf material and branches straight into the water. Geese feces is another contributing factor.

Silting



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Accumulation of silt and debris within the waterfall area close to the ornamental lake



Excessive silt material within the south east corner of Lake 4

Hydrology



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Waterfall within ornamental lake



Outlet in north lake



Sluice within the central lake



Waterfall in central lake

The five artificial lakes which form Bradbourne Lakes were created on a tributary of the River Darent which flows into the park moving from south to north.

The lakes receive water from a catchment area which makes up much of Sevenoaks. They largely depend on ground water levels although a water pump pumping water from nearby Redlands Lakes is activated when water levels are low due to dry weather. The pump flows directly into the south lake from the north-eastern corner. The lakes are also supplemented by two natural springs on the south-east of the park also flowing into the south lake.

The interconnected chain of lakes are linked through a series of waterfalls, and controlled by sluices to limit flow rates. A number of these flow control features require attention to increase their functionality and aesthetic value.

Wider Hydrological Context



Overgrown vegetation

The trees and shrubs that surround the lakes are overgrown and lack regular maintenance beyond that which is necessary for safety, access or the health of the vegetation. There are numerous self-seeded trees, and in some places their position on the edge of the lake is contributing to the erosion, silt accumulation, and destruction of structural and ornamental features. The BRA organise volunteer working groups (with the agreement of SDC) to undertake small scale maintenance work within the capabilities of the participants, such as cutting back of bushes and small trees. But a thorough arboricultural assessment is required, that seeks to rationalise the existing trees and make recommendations for long-term management.



Overgrown vegetation and trees collapsing into lake



Vegetation beginning to break up wall structures

Eroded Pathways

The majority of pathways in both the north and south park are in need of either resurfacing or complete relaying.

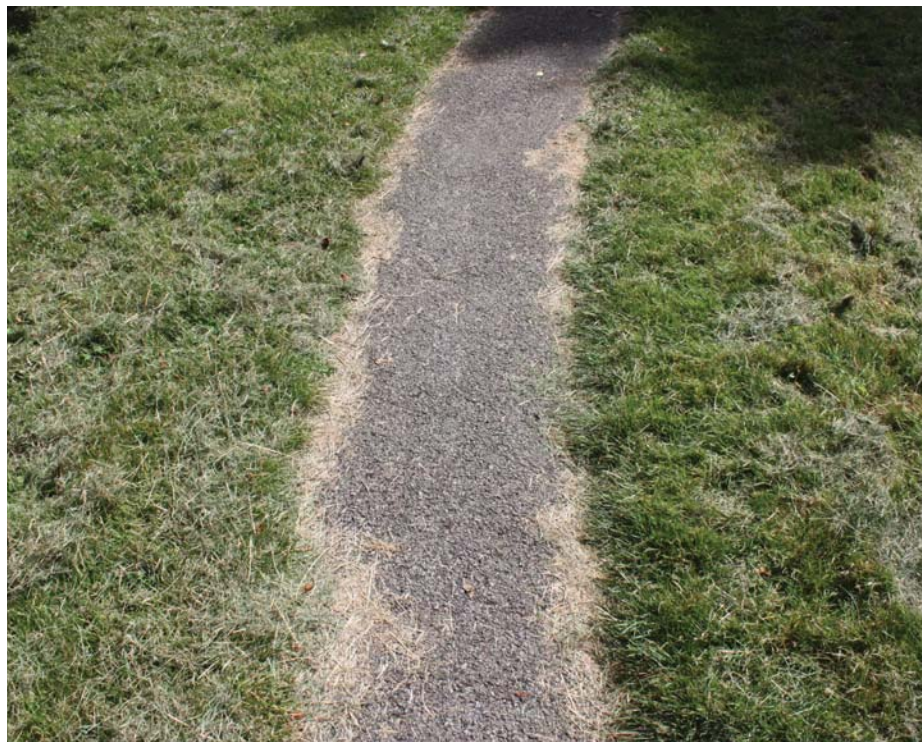
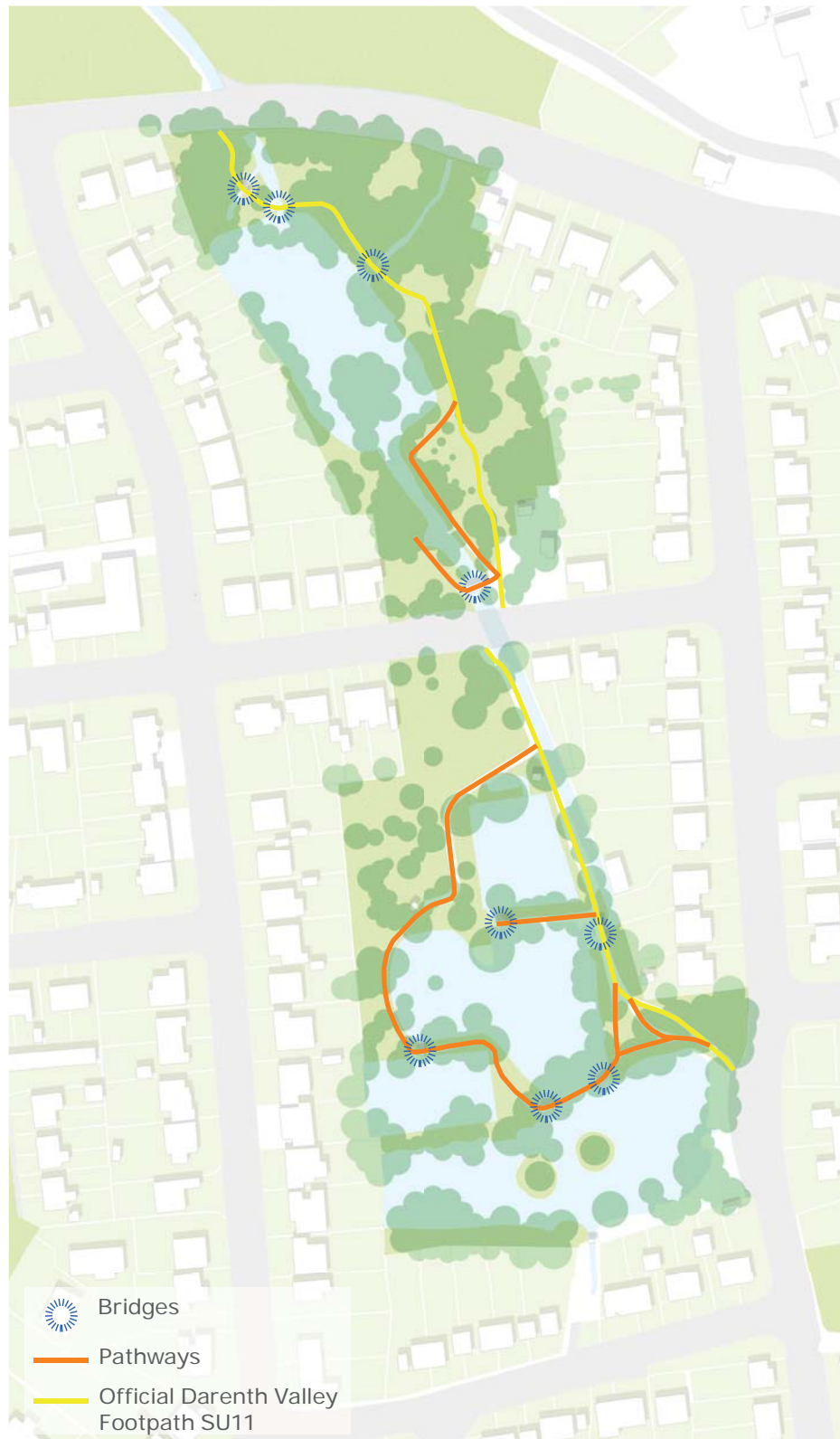
Many of the paths are too narrow to accommodate wheelchairs and push chairs. The surface has also become quite uneven and fractured due to tree root damage. There is an existing circular walking route within the park, although there are sections that are not joined with a hard surface. The park would benefit from a fully surfaced joined up walking route, providing the opportunity for a meaningful circular route.



Macadam paths disintegrating



Pathways with no clear edges



Too narrow to accommodate a wheelchair or buggy



Pathways end abruptly



Hazardous crazy paving in need of repair



Damage to macadam due to tree roots

Structural decay of walls, edges and features

Many of the structural features require repair. As trees have naturalised along lake edges they have caused stone and brick work to crumble and collapse into the lake.

Similarly the waterfall close to the ornamental lake has begun to fall into the water.

It is also felt that, once de-silted, the ornamental lake would benefit from a full condition assessment.



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Gargoyle head in need of maintenance



Repairs to stonework required



Eroded lake banks in central lake



Crumbling walls



Collapsed stream wall



Waterfall wall in need of repair



Naturalised trees damaging edges



Tree roots pushing out stone walls

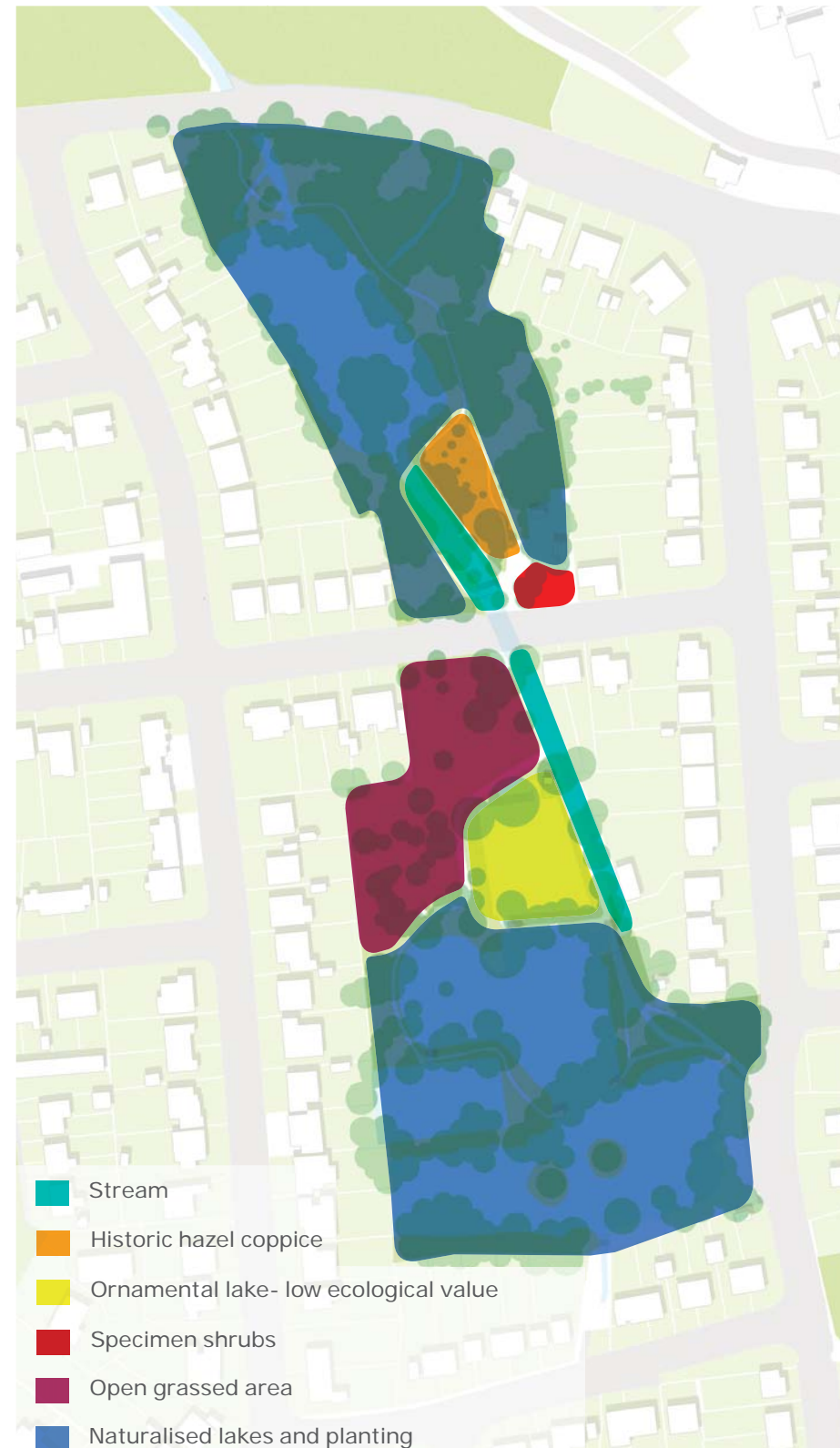
Ecology

The park currently offers varied opportunity for ecology and biodiversity through the differing landscape characteristics. Although there are considerable issues with large areas of stagnant water with low nutrient and ecological value. The areas of naturalised planting which bookend the park at the northern and southern sections provide the greatest opportunity for a variety of wildlife habitats.

The varying types of water in the park attracts numerous waterbirds. An ecology study was carried out in 2006 which revealed over 15 types of birds visited the park including - Moorhen, Mallard, Greyleg Goose, Coot, Egyptian Goose and Aylesbury duck. The number of waterbirds visiting the park, though welcome, do contribute to poor water quality, silt and a reduction in broader ecological diversity. The more formal lakes such as the ornamental lake have a lower ecological value while the streams and less formal lakes, namely the north, south and central lakes have greater potential for biodiversity to thrive.

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The park is also home to a number of veteran trees which are vital for a wide range of flora, fauna and, in particular, fungi. These veteran trees are traces of the historic Bradbourne Estate which include a scattering of specimen trees and shrubs such as a monkey puzzle tree in the south park, as well as a small hazel coppice and a veteran plane tree in the north. Also, memorial trees such as a Dawn Redwood found in the North park. Other notable tree species include alder and willow which are typical of a waterside location, and also a number of cob and plane trees.



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Waterbirds



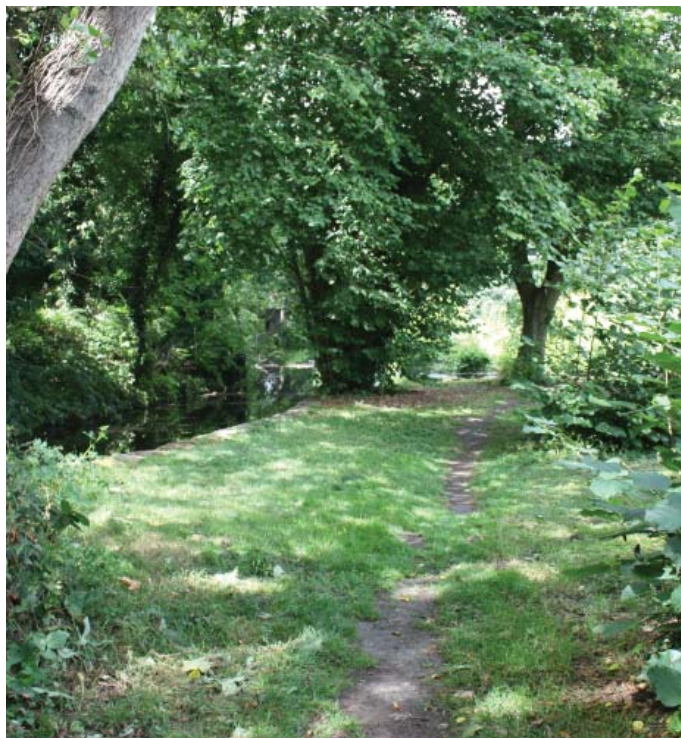
Mature tree propped up to prevent uprooting



Specimen trees remnants of the historic estate



Impressive veteran trees



Shaded woodland style areas



Areas of stagnant water that offer low ecological value

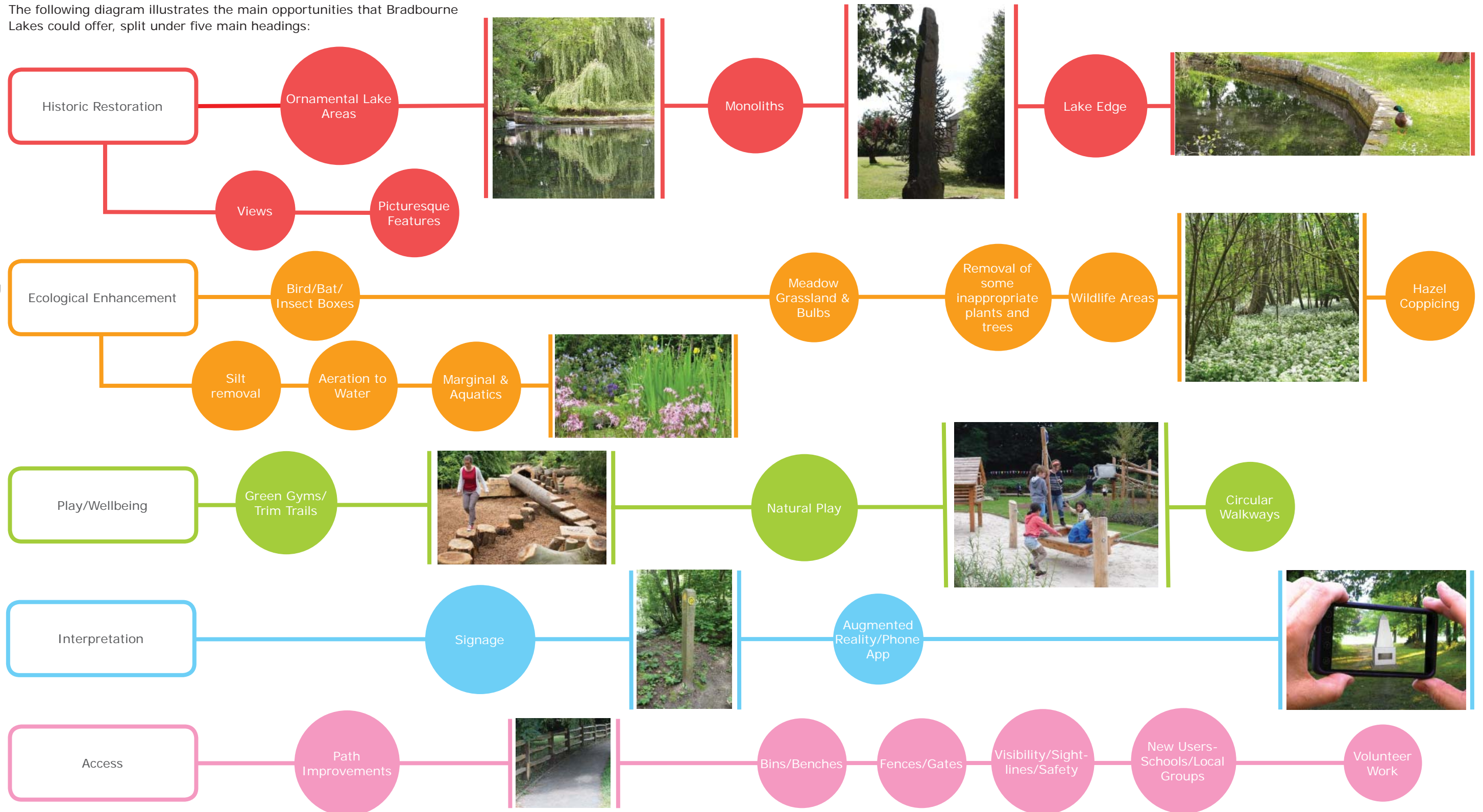
Other issues

- Removal or degradation of features that encourage long stay visitors**
 The lack of public conveniences was cited in the BRA's survey as deterring some visitors from staying longer and it is believed their inclusion would also help encourage greater attendance at events at the park. Despite the recent addition of new benches, it was felt seating could be improved too which would also likely increase dwell time.
- Unknown historic value**
 The history of the park is poorly known to the local community. The park has a rich and varied history, once being part of a much larger estate, but it is the remains of a history now built over. For instance the north park is home to the second largest plane tree in Sevenoaks, which has been included in the 'focal' first by the Sevenoaks Society. There are some small interpretation panels at the entrances to both the north and south park, but these provide a limited amount of information.
- Lack of facilities**
 The BRA have identified that the introduction of other park features such as a pavilion structure or a small children's play area could enrich the area and provide additional reasons for local people to visit and spend time in the park. There are considerable opportunities to link to wider town footpath/walking routes and the wetlands beyond.

7 - Opportunities & Constraints

Opportunities

The following diagram illustrates the main opportunities that Bradbourne Lakes could offer, split under five main headings:



Constraints

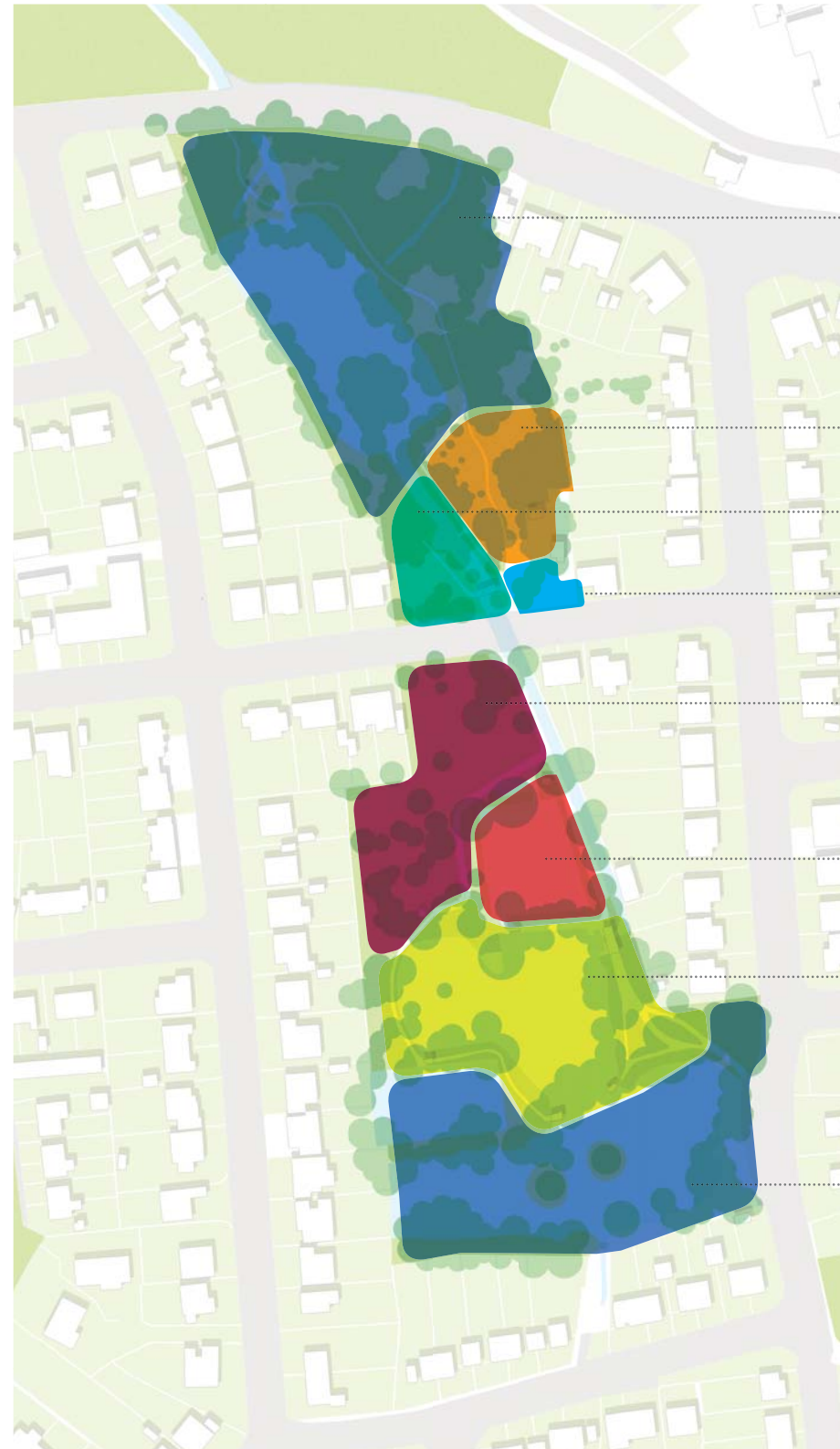
The following list describes the main constraints faced in the development of the Vision Plan and any improvement works to the park:

- Budget - Limitations in available maintenance budget, and an extensive list of costly repair work.
- Funding opportunities - Limitations in available suitable grants; stiff competition for grant money; several applications for specific pieces of work will be required, rather than one large grant.
- Priority - Agreement of what are the most critical pieces of work, and potential difficult decisions to be made on areas for expenditure of limited grant money.
- Lack of interest by local public - Potential limitations in gaining public support outside of the immediate area covered by the BRA; difficulty increasing public interest in visiting the park (audience development).
- Objections/conflicts between members of the public - Potentially differing opinions on the use of the park, expenditure of money, priority items.
- Potential loss of tranquil character - An increase in visitor numbers could negatively impact the tranquil character of the lakes, which could change the primary aspect that most local users like about the park. This could also cause disturbance issues to residents who live adjacent to the park.
- The introduction of toilets may attract rough sleepers/anti-social behaviour - The addition of toilets may require careful thought in terms of their use and management. Are they only available for special events, weekends? Who maintains them?

8 - Proposals

Conceptual Zoning

The following diagram illustrates the proposed zoning areas across the park, in terms of most suitable use and character within each zone:



Northern naturalised area, including native planting, wildlife areas, and ecological enhancement opportunities.

Play and picnic area

Seating area and stream/water play

Park maintenance store/volunteer compound, toilets, etc.

Open area of grass and wildflower planting with specimen trees, with potential for use for events and activities.

Ornamental lake, more formal in character, allowing specific uses such as model boating, etc.

Central lake area including open vegetated lake edges, views across, and circular walking routes.

Southern naturalised area, including native planting, wildlife areas, and ecological enhancement opportunities.

Vision Plan

Marginal aquatic planting to increase biodiversity and water quality

Restore existing wall either side of stream

Continuation of existing pathway and creation of stepping stones over stream

Monolith stone to form part of augmented reality history trail

Native hedge planting to screen residential fences

Repair waterfall wall

Wildflower planting

New pathways to connect to existing

Water aeration fountains to help move water

Log piles

Re-surface paths

Trim trail

New natural play area

Publicly accessible toilets

Repair existing stream wall

Resurface crazy paving

Desilting of ornamental lake and conservation of the lake edge

Interpretation boards/signs strategically positioned around the park

Re-surface paths

New seating positioned around the park

Management of 'islands' with overgrown trees



Historic Restoration



All areas of wall and edging to be surveyed and repaired. The highlighted sections indicate the known priority areas.



Priority area to be dredged first, to allow use of the lake for events. All silt arisings to be retained and used in the park for forming wetland planting areas. All other lake areas to be surveyed and ranked in terms of priority for silt removal, and assessed against cost.












Areas between lake inlet/outlets to have small silt traps/barriers/filters



Ecological Enhancement



-  Clumps of British native marginal and aquatic planting to oxygenate and filter the water. Silt arisings used to form planting areas.
-  Naturalised lake edge using faggots, coir rolls held in place with timber posts and planted with British native wetland plants.
-  Main viewing points from lake edge across lake.
-  Existing boundary planting to be maintained and enhanced with wide British native mixed hedge to screen residential fences.
-  Swathe of wildflower meadow planting, suitable for wet soils.
-  Standing and fallen log piles in quiet inaccessible areas, providing habitats for mosses, lichens and fungi, as well as many insects.
-  Additional bird and bat boxes to be mounted in large mature trees.
-  Selective tree removals and general arboricultural work.
-  Tree re-planting strategy, areas to be confirmed.



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Play/Wellbeing



Young children's natural play area



Circular walking/jogging route



Timber trim trail equipment (positions indicative)



Reinstatement of publicly accessible toilet in the form of an off-grid eco composting and waterless toilet. More info here: www.natsol.co.uk



Repair of stonework and integration of stepping stones through shallow stream to form a playable stream crossing



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Interpretation



New, expanded park signage and interpretation boards



Smaller interpretation panels






Augmented reality phone app, to display 3D features of the historical estate via a mobile phone



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Access



-  1.5m width macadam footpath with softwood timber edges, to provide a robust, maintainable surface.
-  1.2m width self-binding gravel path (hoggin) with earth banded edges. A cost effective paving surface to give a less urban character and allow some flexibility around protruding tree roots.
-  Area of restored crazy paving, lifted and relaid.
-  Replacement timber benches with back and arm-rests
-  Picnic benches



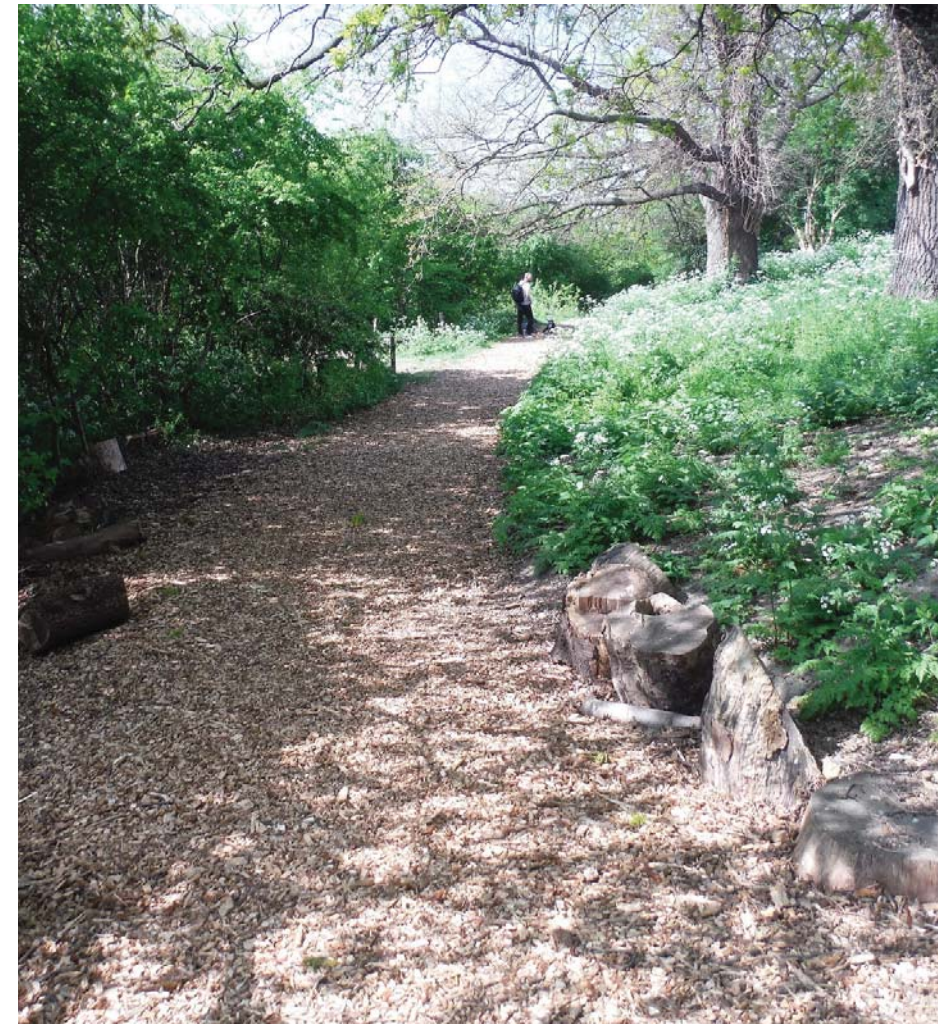
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Precedent Schemes



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Walthamstow Wetlands



Woodberry Wetlands

Agenda Item 6

9 - Public Consultation Event

Consultation

A public consultation event was held in the park on Thursday 9th August and Saturday 11th August 2018, at which park users were invited to share their comments on the vision plan proposals. This was coupled with an online survey which was open until Friday 24th August 2018. The following pages show the consultation boards displayed and circulated for comment, along with a breakdown of the survey results.

Bradbourne Lakes - A vision for the future

Introduction

Introduction

Sevenoaks District Council are looking at ways of improving Bradbourne Lakes and we would like your views.

In 2012, the Bradbourne Residents' Association (BRA) carried out a visitor survey that recorded a strong desire for restoration. In 2015, an application was made by Sevenoaks District Council to the Heritage Lottery Fund for a grant to restore the park, which unfortunately was unsuccessful.

In July 2017, it was agreed to employ design consultants to prepare a Vision for the park and earlier in 2018, LUC were appointed. This consultation is the first step towards production of the Vision and seeks your comments on draft proposals to repair and restore the park in order to provide a high quality open space that is accessible to all for future generations. The Vision for the park will then be used as a basis to bid for external funding to help pay for the works.

The following display boards show the draft proposals for Bradbourne Lakes and we are very keen to hear what you think. Please make sure you complete a comment form before you leave.

You can also view and comment on the proposals at www.sevenoaks.gov.uk/bradbournelakes

The deadline for comments is 12 noon on Friday 24 August 2018.

Site overview

Bradbourne Lakes is a tranquil local park of historical significance, comprising a series of five ornamental lakes with waterfalls, cascades and a circular walking route set in areas of open space, dense overgrown vegetation, clumps of trees and some striking veteran trees.



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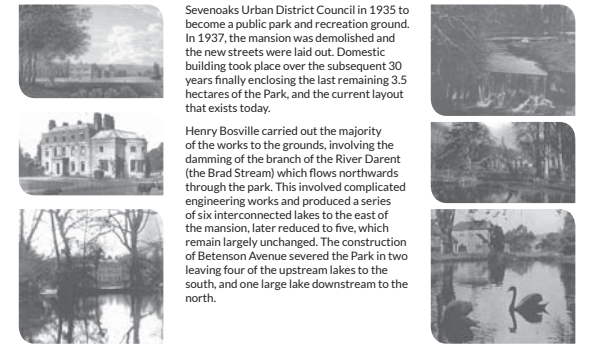
Bradbourne Lakes - A vision for the future

History

Bradbourne Lakes was formerly part of the Bradbourne Park Estate, first laid out between 1740-1761 by Henry Bosville as a picturesque landscape of lakes and waterfalls, forming the setting for the house of the same period.

In 1870, Francis Crawshaw purchased the estate and retired to Bradbourne Hall. He had an interest in Druids and brought to the grounds and surrounding area of Bradbourne many stone monoliths from within the British Isles. These were erected in lines and circles according to Druid practice and still survive today, mostly within the back gardens of the surrounding houses.

In 1896, Major William Gore Lambarde inherited the estate and by 1926 had sold off the contents followed by the house the following year. The land was eventually passed to the New Ideal Homesteads Company with the land surrounding the chain of artificial lakes being passed to



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Bradbourne Lakes - A vision for the future

Features & issues

Features

- Historic value**
 - Good example of a picturesque landscape
 - Francis Crawshaw's druid legacy survives - seen in the presence of a stone monolith, as well as other standing stones dotted around the back gardens of adjacent residents homes
 - Interesting historic estate with a large hall, now lost below the surrounding streets and houses
- Ecological value**
 - Standing water
 - Broad-leaved woodland
 - Grassland
 - Hazel coppice
 - Bare earth
 - Flowing water - waterfalls
 - Specimen and veteran trees - several remaining from the historic estate
- Cultural value**
 - Model boating lake used by enthusiasts
 - A space for social events, such as Easter egg hunts, picnics and music concerts
 - A unique park with an identity and character of its own
 - Volunteer working parties organised by the BRA
 - A strong and passionate local community who care about the future of the park

Main issues

- Lake silting**
 - The lakes are heavily silted up due to leaf drop from overhanging trees. This has implications on the local ecology and recreational uses
- Overgrown vegetation**
 - The trees and shrubs that surround the lakes are overgrown. There are numerous self-seeded trees and their position, on the edge of the lake, is contributing to the erosion, silt accumulation and destruction of structural and ornamental features
- Eroded paths**
 - The majority of pathways are in need of either resurfacing or complete relaying. Some paths need joining up
- Structural decay**
 - Many of the structural features require repair. As trees have colonised along lake edges, they have caused stone and brickwork to crumble and collapse into the lake
- Ecology**
 - The park currently offers varied ecology and biodiversity habitats, but there are issues with large areas of stagnant water with low nutrient and ecological value
- Lack of facilities**
 - The introduction of other park features, such as toilets or a small children's play area, could enrich the area and provide additional facilities for local users
- Historic value**
 - The history of the park is not widely known to the local community



Bradbourne Lakes - A vision for the future

Draft Vision

This plan describes the Vision for Bradbourne Lakes. The following board provides more detailed proposals.



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Bradbourne Lakes - A vision for the future

Draft detailed proposals



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Results

Bradbourne Lakes - Survey Sheet

How often do you visit Bradbourne Lakes? Daily Weekly Monthly Every 6 months First visit

How far did you travel to visit Bradbourne Lakes? 0-2 miles 3-6 miles 7-10 miles 10+ miles

What do you like about the draft proposals?

What do you dislike about the draft proposals?

What do you think are the top three priorities?

- Desilting of lakes
- Removal of overgrown vegetation
- Repair and joining up of eroded paths
- Repair of lake edges and broken structures
- Ecological enhancement and biodiversity improvements
- New facilities such as toilets or children's play
- New signage and history trails

How strongly do you agree or disagree with the following statement: Overall I am supportive of the Vision for Bradbourne Lakes

Strongly agree Agree Neither agree nor disagree Disagree Strongly disagree



Bradbourne Lakes - Survey Sheet

How often do you visit Bradbourne Lakes? Daily Weekly Monthly Every 6 months First visit

How far did you travel to visit Bradbourne Lakes? 0-2 miles 3-6 miles 7-10 miles 10+ miles

What do you like about the draft proposals?

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- Ecological enhancement and biodiversity improvements
- New facilities such as toilets or children's play
- New signage and history trails

How strongly do you agree or disagree with the following statement: Overall I am supportive of the Vision for Bradbourne Lakes

Strongly agree Agree Neither agree nor disagree Disagree Strongly disagree



How often do you visit Bradbourne Lakes?

Daily -	40
Weekly -	33
Monthly -	25
Every 6 months -	7
First Visit -	5

How far did you travel to visit Bradbourne Lakes?

0-2 miles -	93
3-6 miles -	4
7-10 miles -	6
10+ miles -	7

What do you think are the top three priorities?

Desilting of lakes -	96
Removal of overgrown vegetation -	52
Repair and joining up of eroded paths -	60
Repair of lake edges and broken structures -	70
Ecological enhancement and biodiversity improvements -	27
New facilities such as toilets of children's play -	26
New signage and history trails -	2

How strongly do you agree or disagree with the following statement: Overall I am supportive of the vision for Bradbourne Lakes

Strongly agree -	74
Agree -	22
Neither agree nor disagree -	3
Disagree -	3
Strongly disagree -	1

Age:

15 - 1 -	2
18-24 -	6
25-34 -	16
35-44 -	16
45-54 -	17
55-64 -	27
Over 65 -	22

Gender:

Male -	39
Female -	57
Prefer not to say -	3

Is your gender the same as your birth?

Male -	85
Female -	0
Prefer not to say -	4

Disability:

Yes -	3
No -	79
Prefer not to say -	4

If yes, please tell us which of the following applies to you

A Physical impairment -	5
A sensory impairment -	0
A long standing illness of health condition -	2
A mental health condition -	0
A learning disability -	0
Prefer not to say -	5
Other -	4

What do you like about the draft proposals?

New paths & restoration works.

The restoration of the lakes and footpaths making the lakes a pleasant place to visit and walk through.

Like the idea of improving water movement so lakes are less smelly. Would like to make it only for children to play in.

The lakes are going to improve the area.

Potentially restoration has begun. Very good analysis of what is required.

Most other is okay, play area ok.

That they exist & hopefully will be carried out.

The lakes need restoring to their overall condition - that would be a tremendous improvement.

That something is being done to restore the lakes. Development of flora.

Like them all, need to prioritise with infrastructure repairs, most importantly paths, walls etc. Very good.

Infrastructure

Everything, this is long overdue. The many years of SDC neglect has led to the lakes being in the disgraceful state they are today. I particularly welcome new paths and a toilet.

The environment are not having the emphasis on children, a tranquil, peaceful place is essential. Integration of whole community, play and wellbeing.

Good intentions, some proposals are more urgent than others, eg. Water level in draught weather needs attention.

I am impressed with all the development proposals.

Improvement to the paths & walls is essential. Currently very uneven and unsafe. Love the idea of more benches or a natural play area.

Any improvement to the ponds and surrounding land would be great. It would be good to make the park better known to the people of Sevenoaks generally.

There are a thorough plan to restore the lakes and park to make them more acceptable and attractive.

Footpaths are important.

Restoration of lakes and footpaths.

Well thought out and comprehensive. Catering for the needs of all generations.

All looks good, will wild flower area detract from play area.

Restoration of the lake structure and repair.

The simplicity letting the lakes be the showman. The restoration and meadow.

If adopted, it will provide more space, green public spaces will also be enhanced, communities and interaction too.

Glad to see there will be work done on the lakes.

Repairing of the lake and stream edges. Repair of stone work.

Toilets? Natural play area. They are good but not all necessary.

The tidying of the area and more signs.

They deal with enhancing the area further as well. Wildlife focus, urgency of silt & detritus, removal and play area.

Aquatic planting, restore path ways, planting, repair walls.

Clear, concise proposals. All seems very obvious in terms of what needs to be done.

Great to invest in important site for all.

Any proposals to restore the lakes to a natural state welcome.

This survey seems to fail to recognise that Sevenoaks is growing, each month a new flat appears and the people moving in need a green and natural space. This is the only park nearby that has footpaths that are reasonable during winter (the nature reserve gets very boggy). It's very insulting to children to suggest they need something to climb on to be entertained or enjoy nature. The money this would cost would be better spent on

desilting all parts of the lake to protect them for future generations. Other priorities should be looking at the inclusion of some pipes connecting lakes 2/3/4 (like the existing from 1 to 2) for easier draining and maintenance in the future. The responsibilities of Thames Water are not stated here. In previous years people have contaminated the lakes by putting oil down a drain. There are filtration systems that can be used to prevent a big impact. What about these. In addition there is a certain amount of oil that runs off the road. When the toilets were removed from the lake people visited from other areas using public transport. This doesn't happen any more, the park is used by local residents or people in a car, whom are accustomed to popping to the local supermarket for the toilet. This is a common nationally and the only people that would use the toilet are homeless people as let's be honest no-one likes dirty public toilets! I note hedging is listed for the houses backing onto the lakes Northern side. The residents have maintained these areas for decades so consultation with those residents specifically and discussions about who maintains the hedge moving forward or if they are wanted should happen. The fence on the northern side that cuts off one side of the lake has fallen away and should be reinstated. Will changing the biodiversity of the lakes by the addition of microorganisms have any impact? Could this attract bugs that bite? One of the causes of silt build up is leaves and some parks use nets to catch the leaves. The park is well loved and used. Why do these projects always take on bells and whistles and ignore the infrastructure. There are some trees which should be listed.

Acknowledgement that there is an urgent need for repair and maintenance, of trees and lakes. Need for a suitable publically accessible toilet. Pathways need resurfacing and repairing.

The emphasis on improving the ecology and improving the paths, which are currently very unsafe. Improving the natural habitat and water quality is very important. Gives a clear presentation of all the issues involved. Comprehensive vision as to how to improve the Bradbourne Lakes.

That something finally is being planned and some money will be spent, but whose?

Improving the surfaces and lakes.

Plans to repair and improve the look of the lakes area. Plans to make it more usable.

The commitment to retain this area as a natural green space and the recognition of its importance as an area

for wildlife, wellbeing and community.

Natural play area & picnic areas. Open access. Tidying up of area and conservation of wildlife we find there. They recognise the value of the Lakes and set out a sensible plan for restoring them.

Repairs to parts all ready there.

I think they are fantastic and will transform Bradbourne Lakes into a real asset for the community and provide a really lovely retreat for all in Sevenoaks, particularly those with children.

Mainly the play area for the children but to also see it have a new lease of life. It's a major part of the community.

I especially like the fact that the proposal has an area for wildflowers and logpiles for bugs and bumblebees. And a toilet is a great idea.

They seem to be positive. Some of the material is incomprehensible to lay people though.

I love the natural play area. We are lacking in good quality play areas. We would visit the lakes weekly if this was available. (Currently visit every two weeks).

Finally cleaning up a lovely area.

Improving the north lake is much needed and playpark / stepping stones would be a great addition as it's popular with young families. General upkeep is definitely required. Meadow flowers sounds like a nice idea.

The focus on dredging, lake edge repairs and improved footpaths is welcomed as are proposals that make the park more universally welcoming - more benches, picnic tables (but should be by the monolith) and toilets. Some imaginative ideas re: planting - screening residential fences, wildflower and aquatic planting.

All will improve the environment and improve enjoyment of the site.

Restoration and plan for the play-area.

More or less everything.

Proportionate approach to improve a lovely public area. Makes the area much nicer, but keeps the lovely character.

It will be nice to see the lakes "revived".

Would be good to improve the current state of the lakes.

Play area for children.

The Lakes are a good site but it has deteriorated in recent years. If rejuvenated my family would visit frequently. The breadth of the proposals, which seek to maximise public involvement by offering a wide range of activities. Consideration for wildlife, historic value with the combination of making it a place for all to use daily. The reduction of silt and overhanging trees as well as removal of tree branches & leaves from the lakes. A reinvigoration of the natural water flow and reinforcement of the ecological and biological balance in the lakes. The park feels forgotten & neglected and therefore doesn't attract the number of people it could: we should though teach people about duck feeding - there are several pounds of bread dumped into the lakes which don't help.

Think it will be good to utilise the lake and clean it up. All of it!

All family aspects - natural play area is the most important (but also stepping stones, removal of unsuitable plants, toilets). Maintenance and restoration or ecological environment so the area is suitable for wildlife.

Play areas and path improvements and general improvements to wildlife habitats and historic features. I use parks to walking to/ from nursery and general walks with my baby, so anything that improves pram access and safety / interest for little kids is great.

Recognise importance of historic landscape as well as natural environment.

Comprehensive design response encompassing ideas to attract new visitors. This could be a real asset to the wider community complementing the offer at the nearby wildlife reserve.

Approve of some level of restoration, silt removal and making water edges and paths safe but still keeping rustic character.

Returning facilities to original for the benefit of the community.

It will make the Lakes look so much nicer and bring them up to date.

General tenor.

I am enthusiastic about being able to sail model boats there once more. Currently unusable.

Composting toilets. Ecological works.

Like all of them.

Variety of considerations, ecology and more family opportunities such as access to the stream and play area. Boards explaining the history of the site. Circular walking routes. Natural trim trail.

More to do.

All.

All.

All of them.

What do you dislike about the draft proposals?

Could provide interaction for children nature trail? Or appropriate bird feeders etc. stop people using bread. I do not feel that a play area would be suitable as there are already 2 play areas in Pontise Close. Who would up keep and maintain a play area in the lakes?

That all kids play grounds need to be is one sand pits could really cause accidents.

Well being and play areas should mainly be in the sand pits / park in the same pool.

Not sure anyone will use the app, no to toilets.

Can't be funded in one go.

There are no funds to undertake them, would be nice if SDC were present to answer these questions.

It will need equipment investment to achieve all the improvements.

Please don't put in toilets.

Happy that there are these proposals.

No suggestion where cash is to come from.

All sounds like an improvement that will encourage people to visit and have a safer and more enjoyable time.

Don't see of need for children's play / area or fitness equipment.

Children's play area and fitness - not needed.

I don't think they will ever be implemented. I don't think the future of the lakes should depend on grants.

Not sure about toilets and child play are due to older people destructing them and also it is turning lakes into nature reserve which we already have.

Please include a covered wooden structure for shelter. Everything creating an open space for the community to build. Toilets should be locked in the evening to deter bringing homeless / drugs to the area.

Need clear too many trees in north lake park.

As listed above I dislike the addition of toilets and play areas when the main issues of how to manage the silt build up and make future maintenance are not covered.

Where can we get the money from?

The eroded bank on the central lake is used by all the birds, especially the ducklings to get in and out of the lake. If the bank is fixed, it would be nice if this was considered.

Nothing.

raising people's expectations beyond what is reasonably possible

Report seems glossy and potentially misleading as to actually what will be done. Local public are actually very interested in what happens to our lakes. We used to have more facilities but removed by the council, ie toilets and park keeper and educational sessions plus holiday activities for children

Toilets.

The key problem of ongoing maintenance is not addressed. Annual tree canopy management and regular lake dredging are both essential.

Parking may cause a problem for local residents.

I wish things had not been left for so long. The Lakes are in a poor state. But there is nothing I dislike about the actual proposals.

No costing no long term costs. If you are going to do paths in the park all should be tarmac for wheel chair use. Play area would need on going maintenance and toilets.

Nothing!

N/a.

I'm not too keen on the timber trim fitness equipment. I come to the lakes to enjoy the wildlife and the tranquility and don't want to see fitness groups having a session there. We have Knole Park and other, bigger areas for things like that.

Wish they were written in everyday language and had been proof read.

The phone app. It's unnecessary and so seems a waste of money. I doubt it would get much use.

Potential for people to hang around park late in new toilets (kids/drugs) unless properly monitored.

<p>Nothing.</p> <p>While the ornamental lake is a priority, ALL the lakes require dredging. Improving water quality is important but fountains are unnecessary if the existing circulation pump were used properly.</p> <p>Question whether wooden exercise equipment is needed.</p> <p>Nothing. N/A</p> <p>Nothing.</p> <p>Don't think there should be toilets or a children's play area.</p> <p>N/A</p> <p>Doubts about toilet facilities. Good if located with a cafe and open when the cafe is open. There were toilets at the lakes in the past but they had to shut because they were vandalised.</p> <p>Nothing, but some of the proposals might generate anti-social behaviours.</p> <p>Centralisation of picnic and play area in one area - might become very busy and noisy for residents. some picnic facilities on the other sight might help.</p> <p>Nothing. love love love what you did.</p> <p>Not sure money spent on new benches, bins, signs or apps is the best use of finances. The existing provision seems fine.</p> <p>Not keen on adult gyms. Not sure who'd use those in what's a calm space.</p> <p>Nothing.</p> <p>Very little. It pains me to say it but with no doubt limited future maintenance budgets it may be good for there to be some revenue generating facilities- cafe or similar - which could help pay for future upkeep. Such a pavilion could be the subject of small design competition.</p> <p>There is no need for toilets. There are 2 children's play areas nearby including Pontoise recreation area so feel a dedicated area would detract from the universal appeal</p>	<p>of the lakes as a place for all people (and their dogs) to stroll, watch the birds and see the seasons change.</p> <p>Nil.</p> <p>Not sure about the public toilets due to adult behaviour in the past.</p> <p>Nothing in particular, but I remain suspicious that, in the interests of 'enhancing' the lakes, too much 'development' may be attempted.</p> <p>Nothing.</p> <p>Possible disruption to local residents.</p> <p>Dislike that they do not include a cafe. This would make the park more attractive and safer, at least during opening hours. It would also make it easier to hold more events for families. The loos are a step in the right direction but a cafe is needed too.</p> <p>Not sure about the toilets.</p> <p>Tarmac pathways would prefer a more natural look. Picnic benches - I would worry this might encourage rubbish and incorrect feeding of the wildlife.</p> <p>Nothing.</p> <p>Nothing.</p> <p>Nothing.</p>	<p>Additional comments?</p> <p>Since age of 4 helped my grandad and brother clean and tidy up lakes with the Bradbourne Lakes Association. Be a shame to lose such a caring place.</p> <p>New signage and history trails would be a good way of informing visitors who are new to the area and encouraging the up keep of the lakes. We are very fortunate to have the lakes at the end of Betenson Av. In this time of constant building. Not only do they provide a place to walk, but a place of quiet to sit and relax and rest.</p> <p>Introduce species of geese, ducks with droppd wings, undercover area.</p> <p>Should put a bolt in the dog waste bin as lid comes off.</p> <p>Should have a care program for the wildlife.</p> <p>Toilet facilities would be advantages provided they are designed to avoid vandalism regularly maintained.</p> <p>The lakes needs a commitment from revenue budget for maintenance on a regular basis.</p> <p>The original concept of the lakes has been lost.</p> <p>The lakes are an historic & wonderful facility.</p> <p>I am really pleased that at long last the SDC is beginning to realise what an asset the lakes are to the town.</p> <p>Ongoing maintenance commitments from several district councils.</p> <p>Money provision should not be linked to the development of building nearby.</p> <p>This is a fantastic initiative, please don't let it die. With the amount of money invested in other areas.</p> <p>As a nurse, and previous district nurse in the area, maintenance of public green spaces is essential for the mental health of people and their carers.</p> <p>Stone walls of stream are collapsing.</p> <p>Please keep it public for all to enjoy.</p> <p>Need plant life, needs water to move. Needs toilet and easy access.</p> <p>Feel that we could benefit from looking at some sort of</p>	<p>bird house as at Otford Lakes. In the middle of the lakes or more other interesting things.</p> <p>We need more birds like swans.</p> <p>All the listed priorities overleaf are important! The paths are in a dangerous condition at the moment for people with mobility sight problems and need urgent attention The paths are very dangerous at the moment. Almost impossible for wheel chair users, visually impaired pushing of buggies.</p> <p>Need to repair stream walls, need bins cleared by picnic / bench areas.</p> <p>Lakes dredged, paths re surfaced and stream walls repaired.</p> <p>The area has parks with play equipment for children what it needs to maintain is a green natural space that has been a historical gem.</p> <p>Very thorough , need for an arboricultural survey.</p> <p>I wouldn't be too concerned about rough sleepers using the toilets. There are no homeless people here. Maybe it would be possible to help get funding through the Wildlife reserve, as they are also getting funding for a new visitor center at the moment. When the water quality was better king fishers used to fish at the lakes here, so the link is evident! Hidden areas of bird nesting have been decreasing, as vegetation has been removed, this is important to maintain (safe spaces) as there are far too many cats around! The ornamental lake overflow often gets flooded over the paths recently every winter, the tunnel with the grid, coming off the overflow must also get blocked, this probably needs a clean...) Thank you for all the work.</p> <p>No.</p> <p>Repairs and restoration need to take place before more ambitious ideas are initiated. The lakes could also provide a cycling to school route for local children? Where is the tree survey? Where are the costing? Surely this report could have been done more in depth locally? Where is the money coming from? As a child I played in the lakes, caught tiddlers and had lots of fun, this needs to be encouraged.</p> <p>The boating lake needs access from all 4 sides to be usable. Maybe a wooden deck could be constructed along its south side.</p>
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Over all, I love it. Let's make it happen!

Do your best to maintain what you have already got out of your budget.

I really hope that as much gets put into place as possible and look forward to seeing the vision being put into practice.

Don't overdo it and turn it into Disneyworld.

It's about time something was done.

A masterplan for the Lakes is long overdue and is vital for any funding application, whether for a wholesale restoration or for individual projects. LUC's proposals are not costed. That is the essential next step in this exercise.

This is an area which is part of Sevenoak' heritage and has been disgracefully neglected for far too long.

Would love to see the Swans reintroduced to Bradbourne Lakes, it's not the same without Swans being there. A good idea to improve Sevenoaks facilities but needs money to bring it about.

Thinking about the housing challenges and new developments the area faces we need areas like the lakes to provide somewhere for the community to breath and enjoy nature.

It is a wonderful way to make the Lakes a place for all to enjoy.

We like to come and visit our grandson and use the lake for model boating which at present we cannot do.

No.

So many people use this area and benefit from it - all ages, backgrounds, etc. It is definitely worth investing in and a huge asset to Sevenoaks.

I'm really excited by it, I make special trips to the lakes and will be walking through it daily when nursery starts up again - love it. I think repair of what's there currently is most important but love idea of kids play area too Sevenoaks District Council should work with local residents, the wider public who visit the Lakes and other organisations. The Lakes could make a big contribution to public wellbeing. I have known the Lakes for decades, and a small amount of regular maintenance would have avoided many of the current problems. Whatever the

capital funding that can be secured, a long-term plan and budget for maintenance are essential.

Nothing to add to comments above.

The lakes are a great resource, providing a calm oasis in a busy town. It would be nice to retain their character without becoming too manicured or a centre for exercise or entertainment.

Good idea well done!

It would be nice to see soft lighting in the winter evenings.

Re-enabling model boats will bring in people of all ages and from a very wide area to make good use of the lake.

No.

Need to include a cafe.

The sooner the better, the lakes are in a terrible state.

Maybe more information on the ecology as well as the history.

I spent two years studying the lakes so I have a good understanding of the infrastructure and what's necessary to maintain the lakes.

A few points for consideration: -
How the park fits it with other green spaces in the area:
The survey fails to recognise that Sevenoaks is growing, each month a new flat pops up and the people moving in need a green and natural space. There are childrens play parks near by and a nature reserve that gets very muddy in winter. Bradbourne Lakes are the only place you can have a nice walk on footpath for quite a few of the local residents. In previous surveys residents with health issues commented the lakes helped to provide respite from illness.

The requirements of children:
I have a 7 year old and 16 year old and it's insulting to children to suggest they need something to climb on to be entertained or enjoy nature. I've volunteered at School for lunch breaks and where you have something to climb or balance on you have something to fall off! This play area would require maintenance and the budget can't cope as it is! If the lakes were cleaned children could pond dip as so many other generations have.

There's also an opportunity to work with nature to create tree sculptures with dead trees and tree shapes and arches using pliable branches.

The tech could also be incorporated to teach about the trees/flora/wildlife.

Future Maintenance:

The proposals don't seem to have an eye on future. I suggest they create pipe and blocks between lakes 2/3/4 (Just like the one between 1 and 2) so the lakes can be more easily drained during future clean ups.

Trees create much of the silt and this could be reduced by looking at the trees (missing on the survey) and considering other options like leaf nets or alternative planting.

The responsibilities of Thames Water are not determined as they use the site and moved the grade, adding more silt they should be required to contribute towards the maintenance.

The lakes have been contaminated in the past by oil run off from the road and oil disposal down a drain. There are commercial products on the market to prevent this but some basic models could easily be engineered/fabricated using basic materials.

Toilets.

When the toilets were removed people travelled to the lakes by public transportation and stayed for the day. As part of a national trend people drive more and don't expect toilet facilities, using instead those provided by local supermarkets and cafes which tend to be cleaner and better maintained. To add a toilet now would add little but the potential for the homeless and teens to congregate.

Impact to local residents.

The North lake has a few houses backing onto the lake where there's no access, some of whom have maintained those areas for decades. Hedges are proposed with no consultation as to if those residents want hedges or who will maintain them. The fence that stops the public entering that area has fallen down and needs to be replaced.

Biodiversity.

Will changing the biodiversity of the lakes by the addition of microorganisms have any impact, will this attract more bugs that bite?

The proposals consolidate information that was already available and there are no new suggestions or consideration regarding weather change and the changes in our town.

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Bradbourne Lakes - Survey Sheet

How often do you visit Bradbourne Lakes? Daily Weekly Monthly Every 6 months First visit

How far did you travel to visit Bradbourne Lakes? 0-2 miles 3-6 miles 7-10 miles 10+ miles

What do you like about the draft proposals?
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What do you dislike about the draft proposals?
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- What do you think are the top three priorities?
- Desilting of lakes
 - Removal of overgrown vegetation
 - Repair and joining up of eroded paths
 - Repair of lake edges and broken structures
 - Ecological enhancement and biodiversity improvements
 - New facilities such as toilets or children's play
 - New signage and history trails

How strongly do you agree or disagree with the following statement:
Overall I am supportive of the Vision for Bradbourne Lakes

Strongly agree Agree Neither agree nor disagree Disagree Strongly disagree



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Additional comments:

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The Council has a requirement under the Public Sector Equality Duty to ensure it treats all people fairly and provide them with equality of opportunity.

To help us to both understand and demonstrate how the Council performs under the Equality Duty we ask that you answer the following questions.

It is not compulsory to answer, but it would be helpful if you could do so

Age 18-24 25-34 35-44 45-54 55-64 Over 65 Prefer not
to say

Gender Female Male Prefer not to say

Is your gender the same as your birth? Yes No Prefer not to say

Disability

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes No Prefer not to say

If you answered yes. Please tell us which of the following applies to you

- A physical impairment
- A sensory impairment
- A long standing illness or health condition
- A mental health condition
- A learning disability
- Prefer not to say
- Page 56**.....

BUDGET 2019/20: SERVICE DASHBOARDS AND SERVICE CHANGE IMPACT ASSESSMENTS (SCIAs)

Direct and Trading Advisory Committee - 9 October 2018

Report of	Chief Finance Officer
Status	For comment
Also considered by	Economic and Community Development Advisory Committee - 25 September 2018
	Planning Advisory Committee - 2 October 2018
	Legal and Democratic Services Advisory Committee - 4 October 2018
	Finance Advisory Committee - 30 October 2018
	Housing and Health Advisory Committee - 27 November 2018
	Policy and Performance Advisory Committee - 29 November 2018
Key Decision	No

Executive Summary:

This report sets out updates to the 2019/20 budget within the existing framework of the 10-year budget and savings plan. The report presents growth and savings proposals that have been identified which need to be considered (if applicable to this Committee), and requests further suggestions from the Advisory Committees, before finalising the budget for 2019/20.

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 direct 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 may result in a requirement for further savings. Officers will continue to monitor these pressures and report the latest position to Cabinet in December.

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Portfolio Holder Cllr. John Scholey

Contact Officer(s) Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

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 fourteen 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 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 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 26 February 2019.
- 7 The 'Financial Prospects and Budget Strategy 2019/20 and Beyond' report has been presented to Cabinet to start the budget setting process for 2019/20.

Financial Self-Sufficiency

- 8 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.
- 9 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 receiving no Revenue Support Grant from 2017/8.
- 10 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.
- 11 The Council's decision to seek to become financially self-sufficient was subject to scrutiny by the Local Government Associations Peer Challenge of the District Council during December 2013. In their closing letter to the Council they concluded that they 'fully support that aspiration and given the existing and anticipated squeeze upon public finances this makes much sense'.
- 12 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no Revenue Support Grant or New

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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.

- 13 Cabinet are keen to remain financially self-sufficient and be ahead of the game. This allows this Council to move ahead in the knowledge that it has the financial resources to provide the services that the district's residents want into the future.

Service Dashboards

- 14 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.
- 15 The Service Dashboards cover a summary of the services provided, objectives, achievements and opportunities, challenges and risks and performance.
- 16 **Appendix A** contains the Service Dashboard for this Advisory Committee and **Appendix B** contains the budget for those services.

Savings Plan

- 17 **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.
- 18 The savings plan requires a total of over £7 million to be saved between 2011/12 and 2018/19 which is an average saving of nearly £900,000 per annum. In the fourteen years from 2005/06, over £10m of savings will then have been made.
- 19 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.
- 20 Other pressures 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

- 21 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 2019/20 and Beyond' report considered by Cabinet on 13 September 2018.

- 22 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 2019/20 but the impact is required to be £1m (i.e. £100,000 x 10 years) over the 10-year budget period.
- 23 The proposed growth and savings items relating to this Advisory Committee are listed in **Appendix D**.
- 24 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**.
- 25 During the budget process last year, each Advisory Committee was asked to provide further growth and savings suggestions to Cabinet. Some suggestions were approved as part of the 2018/19 budget but Cabinet indicated that some other suggestions would be worth keeping on a list for future investigation. The suggestions for future investigation relating to this Advisory Committee are included in **Appendix F** and Members may wish to consider these ideas when proposing growth and savings suggestions.

Financial Summary

- 26 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.
- 27 The 10-year budget attached at **Appendix G** includes the changes that were included in the 'Financial Prospects and Budget Strategy 2019/20 and Beyond' report.

Role of the Advisory Committees

- 28 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.
- 29 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 6 December 2018.

Process and Timetable

- 30 This report is the second stage of the budget process as shown in the Budget Timetable (**Appendix H**).

Agenda Item 7

- 31 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 last year relating to this Advisory Committee (if applicable)

Appendix G - 10-year budget.

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 ✓

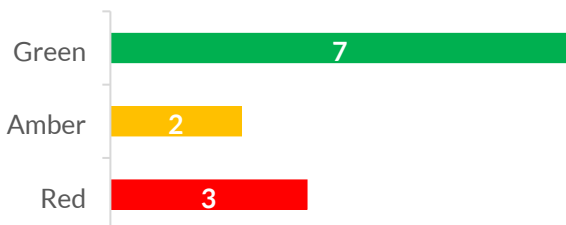
Safe district ✓

Collect rubbish effectively ✓

Green Belt ✗

Local Economy ✓

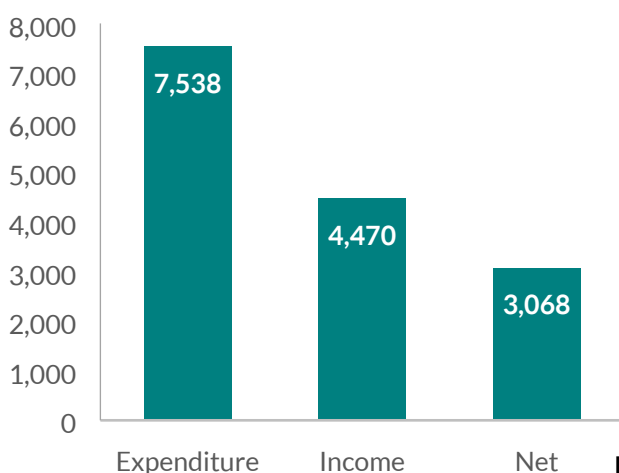
Performance



Achievements & Opportunities

- Opening of the new Bradbourne decked car park
- Construction of new Buckhurst 2 car park progressing as project plan
- Introduction of new Environmental Health out of hours service
- Successful bid to the Heritage Lottery Fund for the Greensand Way project
- Generated external income totalling £1.5m in 2017/18 and a trading surplus of £160,000

Revenue Budget (£000)



Challenges & Risks

- Ensuring the Buckhurst 2 car park project is delivered to agreed deadlines
- Delivering year 1 of the Greensand Way project
- Subject to a successful bid for external funding, delivering the Vision for Bradbourne Lakes
- 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: 2018/19 Budget by Service

Revenue		2018/19	2018/19	2018/19
Chief Officer	Description	Expenditure	Income	Net
		£'000	£'000	£'000
Env & Op Svs	Administrative Expenses - Health	12	0	12
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	39	0	39
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	494	(986)	(492)
Env & Op Svs	Car Parks	423	(2,334)	(1,911)
Env & Op Svs	CCTV	330	(72)	258
Env & Op Svs	EH Animal Control	33	(32)	1
Env & Op Svs	EH Commercial	289	(10)	279
Env & Op Svs	EH Environmental Protection	413	(22)	391
Env & Op Svs	Emergency	66	0	66
Env & Op Svs	Estates Management - Grounds	116	0	116
Env & Op Svs	Kent Resource Partnership	317	(317)	0
Env & Op Svs	Markets	110	(292)	(182)
Env & Op Svs	Parking Enforcement - Tandridge DC	28	(28)	0
Env & Op Svs	Parks - Rural	134	(13)	121
Env & Op Svs	Parks and Recreation Grounds	120	0	120
Env & Op Svs	Public Conveniences	61	(15)	46
Env & Op Svs	Refuse Collection	3,006	(323)	2,683
Env & Op Svs	Street Cleansing	1,441	(26)	1,415
Env & Op Svs	Support - Direct Services	58	0	58
		7,538	(4,470)	3,068

Direct Services Trading Account		2018/19	2018/19	2018/19
Chief Officer	Description	Expenditure	Income	Net
		£'000	£'000	£'000
Env & Op Svs	Refuse Collection	2,557	(2,558)	(1)
Env & Op Svs	Cleaner District Support Unit (CDSU)	119	(101)	18
Env & Op Svs	Street Cleaning	1,311	(1,347)	(36)
Env & Op Svs	Transport Workshop	661	(662)	(1)
Env & Op Svs	Pest Control	88	(88)	0
Env & Op Svs	Cesspool Emptying	206	(235)	(29)
Env & Op Svs	Green Waste	516	(535)	(19)
Env & Op Svs	Trade Waste	415	(465)	(50)
Env & Op Svs	Grounds Maintenance	162	(180)	(18)
Env & Op Svs	Fleet Management	917	(917)	0
Env & Op Svs	Depot	292	(292)	0
Env & Op Svs	Emergency	46	(55)	(9)
		7,290	(7,435)	(145)

Capital		2018/19
Chief Officer	Description	Expenditure
		£'000
Env & Op Svs	CCTV	50
Env & Op Svs	Commerical Vehicle Replacements	548
		598

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SCIA		Description	2011/12 - 2018/19 £000	2019/20 £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 2019/20 onwards				
		Finance Advisory Committee				
2011/12	62,63	Staff terms and conditions - savings agreed by Council 18/10/11		(186)	(187)	
2018/19	11	Members Allowances: increase following JIRP review		15		
		Housing and Health Advisory Committee				
		No savings or growth agreed from 2019/20 onwards				
		Legal and Democratic Services Advisory Committee				
		No savings or growth agreed from 2019/20 onwards				
		Planning Advisory Committee				
		No savings or growth agreed from 2019/20 onwards				
		Policy and Performance Advisory Committee				
2017/18	10	Apprenticeship Levy (reversal of temporary growth item)			(45)	
2018/19	3	Swanley Local Office contract		(10)	(15)	
2018/19	13	IT Developers: funding for two years (reversal of temporary growth item)			(51)	
		Minor movements between years			(1)	
		Total Savings	(7,051)	(196)	(188)	(7,435)
		Total Growth	1,930	15	(96)	1,849
		Net Savings	(5,121)	(181)	(284)	(5,586)

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New Growth and Savings Proposals: Direct and Trading Advisory Committee

SCIA Year	No.	Description	Year	Ongoing	2019/20 Impact £000	10-year Budget Impact £000
Growth						
2019/20	2	Direct Services - Reduced recycling income	2019/20	Yes	40	400
2019/20	3	Bradbourne Lakes - Consultancy	2019/20	No	60	60
2019/20	4	Public Conveniences - Reduced income	2019/20	Yes	5	50
2019/20	5	Environmental Protection - Reduced income	2019/20	Yes	10	100
2019/20	6	CCTV - Reduced income	2019/20	Yes	10	100
Sub Total					125	710
Savings						
2019/20	7	Car Parking - Enforcement for Tandridge DC	2019/20	No	(30)	(60)
2019/20	8	Car Parking - Rental income	2019/20	Yes	(15)	(150)
2019/20	9	Markets - Additional income	2019/20	Yes	(5)	(50)
2019/20	10	Environmental Health - change in shared service split	2019/20	Yes	(40)	(400)
Sub Total					(90)	(660)
Net Savings Total					35	50

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SERVICE CHANGE IMPACT ASSESSMENT

SCIA 02 (19/20)

Chief Officer:	Richard Wilson	Service:	Refuse Collection
Activity	Direct Services	No. of Staff:	3.4 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduction in income	40	Ongoing

Reasons for and explanation of proposed change in service

Following the removal of the recycling banks in Sainsbury's stores four years ago (by Sainsbury's) there is a loss of income from sale of material and also recycling credits. For two years KCC made a transitional payment to offset the recycling credit element but that ended in 2017/18.

Price paid for glass cullet fluctuates and is low at present (£5.50/Tonne for green; £15.50 for flint; £10.50 for amber and £8.00 for mixed).

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

N/A

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	3,006	Code & Description	Actual	Target
Income	(323)	N/A		
Net Cost	2,683			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 03 (19/20)

Chief Officer:	Richard Wilson	Service:	Park and Open Spaces
Activity	Direct Services	No. of Staff:	0.4 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Bradbourne Lakes consultancy	60	2019/20 only

Reasons for and explanation of proposed change in service

Please refer to separate report to D&TAC 9.10.18. A one-off, invest to save bid is proposed to purchase consultancy work to prepare bids for external funding to implement the vision of Bradbourne Lakes improvement and restoration works.

Key Stakeholders Affected

Visitors to Bradbourne Lakes

Likely impacts and implications of the change in service (include Risk Analysis)

If successful, external funding could be obtained to fund essential and desirable improvements to the lakes environs as identified as priorities in the Vision Consultation exercise, including de-silting the lakes. Without external funding the ongoing maintenance liability will fall to this Council in future years.

Risk to Service Objectives (High / Medium / Low)

High

SERVICE CHANGE IMPACT ASSESSMENT

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	116	Code & Description	Actual	Target
Income	-	N/A		
Net Cost	116			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 04 (19/20)

Chief Officer:	Richard Wilson	Service:	Public Conveniences
Activity	Direct Services	No. of Staff:	0.45 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduced Income	5	Ongoing

Reasons for and explanation of proposed change in service

Budget contains income lines amounting to £15,000, with no income stream identified. Possibly relates back to when various public conveniences were transferred to Town and Parish Councils. Loss of income partly offset by reductions in expenditure.

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

N/A

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	61	Code & Description	Actual	Target
Income	(15)	N/A		
Net Cost	46			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 05 (19/20)

Chief Officer:	Richard Wilson	Service:	Env. Protection
Activity	Environmental Health	No. of Staff:	7.0 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduced Income	10	Ongoing

Reasons for and explanation of proposed change in service

Reflects the number of permits issued under the environmental permitting scheme (Local Authority Pollution Prevention Control). 31 EPR installations in SDC. Permit fees set by DEFRA. Income line previously set when a greater number of premises were permitted.

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

Relates to Petrol Filling Stations, Dry Cleaners etc.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	413	Code & Description	Actual	Target
Income	(22)	N/A		
Net Cost	391			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 06 (19/20)

Chief Officer:	Richard Wilson	Service:	CCTV
Activity	Direct Services	No. of Staff:	7.09 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduced income	10	Ongoing

Reasons for and explanation of proposed change in service

Current budget contains £20,000 income line (previously Kent Police contribution). This ended several years ago but remains in the budget. Some savings are made to partly offset this but full savings to offset this cannot be achieved.

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

N/A

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	330	Code & Description	Actual	Target
Income	(72)	N/A		
Net Cost	258			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 07 (19/20)

Chief Officer:	Richard Wilson	Service:	Enforcement Control for Tandridge DC
Activity	Parking	No. of Staff:	0.25 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
New Income stream	(30)	Contract for 2 years - subject to re-tendering by TDC.

Reasons for and explanation of proposed change in service

Following a competitive tendering exercise by Tandridge DC, SDC were awarded the contract to enforce TDC's car parks - contract commenced in 2017.

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

Minimal staff input - carried out by existing CEO resources.

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	494	Code & Description	Actual	Target
Income	(986)	N/A		
Net Cost	(492)			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 08 (19/20)

Chief Officer:	Richard Wilson	Service:	Car Parks
Activity	Parking	No. of Staff:	0.5 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Rental income	(15)	For period of lease

Reasons for and explanation of proposed change in service

Rental income agreed with Enterprise vehicle rental for hiring of space at St John's car park in Sevenoaks.

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

N/A

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	423	Code & Description	Actual	Target
Income	(2,334)	N/A		
Net Cost	(1,911)			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 09 (19/20)

Chief Officer:	Richard Wilson	Service:	Markets
Activity	Direct Services	No. of Staff:	0.15 FTE

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Additional Income	(5)	Ongoing

Reasons for and explanation of proposed change in service

Following a re-tendering exercise an improved tender was received for the operation of Sevenoaks Town Markets.

Key Stakeholders Affected

N/A

Likely impacts and implications of the change in service (include Risk Analysis)

Increased income for operation of Sevenoaks Town Markets.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	110	Code & Description	Actual	Target
Income	(292)	N/A		
Net Cost	(182)			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 10 (19/20)

Chief Officer:	Richard Wilson	Service:	Environmental Health
Activity	Environmental Health	No. of Staff:	12.18 FTE (SDC)

Activity Budget Change	Year: 2019/20 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Change in apportionment of total costs for shared service	(40)	Ongoing - but subject to annual review

Reasons for and explanation of proposed change in service

When the shared Environmental Health Service with Dartford BC (DBC) was established 7 years ago, based on the activity / demand on each Council, at that time, the apportionment of total costs was set as 56% (SDC) and 44% (DBC). An internal audit exercise based on the last three years activities has indicated this split of total costs should be re-apportioned 52% (SDC) and 48% (DBC)

Key Stakeholders Affected

DBC

Likely impacts and implications of the change in service (include Risk Analysis)

No impact on service delivery, just a re-apportionment of total costs. Exercise to be repeated each year to ensure correct apportionment based on previous three years activity/demand.

N.B. Subject to agreement with DBC.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2018/19 Budget	£'000	Performance Indicators		
Operational Cost	735	Code & Description	Actual	Target
Income	(64)	N/A		
Net Cost	671			

Equality Impacts

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

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

Cabinet 07/12/17:

Cabinet discussed the further growth and savings items suggested by Advisory Committees and indicated that the following items be kept on the list for future investigation.

Direct and Trading Services Advisory Committee

Growth
none
Savings
none

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	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	Plan 2028/29
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	14,470	14,687	14,966	15,321	15,705	16,083	16,468	16,859	17,254	17,655	18,166
Inflation	732	560	653	470	478	485	491	496	501	510	517
Superannuation Fund deficit and staff recruitment & retention	0	0	100	0	0	0	0	0	0	0	0
Net savings (approved in previous years)	(427)	(186)	(232)	14	0	0	0	(1)	0	1	0
<i>New growth</i>	<i>292</i>	<i>15</i>	<i>(51)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>New savings/Income</i>	<i>(380)</i>	<i>(110)</i>	<i>(115)</i>	<i>(100)</i>	<i>(100)</i>	<i>(100)</i>	<i>(100)</i>	<i>(100)</i>	<i>(100)</i>	<i>0</i>	<i>0</i>
Net Service Expenditure b/f	14,687	14,966	15,321	15,705	16,083	16,468	16,859	17,254	17,655	18,166	18,683
Financing Sources											
Govt 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	(10,420)	(10,816)	(11,157)	(11,508)	(11,869)	(12,239)	(12,619)	(13,010)	(13,411)	(13,798)	(14,196)
Business Rates Retention	(2,700)	(2,096)	(2,138)	(2,181)	(2,225)	(2,270)	(2,315)	(2,361)	(2,408)	(2,456)	(2,505)
Collection Fund Surplus	(255)	0	0	0	0	0	0	0	0	0	0
Interest Receipts	(130)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)
Property Investment Strategy Income	(735)	(1,185)	(1,185)	(1,185)	(1,185)	(1,285)	(1,329)	(1,329)	(1,529)	(1,529)	(1,529)
Contributions to/(from) Reserves	(14)	(353)	(353)	(353)	(179)	(179)	(635)	148	148	148	148
Total Financing	(14,254)	(14,700)	(15,083)	(15,477)	(15,708)	(16,223)	(17,148)	(16,802)	(17,450)	(17,885)	(18,332)
Budget Gap (surplus)/deficit	433	266	238	228	375	245	(289)	452	205	281	351
Contribution to/(from) Stabilisation Reserve	(433)	(266)	(238)	(228)	(375)	(245)	289	(452)	(205)	(281)	(351)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Assumptions	
Revenue Support Grant:	nil all years
Business Rates Retention:	Business Rates Retention pilot estimate in 18/19, safety-net in 19/20 plus 2% in later years
Council Tax:	2.97% in 18/19, 2% in later years
Council Tax Base:	Increase of 580 Band D equivalent properties per annum in 19/20 - 26/27, 480 from 27/28
Interest Receipts:	£130,000 in 18/19, £250,000 in later years
Property Investment Strategy:	£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:	2% in all years
Other costs:	2.25% in all years
Income:	2.5% in all years except for off-street car parks which are 3.5% from 19/20 -23/24.

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2019/20 Budget Setting Timetable

	Date	Committee
Stage 1		
Financial Prospects and Budget Strategy 2019/20 and Beyond	4 September	Finance AC
	13 September	Cabinet
↓		
Stage 2		
Review of Service Dashboards and Service Change Impact Assessments (SCIAs)	25 September	Economic & Comm. Dev. AC
	2 October	Planning AC
	4 October	Legal & Dem. Svs AC
	9 October	Direct & Trading AC
	30 October	Finance AC
	27 November	Housing & Health AC
	29 November	Policy & Performance AC
↓		
Stage 3		
Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)	6 December	Cabinet
↓		
Stage 4		
Budget Update (incl. Government Settlement information)	10 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)	14 February	Cabinet
↓		
Stage 7		
Budget Setting Meeting (incl. Council Tax setting)	26 February	Council

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

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KENT JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY

Direct and Trading Advisory Committee - 9 October 2018

Report of	Chief Officer, Environmental and Operational Services
Status	For recommendation to Cabinet
Also considered by	Cabinet - 11 October 2018
Key Decision	Yes

Executive Summary: To provide an update on the recent refresh of the Kent Joint Municipal Waste Management Strategy (KJMWMS), and to recommend formally adopting the strategy up to 2020/21.

This report supports the Key Aim of a clean and sustainable environment.

Portfolio Holder Cllr. Matthew Dickins

Contact Officers Richard Wilson, Ext. 7262
Paldeep Bhatti, Ext. 7128
(Kent Resource Partnership Manager)

Recommendation to Direct & Trading Advisory Committee:

That it be recommended to Cabinet that the refresh of the KJMWMS up to 2020/21 be adopted.

Recommendation to Cabinet:

That the refresh of the KJMWMS up to 2020/21 be adopted.

Reason for recommendation: To adopt the refresh of the KJMWMS up to 2020/21 to allow development of a longer term strategy of the management of the waste resource in Kent following this period.

Introduction and Background

- 1 The 13 Kent Councils (the 12 Kent Districts and the County Council) who form the Kent Resource Partnership (KRP), first adopted the original KJMWMS in 2007. The strategy sets out how Kent would manage its resource materials and household waste up to 2020. This was refreshed in 2012/13 with a view to refresh again in 2016/17, if required.

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- 2 In February 2016, the KRP Members Board agreed to delay the refresh for the following reasons:
 - KCC were developing the Waste Disposal Strategy for 2017-2035.
 - The European Commission had published details in December 2017 that would change the European Waste Framework Directive 2008.
 - The current KJMWMS targets, policies and objectives remained valid up to 2020/21.
- 3 In February 2018 the KRP Member Board approved the Consultation process to obtain views of KRP Stakeholders on the refresh of the KJMWMS. A copy of the consultation document is provided at Appendix A and was considered by the Advisory Committee at its meeting on 13 March 2018.
- 4 On 6 July the KRP Members Board approved the refreshed strategy with a view to formally adopting the strategy by each of the 13 Councils that form the KRP.

The Refreshed KJMWMS

- 5 During the KJMWMS consultation period, 29 responses were received. They ranged from local Parish Councils, Kent councils, and key organisations across the supply chain the KRP have worked with over the years. All responses supported the KRP's decision to refresh its KJMWMS with the following key themes:
- 6 **Residual household waste per household tonnage**
Stakeholders welcomed the KRP's ambition to decrease the residual household waste per household tonnage across Kent. It was highlighted one of the optimum ways to achieve this appeared to be through reduced residual waste frequency or capacity. This was supported alongside the consistency in collections as outlined below.
- 7 **Landfill performance**
Stakeholders noted the significant improvement to Kent's landfill performance where in 2012/13 performance was recorded at 21.0% and in 2016/17; it was recorded at 2.8%. Stakeholders challenged the KRP to consider being more ambitious with its target given its high performance in recent years though no stakeholder went as far as saying the KRP should look to achieve zero waste to landfill. One stakeholder suggested a 2% target might be more challenging for the partnership.
- 8 **'On the go' recycling**
Stakeholders highlighted 'on the go' recycling as a key area for development and agreed this approach needed to be collaborative with the supply chain. It was also highlighted policy 1.5 could be strengthened and reflect the role 'on the go' recycling has a role to reducing litter too. As a starting point, it was suggested it might be best to focus on areas of high footfall or busiest areas e.g. towns, beaches etc.

- 9 **Food recycling**
Stakeholders reflected how policy 2.3 would reinforce the KRP's recycling ambitions up to 2020 and beyond. This has proven to be the case already in Kent with the majority of Kent council's already (or expected to) offer a separate food recycling service to its residents.
- 10 **Consistency in collections & quality recyclates**
Stakeholders highlighted how providing consistent recycling and waste services can result in high quality recyclates, as proven in Kent. Stakeholders wish for this approach to be continued as the consistency in collections would likely attract future investment and infrastructure in Kent and the South East.
- 11 **Transition to other metrics (as opposed to traditional weight-based targets)**
Stakeholders welcomed the KRP's proactive approach to research alternative metrics on waste and resource efficiency in Kent. There was a particular sub-theme focused on using carbon and further work was needed on this nationally too. It was therefore highlighted the KRP may wish to reference in its refreshed KJMWMS though wait upon further guidance as part of the Resource & Waste Strategy which is likely to be published later this year by Defra.
- 12 **EU Circular Economy Package & National Legislation**
Stakeholders highlighted the value for the KRP to align with key policies such as the EU Circular Economy Package, 25 Year Environment Plan and imminent Resource & Waste Strategy. In addition, to maintain a flexible approach to other potential changes that may come from Extended Producer Responsibility (EPR) reform, Deposit Return Schemes (DRS), single-use plastic charges etc.
- 13 Taking on board these key themes, at Appendix B is the refreshed KJMWMS.
- 14 The KRP Manager, Paldeep Bhatti, will be attending the Advisory Committee to present the report and findings following the consultation.

Key Implications

Financial

The existing Council contribution to the KRP will continue to support core costs and project costs. Adoption of the refreshed strategy has no financial implications on the Council.

Legal Implications and Risk Assessment Statement.

There are no legal implications and no operational risks identified by adopting the refreshed KJMWMS.

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Equality Assessment

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

Conclusions

The Council be recommended to formally adopt the refreshed Kent Joint Municipal Waste Management Strategy up to 2020/21.

Appendices

Appendix A - KJMWMS Refresh Consultation Document - March 2018

Appendix B - KJMWMS Refreshed Strategy 2018/19-2020/21

Background Papers

None

Richard Wilson

Chief Officer Environmental and Operational Services

Kent Resource Partnership

Consultation on refreshing the 'Kent Joint Municipal Waste Management Strategy' (KJMWMS)

Views welcome by 5pm, Friday 27 April 2018.



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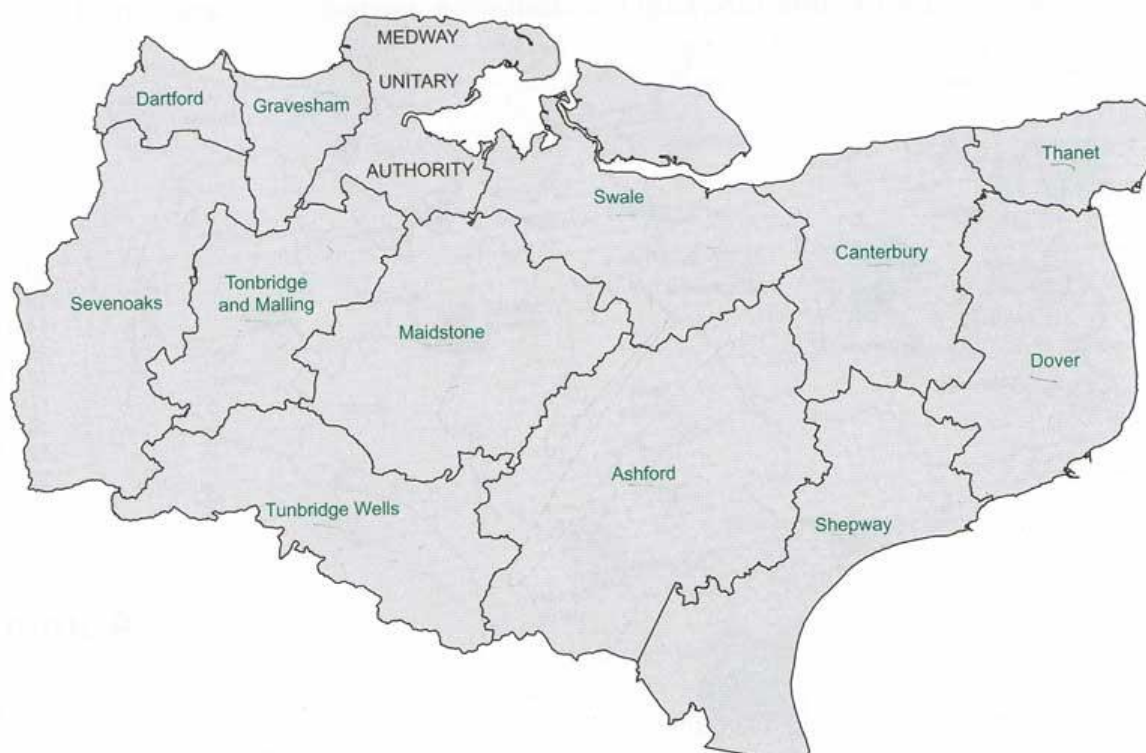
Background

The Kent Resource Partnership (KRP) consists of the 13 Kent councils.

These are (in alphabetical order): - Ashford Borough Council, Canterbury City Council, Dartford Borough Council, Dover District Council, Gravesham Borough Council, Kent County Council, Maidstone Borough Council, Sevenoaks District Council, Shepway District Council, Swale Borough Council, Thanet District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council.

The purpose of the KRP is to deliver the following three strategic objectives: -

- Deliver the Kent Joint Municipal Waste Management Strategy (KJMWMS). This KJMWMS was adopted in 2007 to manage Kent’s municipal waste. It was then refreshed in 2012/13 to cover the period up to 2020;
- Deliver financial and performance benefits to Kent taxpayers; and manage risks to finance and performance as appropriate; and
- Contribute to, and set a national lead, in delivering projects that manage supply chain issues in the leanest and most effective ways; securing value from discarded materials; and proactively identifying innovation and excellent practices.



Why do we need to refresh the KJMWMS?

The KJMWMS was last refreshed in 2012/13. Since then, the landscape of resource and waste management has evolved further with there being a greater appreciation on the value and quality of materials we collect and dispose of. Whilst the current KJMWMS priority areas remain relevant and important, the KRP have made progress in a number of areas ahead of schedule with some aspects of the KJMWMS now out of date. The KRP therefore feels it is timely to refresh its KJMWMS up to 2020/21 with a full strategy review to take place in 2021/22.

Why refresh the KJMWMS now?

As mentioned above, the KJMWMS was last refreshed a number of years ago with the KRP making progress in a number of areas. KRP Members strategically held off refreshing the KJMWMS until this year as the previous year saw progress made on the ‘Kent Waste Disposal Strategy 2017 – 2035’, led by Kent CC. The overarching aim was to dovetail strategies from the County, along with the partnership.

The timing also supports a proactive approach since the agreement on the Waste Framework Directive (which forms a major part of the Circular Economy Package); the publication of the Government’s 25 Environment Plan and the Resource & Waste Strategy, due later this year.

Who is expected to respond to this consultation?

Any individual or organisation may wish to respond to this consultation – we welcome all views. Over a number of years, the KRP has had a positive track record with working with a wider range of stakeholders across the resources sector and supply chain. The type of consultees who may choose to respond are, but not limited to the following: - packaging designers & producers; retailers; waste management companies; reprocessors; Local Government; Government; environmental groups & charities etc.

As a consultee, what would you like views on?

Earlier in the year, KRP Members & Senior Officers took part in a workshop that provided an early opportunity to scope the refresh of the KJMWMS and consider the longer-term strategic direction. To support consultees, the draft KJMWMS is broken down section by section from pages 6 to 10. This includes a narrative as to how the KRP have fared since the last refresh in 2012/13, along with suggested wording for each section. As a stakeholder to the KRP, we welcome your views on the overarching vision, strategy mission statement and policies & policy objectives.

Where can I find the draft KJMWMS?

To support consultees with their response, the draft KJMWMS is also available in its entirety within this document at pages 11 to 13.

Where can I find the current KJMWMS?

To support consultees with their response, the current KJMWMS is also available within this document at pages 14 and 15.

Where can I find further information on the KRP?

The KRP has plenty of supporting information available on its web pages within Kent CC's website. The helpful web link is - www.kent.gov.uk/krp. Partnership performance from 2012/13 to 2016/17 is also available within this document at pages 16 and 17. If there were something specific, you would wish to know about the KRP, please email Paldeep Bhatti, KRP Manager on Paldeep.bhatti@kentrp.org.uk.

Who do I send my response to, and in what format?

It is encouraged for consultees to submit their responses to Paldeep Bhatti, KRP Manager by email to Paldeep.bhatti@kentrp.org.uk. To be considered, consultee responses should have name of sender, contact details, and organisation represented as appropriate. So long as the layout of your email (and any attachment) is clear on how responses relate to the issues raised in the consultation, the format is of your personal choice.

Should you wish to receive this consultation document in any alternative formats, please contact Paldeep Bhatti, KRP Manager.

What are the timescales?

The immediate timescale is for views from consultees to be received by no later than **5pm, Friday 27 April 2018**. The main timescales leading to adoption of the refreshed KJMWMS by the 13 Kent councils are -

- 19 March to 27 April: Consultation with stakeholders. (6 weeks)
- 30 April to 31 May: KRP staff to draft an updated KJMWMS, based upon consultation responses received from consultees.
- June & July: The updated KJMWMS to be provided to KRP Members & Officers for approval at the KRP meetings scheduled in the summer.
- July onwards: Each of the 13 Kent councils to adopt the updated KJMWMS via respective decision-making bodies as appropriate.

Overarching Vision and Strategic Mission Statement

Since the KJMWMS was last refreshed in 2012/13, the partnership has continued to build on its successes and reputation as a leading resource partnership. This has included a name change from the 'Kent Waste Partnership' to the 'Kent Resource Partnership'. At the time, the name change was much welcomed by the industry, and included positive support from Defra, WRAP, and Resource Association, CIWM colleagues amongst others. The name change also signalled that the 13 Kent councils – and its residents - saw its 'waste' as valuable resources.

The KRP wishes to continually evolve and achieve further positive action – a key part of this could see the KRP support future thinking through ongoing research and evidence that facilitates the transition into a circular economy for Kent.

As built upon in previous years, the KRP will continue to focus on both the quantity and quality of its resources. Taking on board whole service costs across the two tier arrangement in Kent, we will also continue to provide the best possible value for money service to the Kent taxpayer.



With this in mind, we welcome your thoughts on the draft overarching vision for the KRP, along with the draft strategic mission statement below:-

The Kent Resource Partnership (KRP) will support the transformation of Kent into a circular economy, where the value of material resources flowing into and through the region are retained, generating employment, skills and training opportunities, and realising wider economic, environmental, health and wellbeing benefits for the local and regional community and beyond.

We are committed to delivering efficiency and quality in our resource management and waste services, with focus on: -

- Maximising the 'value' of resources that we manage from households, in terms of realising the social, environmental and economic opportunities;
- Providing the best possible value for money service to the Kent taxpayer, taking into account whole service costs;
- Realising opportunities to improve services now and in the future through engagement, collaboration and working in partnership with the supply chain; and
- Supporting future thinking through ongoing research and evidence that will facilitate the transition into a circular economy for Kent.

Policies & Policy Objectives

1. Maximising the Value of Resources

Since the last time the KRP refreshed the KJMWMS, it has achieved the following performance improvements: -

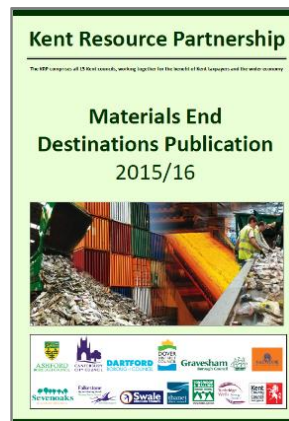
- **Kent residual household waste per household** – 598.6 tonnes was recorded in 2012/13. Over the years, this has generally decreased year on year and in 2016/17, was recorded at 567.0 tonnes.
- **Kent overall recycling & composting rate** – 41.0% of Kent’s household waste was recycled & composted in 2012/13. Over the years, this has seen progress – with a degree of variation – and in 2016/17 was recorded at 46.3%.
- **Diversion from landfill** – 21.0% of Kent’s municipal waste was sent to landfill in 2012/13. Over the years, this has seen a significant improvement and in 2016/17, with as little as 2.8% was sent to landfill.

The KRP were also early adopters of the Resource Association’s End Destinations of

Recycles Charter’, along with Somerset Waste Partnership and Northern Ireland’s Arc21. Since 2011/12, the KRP has annually published where Kent’s materials end up whether in Kent; in the UK or sent abroad.

The latest publication for 2015/16, reflects just over 713,000 tonnes was handled by the 13 Kent councils. 92% of Kent’s materials was processed within the UK, with just under 8% sent abroad for treatment. Of this 92% more

than 4 tonnes out of every 5 was handled within the County, keeping transport and environmental costs low. Full publication details, along with past publications, can be found [here](#).



With this in mind, we welcome your thoughts on the following draft policies and policy objectives:-

- 1.1 Up until 2020/21, the KRP will achieve a year on year reduction to its Kent-wide residual household waste per household (kg/h’hold) tonnage. [Note: measured using the ex NI191 as published by Defra’s waste statistics annually].
- 1.2 By 2020/21, the KRP will recycle and compost at least 50% of household waste tonnage. [Note: measured using the ex NI192 as published by Defra’s waste statistics annually].
- 1.3 By 2020/21, the KRP will ensure no more than 5% of Kent’s municipal waste ends at landfill. [Note: measured using the ex NI193 as published by Defra’s waste statistics annually].
- 1.4 By 2020/21, the KRP will develop a joint approach to facilitate the procurement of third sector/reuse providers/charities in managing and delivering a reuse service for bulky waste.
- 1.5 The KRP will explore the possibility of implementing recycling on-the-go initiatives, and other similar activities aimed at recovering resources. Additionally the KRP will look to engage and work with the supply chain to deliver recycling on-the-go in key areas.
- 1.6 The KRP will publish its Materials End Destinations Publication on an annual basis and continue its transparent approach to reflect where all material resources end up.

Policies & Policy Objectives

2. Value for Money for Kent Taxpayers

Over the years, the KRP have been successful in achieving value for money when delivering its recycling, waste and street cleansing services to its taxpayers. Leading this success has been Mid and East Kent's joint waste contracts – both receiving national recognition at the iESE awards in 2014 and 2015 respectively. Both projects were also



highlighted as a case study for the waste collection consistency framework, led by WRAP in 2016. (web link [here](#))



The KRP have also worked jointly to tackle litter, fly-tipping and other enviro-crimes across the County. This has included participating in national anti-litter campaigns as well as begin to build strategic relationships with Highways England, Environment Agency, Kent Police and others.

With this in mind, we welcome your thoughts on the following draft policies and policy objectives:-

- 2.1 The KRP will deliver value for money to Kent residents by maximising joint service delivery opportunities between its councils; cross-boundary working and ensuring all opportunities to realise economy of scale savings through procurement exercises are delivered.
- 2.2 The KRP will continue to build on its reputation as a leading resource partnership and work with the supply chain to deliver research projects, services and campaigns. As with previous successes, the KRP will continue to seek external funding opportunities, where possible.
- 2.3 The KRP will retain its focus on food waste as a priority waste stream and support, through the sharing of good practice and identification of joint opportunities, separate collection for discarded food waste on a weekly basis for all residents by 2020/21 where possible.
- 2.4 The KRP will develop a joint approach to tackling littering, fly-tipping and other related enviro-crimes which would be underpinned by creating a culture of sharing high quality intelligence within the KRP and with others where appropriate e.g. Highways England, Environment Agency, Kent Police, neighbouring local authorities and others.
- 2.5 The KRP will facilitate the sharing of resources both in terms of communication campaigns linked to priority actions and focus areas, and in terms of ensuring local intelligence and information can be shared across the County.
- 2.6 The KRP will support its councils in ensuring first class health and safety standards are maintained across the County. This includes employees (& potential employees) have the skills, training and competencies to meet the increasingly technical requirements of the resource management and waste sector.

Policies & Policy Objectives

3. Engagement, Collaboration and Partnership Working

The KRP continues to listen, engage and work with key organisations across the supply chain. Over the years, the KRP have established and built upon strategic relationships with the likes of Defra, WRAP, LARAC, NAWDO, Resource Association, Recoup, Marks & Spencer Plc, Alupro, INCPEN and others. A positive consequence of this has seen the KRP secure external funding to the value of just over £900,000 to support local campaigns and other activities.



In 2015/16, the KRP was successful in gaining just over £110,000 to support 'Recycle Now' communications - £70,000 was funded by WRAP, £30,000 by Alupro and £10,000 from Marks & Spencer plc – this was supplemented by £60,000 from the KRP's own projects budget. The campaign included three separate Kent-wide leaflet deliveries which encouraged plastics and metals recycling, new vehicle livery along with communications to residents via their websites and social media platforms.

Last year saw the KRP publish its Annual Report for 2016/17. The report highlighted the KRP's progress on its activities as well as reflect over 731,000 tonnes of household discarded material was handled in Kent – 46% sent for recycling, just under 51% to energy and the remainder to landfill. The total cost of waste resource management across the KRP was just under £98 million – that averaged £155 per household per year or just £2.99 a week per household. Another £16 million was invested in keeping Kent clean.

With this in mind, we welcome your thoughts on the following draft policies and policy objectives:-

- 3.1 The KRP will identify opportunities for joint working and realise greater efficiency savings. This to be achieved by maximising on economies of scale and implementing good practice across all aspects of its resource management and waste services, in partnership with both its own councils and through developing new relationships across the supply chain.
- 3.2 The KRP will continue to maximise engagement with national and local government and those operating across the supply chain, and wider industry bodies through representation on forums, networks, working groups, and through its own Annual Conference.
- 3.3 The KRP will produce an Annual Report that reflects the focus and priorities of the previous financial year in delivering the KJMWMS, and any other activities within its remit.
- 3.4 The KRP will maintain a publically available Operating Framework that defines its scope, remit and procedures; review its continued operation at least in 2019 and 2024, or any other times as agreed by the KRP.
- 3.5 The KJMWMS will be fully reviewed in 2021/22; or at any other times as agreed by the KRP; or in accordance with any changes in legislation relating to such strategies.

Policies & Policy Objectives

4. Future Thinking

The KRP recognises this consultation process is a refresh on its KJMWMS taking the partnership up to 2020/21 – it is then planned for a full review to take place from 2021/22 that considers the KRP’s medium to long term strategic direction.

To support a smooth transition to this full review in 2021/22, the KRP wishes to take a proactive approach to identify what may be on the horizon for us as a resource partnership, as well as consider what else

could be taken forward now, and over the coming years.

One of the ‘hot topics’ could include the recent debates on the current metrics used across the resource and waste industry i.e. moving away from the tradition weight based targets. The KRP welcomes and supports any research that provides the resource and waste industry with a fairer measuring tool and one that focuses on the quality and value of resources.



With this in mind, we welcome your thoughts on the following policies and policy objectives:-

4.1 The KRP will research activities that will provide an evidence base to enable a more detailed review of the KJMWMS from 2021/22 onwards. This may include focus on:-

- Exploring the possibility of extending the partnership and reviewing potential opportunities for greater cross-boundary working;
- Considering requirements to secure infrastructure to enhance and develop the network of local resource management and waste facilities. This may include the development of consistent collection specifications across all councils as a means to attract future investment and infrastructure.
- Developing other metrics and means to focus on quality and value of resources as opposed to traditional weight based targets; and
- Target material streams and/or specific sectors in order to identify and implement management options within a more circular context.

Kent Joint Municipal Waste Management Strategy (KJMWMS)

Draft Strategy

2018/19 to 2020/21

Overarching Vision	
<p>The Kent Resource Partnership (KRP) will support the transformation of Kent into a circular economy, where the value of material resources flowing into and through the region are retained, generating employment, skills and training opportunities, and realising wider economic, environmental, health and wellbeing benefits for the local and regional community and beyond.</p>	
Strategy Mission Statement	
<p>We are committed to delivering efficiency and quality in our resource management and waste services, with focus on: -</p> <ul style="list-style-type: none"> • Maximising the ‘value’ of resources that we manage from households, in terms of realising the social, environmental and economic opportunities; • Providing the best possible value for money service to the Kent taxpayer, taking into account whole service costs; • Realising opportunities to improve services now and in the future through engagement, collaboration and working in partnership with the supply chain; and • Supporting future thinking through ongoing research and evidence that will facilitate the transition into a circular economy for Kent. 	
Policies & Policy Objectives	
1.	Maximising the Value of Resources
1.1	Up until 2020/21, the KRP will achieve a year on year reduction to its Kent-wide residual household waste per household (kg/h’hold) tonnage. [Note: measured using the ex NI191 as published by Defra’s waste statistics annually].
1.2	By 2020/21, the KRP will recycle and compost at least 50% of household waste tonnage. [Note: measured using the ex NI192 as published by Defra’s waste statistics annually].
1.3	By 2020/21, the KRP will ensure no more than 5% of Kent’s municipal waste ends at landfill. [Note: measured using the ex NI193 as published by Defra’s waste statistics annually].
1.4	By 2020/21, the KRP will develop a joint approach to facilitate the procurement of third sector/reuse providers/charities in managing and delivering a reuse service for bulky waste.
1.5	The KRP will explore the possibility of implementing recycling on-the-go initiatives, and other similar activities aimed at recovering resources. Additionally the KRP will look to engage and work with the supply chain to deliver recycling on-the-go in keys areas.
1.6	The KRP will publish its Materials End Destinations Publication on an annual basis and continue its transparent approach to reflect where all material resources end up.

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2.	Value for Money for Kent Taxpayers
2.1	The KRP will deliver value for money to Kent residents by maximising joint service delivery opportunities between its councils; cross-boundary working and ensuring all opportunities to realise economy of scale savings through procurement exercises are delivered.
2.2	The KRP will continue to build on its reputation as a leading resource partnership and work with the supply chain to deliver research projects, services and campaigns. As with previous successes, the KRP will continue to seek external funding opportunities, where possible.
2.3	The KRP will retain its focus on food waste as a priority waste stream and support, through the sharing of good practice and identification of joint opportunities, separate collection for discarded food waste on a weekly basis for all residents by 2020/21 where possible.
2.4	The KRP will develop a joint approach to tackling littering, fly-tipping and other related enviro-crimes which would be underpinned by creating a culture of sharing high quality intelligence within the KRP and with others where appropriate e.g. Highways England, Environment Agency, Kent Police, neighbouring local authorities and others.
2.5	The KRP will facilitate the sharing of resources both in terms of communication campaigns linked to priority actions and focus areas, and in terms of ensuring local intelligence and information can be shared across the County.
2.6	The KRP will support its councils in ensuring first class health and safety standards are maintained across the County. This includes employees (& potential employees) have the skills, training and competencies to meet the increasingly technical requirements of the resource management and waste sector.
3.	Engagement, Collaboration and Partnership Working
3.1	The KRP will identify opportunities for joint working and realise greater efficiency savings. This to be achieved by maximising on economies of scale and implementing good practice across all aspects of its resource management and waste services, in partnership with both its own councils and through developing new relationships across the supply chain.
3.2	The KRP will continue to maximise engagement with national and local government and those operating across the supply chain, and wider industry bodies through representation on forums, networks, working groups, and through its own Annual Conference.
3.3	The KRP will produce an Annual Report that reflects the focus and priorities of the previous financial year in delivering the KJMWMS, and any other activities within its remit.
3.4	The KRP will maintain a publically available Operating Framework that defines its scope, remit and procedures; review its continued operation at least in 2019 and 2024, or any other times as agreed by the KRP.
3.5	The KJMWMS will be fully reviewed in 2021/22; or at any other times as agreed by the KRP; or in accordance with any changes in legislation relating to such strategies.

4.	Future Thinking
4.1	<p>The KRP will research activities that will provide an evidence base to enable a more detailed review of the KJMWMS from 2021/22 onwards. This may include focus on:-</p> <ul style="list-style-type: none"> • Exploring the possibility of extending the partnership and reviewing potential opportunities for greater cross-boundary working; • Considering requirements to secure infrastructure to enhance and develop the network of local resource management and waste facilities. This may include the development of consistent collection specifications across all councils as a means to attract future investment and infrastructure. • Developing other metrics and means to focus on quality and value of resources as opposed to traditional weight based targets; and • Target material streams and/or specific sectors in order to identify and implement management options within a more circular context.

Kent Joint Municipal Waste Management Strategy (KJMWMS)

Current Strategy

2012/13 to 2020/21

Objectives	
1	Deliver the best possible outcomes on materials handled by the KRP from household and other appropriate sources.
2	Deliver the best possible value for money to Kent taxpayers taking account of whole service costs paid through Council Tax.
3	Secure the best possible outcomes through effective partnership working among the 13 Kent councils, through the SE7 Project, with government, and across the supply chain.

Policies	
1. Materials Security and Resource Efficiency	
1a	By 2015/16 the KRP will reduce household waste arisings by at least 5% (based on 2010/11 levels); recycle/compost at least 45% and send no more than 10% to landfill.
1b	By 2020/21 the KRP will reduce household waste arising by at least 10% (based on 2010/11 levels); recycle/compost at least 50% and send no more than 5% to landfill. Our ambition is to get as close to zero untreated waste to landfill as possible.
1c	The KRP will work with the government, the SE7 Project, and others to develop and deliver a waste reduction plan including practical measures to help achieve policies 1a and 1b.
1d	The KRP will take account of the need for the right quality of recyclates for the right end uses as included with the revised Waste Framework Directive and transposition into UK legislation.
1e	The KRP will continue its high performance in minimising the use of landfill. The KRP will assist householders to maximise the amounts they recycle and re-use, and avoid putting the following items into residual waste bins: paper, cardboard, glass, metals, wood, plastics, textiles, waste electricals, batteries and food.
2. Value for Money for Kent Taxpayers	
2a	The KRP will continue its existing efforts to deliver value for money to Kent residents by means of: optimising services financially and environmentally; joint service delivery opportunities between councils; cross-boundary working; economy of scale through procurement exercises; and, securing funding from external bodies.
2b	The KRP aspires to put in place separate collections of discarded food for composting on a weekly basis in all districts by 2020; and in at least 8 of the 12 districts by 2015/16 (separate weekly collections) and 10 of the 12 districts (including existing fortnightly collections).
2c	Communications and operational activities will be coordinated so that Kent taxpayers gain the best possible value from the investment of their Council Tax payments into local services.
2d	All eligible Kent councils will sign up to the new generation of household and business 'Recycling and Waste Collection Commitments' and seek to uphold these continually.

3. Supporting Kent's Interests	
3a	The KRP will seek innovations to ensure future services provide the Kent taxpayer with the best value for money. These include exploring the feasibility of collections from commercial premises (particularly SMEs); cross country working on HWRCs, materials and infrastructure (such as SE7 Project); and cross sector working with retailers, brands, reprocessors and others.
3b	The KRP will continue its record of influencing the government's policies and laws to protect Kent taxpayers' interest whether by means of responses to consultations, development of Responsibility Deals and appropriate legislation; and securing support from wider audiences on issues of importance to us.
3c	The KRP will promote good practice in relation to health and safety; streetscene effectiveness (including enforcement and behaviour change); and value for money (including unit costs and asset effectiveness).
3d	The KRP will maintain a publicly available Operating Framework that defines its scope, remit and procedures; and review its continued operation at least in 2015 and 2019.
3e	The KRP will continue to produce an Annual Report that outlines the work of the previous financial year in delivering the Kent Joint Municipal Waste Management Strategy and any other activities within its remit.
3f	The Kent Joint Municipal Waste Management Strategy will be refreshed in 2016/17 and 2021/22; or at any other times as agreed by the KRP; or in accordance with any changes in legislation relating to such strategies.

Partnership Performance (2012/13 to 2016/17)

To support stakeholders with their consultation responses, on the next few pages include the partnership's performance from 2012/13 to 2016/17. If you have any questions – Paldeep Bhatti, KRP Manager may be able to help. Contact details on page 13.

Kent Resource Partnership - Waste Statistics

Kent's Household Waste Statistics



Year	2012/13	2013/14	2014/15	2015/16	2016/17
Kent's Waste Growth	-4.0%	1.3%	2.5%	0.2%	2.2%
HWRC Recycling Rates (incl. rubble)	71.9%	72.1%	72.4%	69.4%	70.0%
HWRC Recycling Rates (excl. rubble)	64.1%	64.8%	64.5%	61.8%	63.0%
District Recycling Rates	35.2%	39.0%	41.8%	39.8%	41.8%
County Recycling Performance	41.0%	43.6%	45.6%	44.1%	46.3%

HWRC - Household Waste Recycling Centres

Kent County Council

Waste Management - National Indicators Monitoring Statement

(data from WasteDataFlow and KCC Database - italics indicate data is provisional)

National Performance Indicator : 191 - Residual Household Waste per Household (kg/h/hold)

	2012/13 Actuals (kg/hh)	2013/14 Actuals (kg/hh)	2014/15 Actuals (kg/hh)	2015/16 Actuals (kg/hh)	2016/17 Actuals (kg/hh)
Ashford Borough Council	695.2	438.7	350.6	370.40	354.31
Canterbury City Council	473.4	433.6	425.0	465.24	460.07
Dartford Borough Council	620.9	626.0	598.6	618.46	634.32
Dover District Council	339.1	364.6	373.7	394.36	374.82
Gravesham Borough Council	554.7	567.4	497.7	483.92	512.20
Maidstone Borough Council	424.5	443.4	424.2	441.52	420.70
Sevenoaks District Council	582.6	589.5	596.3	596.13	567.35
Shepway District Council	435.6	442.7	416.4	413.97	422.13
Swale Borough Council	560.4	519.5	491.3	520.00	498.63
Thanet District Council	502.1	473.1	468.9	483.85	475.75
Tonbridge and Malling Borough Council	539.3	553.8	556.7	568.99	563.06
Tunbridge Wells Borough Council	512.1	526.9	515.8	523.23	479.20
County Wide Total	598.6	580.0	567.3	584.50	567.00

National Performance Indicator : 192 - Percentage of Household Waste Recycled and Composted

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals
Ashford Borough Council	11.9%	41.9%	55.3%	53.1%	55.0%
Canterbury City Council	42.9%	48.5%	48.4%	43.2%	44.4%
Dartford Borough Council	27.0%	26.6%	27.6%	25.6%	25.2%
Dover District Council	45.4%	44.2%	42.4%	41.7%	44.7%
Gravesham Borough Council	24.5%	24.5%	34.2%	35.0%	34.5%
Maidstone Borough Council	45.4%	46.6%	49.1%	47.8%	49.9%
Sevenoaks District Council	32.3%	32.8%	33.4%	31.9%	38.3%
Shepway District Council	45.8%	44.6%	47.6%	44.0%	42.5%
Swale Borough Council	32.2%	34.2%	40.3%	36.9%	41.6%
Thanet District Council	26.8%	30.3%	33.9%	31.6%	33.8%
Tonbridge and Malling Borough Council	43.3%	43.1%	42.4%	41.5%	42.5%
Tunbridge Wells Borough Council	46.0%	46.3%	46.7%	45.6%	49.1%
County Wide Total	41.0%	43.6%	45.6%	44.1%	46.3%

National Performance Indicator : 193 - Percentage of Municipal Waste sent to Landfill

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals
County Wide Total	21.0%	18.2%	11.1%	6.5%	2.8%

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Further Information & Contact Details

KRP Members Board and senior managers (as at time of distribution): -

Ashford BC	Cllr Clair Bell	Tracey Butler
Canterbury CC	Cllr Neil Baker	David Ford
Dartford BC	Cllr Steve Brown	Sheri Green
Dover DC	Cllr Nick Kenton	Roger Walton
Gravesham BC	Cllr Alan Ridgers	Nick Brown
Kent CC	Cllr Mike Whiting Cllr Michael Payne	David Beaver
Maidstone BC	Cllr John Barned	Jennifer Shepherd
Sevenoaks DC	Cllr Matthew Dickins	Richard Wilson
Shepway DC	Cllr Rory Love Cllr Stuart Peall	Roger Walton
Swale BC	Cllr David Simmons Cllr Sue Gent	Martyn Cassell
Thanet DC	Cllr Rosanna Taylor-Smith	Gavin Waite
Tonbridge & Malling BC	Cllr David Lettington Cllr Jill Anderson	Robert Styles
Tunbridge Wells BC	Cllr Ronen Basu	Gary Stevenson

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For general enquiries or if in doubt as to whom to contact for any of the 13 councils:

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Kent Joint Municipal Waste Management Strategy (KJMWMS)

2018/19 to 2020/21

Overarching Vision	
The Kent Resource Partnership (KRP) will lead the transformation to a circular economy, where the value of material resources flowing into and through Kent are retained, generating employment, skills and training opportunities, and realising wider economic, environmental, health and wellbeing benefits for the local and regional community and beyond.	
Strategy Mission Statement	
We are committed to delivering efficiency and quality in our resource management and waste services, with focus on: -	
<ul style="list-style-type: none"> • Maximising the ‘value’ of resources that we manage from households, in terms of realising the social, environmental and economic opportunities; • Providing the best possible value for money service to the Kent taxpayer, taking into account whole service costs; • Realising opportunities to improve services now and in the future through engagement, collaboration and working in partnership with the supply chain; and • Supporting future thinking through ongoing research and evidence that will facilitate the transition into a circular economy for Kent. 	
Policies & Policy Objectives	
1.	Maximising the Value of Resources
1.1	Up until 2020/21, the KRP will achieve a year on year reduction to its Kent-wide residual household waste per household (kg/h’hold) tonnage. [Note: measured using the ex NI191 as published by Defra’s waste statistics annually].
1.2	By 2020/21, the KRP will recycle and compost at least 50% of household waste tonnage. [Note: measured using the ex NI192 as published by Defra’s waste statistics annually].
1.3	By 2020/21, the KRP will ensure no more than 2% of Kent’s municipal waste ends at landfill. [Note: measured using the ex NI193 as published by Defra’s waste statistics annually].
1.4	By 2020/21, the KRP will develop a joint approach to facilitate the procurement of third sector/reuse providers/charities in managing and delivering a reuse service for bulky waste.
1.5	The KRP will explore the possibility of implementing recycling on-the-go initiatives, and other similar activities aimed at recovering resources and help reduce litter. The KRP will also look to engage and work with the supply chain to deliver recycling on-the-go in key areas of high footfall e.g. towns, beaches etc.
1.6	The KRP will publish its Materials End Destinations Publication on an annual basis and continue its transparent approach to reflect where all material resources end up.

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2.	Value for Money for Kent Taxpayers
2.1	The KRP will deliver value for money to Kent residents by maximising joint service delivery opportunities between its councils; cross-boundary working and ensuring all opportunities to realise economy of scale savings through procurement exercises are delivered.
2.2	The KRP will continue to build on its reputation as a leading resource partnership and work with the supply chain to deliver research projects, services and campaigns. As with previous successes, the KRP will continue to seek external funding opportunities, where possible.
2.3	The KRP will retain its focus on food waste as a priority waste stream and support, through the sharing of good practice and identification of joint opportunities, separate collection for discarded food waste on a weekly basis for all residents by 2020/21 where possible.
2.4	The KRP will develop a joint approach to tackling littering, fly-tipping and other related environmental crimes which would be underpinned by creating a culture of sharing high quality intelligence within the KRP and with others where appropriate e.g. Highways England, Environment Agency, Kent Police, neighbouring local authorities and others.
2.5	The KRP will facilitate the sharing of resources both in terms of communication campaigns linked to priority actions and focus areas, and in terms of ensuring local intelligence and information can be shared across the County.
2.6	The KRP will support its councils in ensuring first class health and safety standards are maintained across the County. This includes employees (& potential employees) have the skills, training and competencies to meet the increasingly technical requirements of the resource management and waste sector.
3.	Engagement, Collaboration and Partnership Working
3.1	The KRP will identify opportunities for joint working and realise greater efficiency savings. This to be achieved by maximising on economies of scale and implementing good practice across all aspects of its resource management and waste services, in partnership with both its own councils and through developing new relationships across the supply chain.
3.2	The KRP will continue to maximise engagement with national and local government and those operating across the supply chain, and wider industry bodies through representation on forums, networks, working groups, and through its own Annual Conference.
3.3	The KRP will produce an Annual Report that reflects the focus and priorities of the previous financial year in delivering the KJMWMS, and any other activities within its remit.
3.4	The KRP will maintain a publically available Operating Framework that defines its scope, remit and procedures; review its continued operation at least in 2019 and 2024, or any other times as agreed by the KRP.
3.5	The KJMWMS will be fully reviewed in 2021/22; or at any other times as agreed by the KRP; or in accordance with any changes in legislation relating to such strategies.

4.	Future Thinking
4.1	<p>The KRP will research activities that will provide an evidence base to enable a more detailed review of the KJMWMS from 2021/22 onwards. This would include focus on:-</p> <ul style="list-style-type: none"> • Aligning with key policies such as the EU Circular Economy Package, 25 Year Environment Plan and the imminent Resource & Waste Strategy. In addition, to maintain a flexible approach to other potential changes that may come from Extended Producer Responsibility (EPR) reform, Deposit Return Schemes (DRS), single-use plastic charges etc. • Exploring the possibility of extending the partnership and reviewing potential opportunities for greater cross-boundary working; • Considering requirements to secure infrastructure to enhance and develop the network of local resource management and waste facilities. This may include the development of consistent collection specifications across all councils as a means to attract future investment and infrastructure. • Developing other metrics and means to focus on quality and value of resources as opposed to traditional weight based targets; and • Target material streams and/or specific sectors in order to identify and implement management options within a more circular context.

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**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)
(ENGLAND) REGULATIONS 2018**

Direct & Trading Advisory Committee - 9 October 2018

Report of Chief Officer Environmental & Operational Services

Status For Decision

Also considered by Cabinet - 11 October 2018

Key Decision Yes

Executive Summary: On 1 October 2018 The Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 come into force. This new legislation introduces an updated licensing framework in England for five activities involving animals; selling animals as pets, providing or arranging the provision of boarding for cats/dogs, hiring out horses, dog breeding and keeping or training of animals for exhibition (Performing Animals).

The introduction of these regulations will impact upon the work of the Environmental Protection Team and has highlighted the need to revise our procedures and fee structure.

This report supports the Key Aim of Safe Communities and Sustainable Economy

Portfolio Holder Cllr. Matthew Dickins

Contact Officers Annie Sargent, Ext. 3085,
Nick Chapman, Ext. 3160

Recommendation to Direct & Trading Advisory Committee: That it be recommended to Cabinet

- (a) To note the changes required by The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- (b) To agree the associated fee structure produced in accordance with DEFRA guidance, and
- (c) To agree the enforcement approach outlined in the report

Recommendation to Cabinet:

- (a) To note the changes required by The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

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-
- (b) To agree the associated fee structure produced in accordance with DEFRA guidance, and
 - (c) To agree the enforcement approach outlined in the report
-

Reason for recommendation: To allow implementation of The Animal Welfare [Licensing of Activities Involving Animals] [England] Regulations 2018 and to agree the fee structure and enforcement approach.

Introduction and Background

- 1 Sevenoaks District Council is responsible for the licensing and regulation of various animal-related activities. Animal Control Officers carry out these functions within the District Council with the assistance of the Licensing Partnership who administer parts of the animal licensing process.
- 2 Officers undertake inspections (where appropriate with a veterinary inspector), generate and review reports in relation to conditions, review and amend license conditions, authorise licenses to be issued or renewed and undertake investigations into breaches of conditions/ licences and enforcement as required.
- 3 Sevenoaks District Council currently licence the following premises:

Boarding establishments for cats or dogs (Kennel/Cattery)	17
Homeboarders	9 (further 2 applications pending)
Riding Establishments	8
Breeding Establishments	2
Pet Shop	10
Performing Animal Registrations	3
Dangerous Wild Animal Licenses	1
Operating a Zoo	1

Changes to the Animal Licensing Regime

- 4 On 1 October 2018, The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force. (A copy of the regulations is included in Appendix 1.
- 5 Under the regulations the existing licensing regimes for animal boarding establishments, pet shops, riding establishments and dog breeders have been repealed and have been replaced by a single licensing scheme.

- 6 The licensing regimes which cover Dangerous Wild Animals and Zoos is unaffected by new regulations
- 7 It should be noted that these Regulations and their accompanying guidance were only issued in August 2018. This has given regulators a short timescale to get the relevant systems in place before they come into force on October 1st 2018. In the past few weeks, all relevant officers in the Council have received appropriate update training.
- 8 It is recognised that these regulations are in an ongoing state of being updated and revised. Officers and Council's will therefore need to be in a position to update and amend their fees, systems and procedures accordingly, as those revisions are brought out.
- 9 In addition to sectors already licensed by the District Council the new regulations now encompass Dog Crèches ("Doggy Day Care") where dogs are boarded for periods during the day only.
- 10 The number of litters that a dog breeder can produce in a 12 month period before they are presumed to require a licence has dropped from five litters to three. In addition any breeder which makes a profit (determined in guidance to be an operational income of £1000) now requires licensing.
- 11 Anyone who advertises an animal for sale will now also require a licence. This will include dog breeders who advertise on intermediary sites such as "Pets 4 Homes".
- 12 Performing Animals are now also included within the licensing regime. These animals include those which are being exhibited and those which form part of a performance. Subject to a satisfactory inspection a licence will be granted for three years.
- 13 The regulations require that all businesses undertaking these regulated animal activities meet the same, up-to-date, nationally set welfare standards. Businesses wishing to be licensed will need to meet minimum standards to hold and retain a license. These standardised conditions are prescribed by the regulations rather than each authority determining local conditions for its area.
- 14 Whilst under the previous regimes a licence authorised an animal establishment (i.e. the licence was tied to a property) the new regime will licence an activity. Whilst in the majority of circumstances this will have no practicable impact, licences will in theory be portable between sites which could pose difficulties (such as where a breeder moves home).
- 15 Under the new licensing regime, the District Council will be able to issue licences of 1, 2 or 3 years. Higher rated businesses with a history of good compliance will be able to obtain longer licences, and consequently will pay lower fees reducing the burden upon them. It is hoped that this will incentivise businesses to perform at higher levels which will drive up animal

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welfare standards and allow Local Authorities to target resources to those premises struggling to meet standards.

- 16 As with food businesses, animal establishments will now be issued with a “star” rating which will be published on the license and the District Council’s website. These ratings will be determined at inspection using a published score matrices. Consequently there will be minimal local discretion as to how this system will be applied. Ratings are appealable by the business operator and so the Council will need to implement an appeals system to enable any disputes in the star rating awarded to be challenged.
- 17 Licenses will now be able to authorise more than one activity (for example an animal breeding licence with a boarding establishment). However, only one star rating will apply to each licence (with the lower rated premise being used to calculate the score). Therefore we anticipate that most licence holders will wish to separate activities so as not to disadvantage an established business.
- 18 Following the transition period the District Council will be required to invite existing license holders to reapply for their licence. This must happen at least three months prior to the expiry of the existing licence. The business operator is required to apply for the licence a minimum of 10 weeks before the licence is due to expire to ensure there is no gap in coverage.
- 19 Once an application for a licence has been received we will have 10 weeks to determine and either issue or refuse the licence. This includes undertaking all the necessary checks (including where necessary appointing a veterinary inspector).
- 20 The regulations provide new powers to licensing authorities to vary, suspend and revoke licenses where there is non-compliance or it is necessary to protect the welfare of an animal. However in order to exercise these powers it will be necessary to designate officers as Animal Welfare Inspectors under the Animal Welfare Act.
- 21 Officers who are already undertaking licensing inspections will be deemed competent under the new regulations for a three year period. Any new officer employed by the District Council to undertake inspections will be required to hold a level 3 qualification and current inspectors will need to complete this qualification within the three year period.
- 22 Currently the number of authorised trainers able to deliver this training is limited. The City of London do currently offer such a course with a cost of around £1000 per delegate.
- 23 Any licence issued under the existing regime will remain in force and have effect until its original expiry date. At that point the operator will need to make an application under the new licensing scheme.

Implementation Plan

- 24 Administration of the new licensing regime will continue to be undertaken by the Licensing Partnership. They are currently waiting for DEFRA to release proposed application forms for each licensing area.
- 25 The Animal Control Officer will be contacting/visiting existing license holders to update them of the forthcoming changes and provide them with advice and guidance to help them prepare.
- 26 We will be working with the Communications Team to ensure that content on the District Council's website is updated as understanding of the regime increases. We have already published advice on the impact of the new regime and an article will be published within 'In Shape' to help raise awareness amongst the general public.
- 27 Officers within Environmental Health and the Licensing Partnership have attended training on the new regulations.
- 28 The Kent Animal Welfare Officers group (A CIEH subgroup) are meeting to share best practice and consistency across the county.

Anticipated Increase in Licences and Resourcing

- 29 We anticipate the new regulations will lead to an increase in the number of licence applications.
- 30 The legislation and guidance indicate that full costs for issuing licenses must be recovered by the fees. (Please see attached spreadsheet -Appendix 2)
- 31 Based upon our investigations and records of previous enquiries we anticipate the following additional licence applications.
 - Dog Crèche (Doggy Day Care)- estimated up to 10 to 20 licence applications
 - Performing Animal Licences- estimated up to 10 additional licences owing to increase in scope as to what is covered.
 - Breeding Licences- estimated 20-30 additional applications
 - Online animal traders and brokers- 1-2 additional licences.
- 32 We anticipate that our total animal licences will grow from 53 to around 115. With additional interim inspections expected.
- 33 We anticipate that the impact of this increase will increase the staffing requirement from approximately 0.25 FTE to 0.4 FTE (This requirement will be similar for our Dartford animal licensing work).
- 34 This work will continue to be carried out by the Animal Control Officer in addition to her other work managing our stray arrangements, investigating

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dangerous and nuisance dogs, general animal welfare issues and promotion, however impact on the demand on existing resources will need to be reviewed as implementation proceeds .

- 35 In addition, the District Council will need to consider the impact of the appeals procedure associated with the 'star rating system'. These assessments will need to be undertaken by an independent officer.
- 36 The EH team will now also be expected to complete a detailed annual return on premises in the district relating to the new Regulations.
- 37 This extra administration and appeal process will likely impact upon the greater workload of the Environmental Health Managers and the EH administration team.

Proposed Enforcement of New Regulations

- 38 Owing to the extensive changes within the new regulations; we anticipate that it will take several months for the new regime to become embedded and fully accepted and understood by businesses and the general public.
- 39 From 1 October 2018 all businesses undertaking the specified animal related activities will technically be required to be licensed. However owing to delays in DEFRA releasing application forms, delays in setting fees and other work priorities it is considered that this will not be possible.
- 40 We therefore propose that initially (until April 2019) Officers be empowered to take a 'light touch' approach to enforcement. It is proposed that Officers would not seek to enforce against a business operating without a licence (having not required one in the previous regime) subject to officers being satisfied that an imminent application will be received by the District Council.
- 41 We consider that this approach is in accordance with the Environmental Health Enforcement policy and in accordance with policies under 'Better Business for All'.
- 42 Under the new regulations we are unable to issue a licence to a premises which is unable to meet/comply with the nationally set conditions. This may result in previously licenced facilities being un-licensable under the new regime. It is also likely to result in some businesses receiving more restrictive licences than were issued under the old legislation (i.e. fewer dogs for home boarders etc).

Proposed Fees

- 43 The guidance provided is such that we are now obliged to review our existing fee structures. Unfortunately the delay in providing the guidance means that we have been unable to consult existing operators.

44 Currently the District Council charges the following fees:

Licensable Activity	Current Fee
Animal Boarding	£250
Pet Shops/ Selling of Animals	£250
Riding Establishments	£278
Breeding Establishments	£250
Home boarding establishment	£224
Performing Animals (registration fee)	£95
Dangerous Wild Animal	£343
Zoo (5 year licence)	£2740

45 Our proposed fees have been generated in accordance with the guidance provided which itself was based upon responses made to the consultation exercise undertaken by DEFRA when drafting the regulations. Fees set should be on a cost recovery basis as set out in the Regulations and associated guidance.

46 The fundamental difference between the proposed fee structure and that it replaces is that fees should be structured to reflect successful and unsuccessful applications (i.e. a successful application requires additional regulatory effort during the duration of the licence). The fee structure will therefore be broken down into two parts;

- Application Cost (For all applications) (Part A)
 - Administration Process- liaison with customers, checking and entering application on system, managerial oversight
 - Financial Process (collection of fees)
 - Inspectors Input- Review of application, administration of inspection (including veterinary attendance as required), inspection, reviewing licence details and conditions.
 - Managerial oversight and review- review reports, assist with decisions, strategic overview and appeals.

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- Miscellaneous costs (spread across all licences) - Officer training, website maintenance, general advice, equipment including vehicle costs, fee setting and committee matters
 - Completion fee (Successful applications only) (Part B)
 - Investigation of complaints about licensed premises
 - Compliance checking
 - Review of disputes etc
- 47 Owing to reduced administration costs from continued licenses; there is an opportunity to offer a small reduction in the fee charged for renewed licences.
- 48 Whilst Zoo and Dangerous Wild Animal licensing is outside the scope of the new regulations, we consider that it is appropriate at this time to restructure the fee for these activities to ensure that they reflect regulatory effort and are in line with those being set under the new regulations.
- 49 The regulations require that Riding schools are inspected by a veterinary inspector on an annual basis. For all other premises veterinary inspections will be undertaken where there is considered, by the Animal Control Officer or other appointed inspector, a need for such expert advice. It is, for example, generally considered best practice for a vet to inspect a new premises alongside the District Council's inspector.
- 50 Where a veterinary inspection is required this will be billed separately and on top of the District Council's fee. Fees are determined by the hourly rate of the vet and the duration of the inspection.
- 51 A license cannot be issued until all Part A, Part B and any associated vets fees are paid.

The proposed fees for animal licences issued by Sevenoaks District Council have been determined by a cost analysis exercise (Appendix 2). Whilst administration costs are the same for all premises types, fees vary based upon the type of licence and animal involved. For example, it is our experience that a riding establishment will take significantly longer to inspect than a home boarder.

- 52 The proposed fees (Part A and B combined) are shown in the table below:

Licensing Activity	New Application	Renewal Application	Current fee (no variation in new or renewal fee)
Animal Boarding	£418	£374	£250

Selling of Animals	£418	£374	£250
Hiring out horses (formerly riding establishments)	£483	£440	£278
Breeding of Dogs	£402	£358	£250
Home Boarders	£386	£342	£224
Dog Day Care	£386	£374	N/A
Performing Animals	£386	£342	£95 (previously only registration)
Dangerous Wild Animal	£418	£374	£343
Zoo (5 year licence)	£2694	£2650	£3025

- 53 Whilst all of the licence fees have been revised (in line with the new guidance), the scoring matrix and variable license length means that establishments will be incentivised to comply. (Includes Part A and B combined)

Impact of Star Rating						
Star Risk Rating	1-2*	3-4*	5*	1-2*	3-4*	5*
Licence Period	1	2	3	1	2	3
Activity	New Application			Renewal		
Animal Boarding	£418	£209	£139	£374	£187	£125
Selling of Animals	£418	£209	£139	£374	£187	£125
Hiring out horses (formerly riding establishments)	£483	£241	£161	£440	£220	£147

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Breeding of Dogs	£402	£201	£134	£358	£179	£119
Home Boarders	£386	£193	£127	£342	£171	£114
Dog Day Care	£386	£193	£127	£342	£171	£114
Performing Animals	Automatic 3 year license		£129	Automatic 3 year license		£114

Other Options Considered and/or Rejected

- 54 To maintain the existing fee structure. Our current fees do not reflect the costs of operating the regime. Guidance issued by DEFRA suggests that District Councils should be achieving cost recovery and our fees should be modified to reflect this.
- 55 To adopt a zero tolerance approach to enforcement of those operating without a license. Owing to delays in DEFRA releasing guidance on the new regulations, delays in publishing license application forms and setting fees for businesses; there will be an inevitable period after the regulations come into force where licensable activities remain unregulated.
- 56 Some newly licensable activities will be existing businesses (dog day care and breeders). Therefore they may be expected to cease trading or risk being pursued for committing a criminal offence should they continue trading prior to being issue a licence. Officers consider that enforcement of these newly licensable activities would be unreasonable until such reasonable time has passed to allow us to process applications and implement the new regime.

Key Implications

Financial

The proposed fees are on a cost recovery basis taking into account the requirements of the new Regulations.

Legal Implications and Risk Assessment Statement.

The new Regulations will be implemented in accordance with DEFRA guidance and the Council's enforcement policy. The impact the new licensing regime places on existing resources will need to be reviewed. The service will be provided on a cost recovery basis.

Equality Assessment

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

Conclusions

It is considered the approach to enforcement and the fees proposed, as outlined in the report, are necessary to successfully implement this new licensing regime for animals.

Appendices

Appendix A - The Animal Welfare [Licensing of activities involving animals] [England] Regulations 2018

Appendix B - Cost Analysis Exercise

Background Papers

Procedural Guidance for Animal Activity Licensing 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20nvolvi/b.%20Procedural%20Guidance%20for%20Animal%20Activity%20Licensing%202018.pdf>

Guidance notes for breeding dogs 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20nvolvi/c.%20Guidance%20notes%20for%20Breeding%20Dogs%202018.pdf>

Guidance notes for boarding in kennels for dogs 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20nvolvi/d.%20Guidance%20notes%20for%20Boarding%20Dogs%20in%20Kennels%202018.pdf>

Guidance note for home boarding of dogs 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20nvolvi/e.%20Guidance%20notes%20for%20Home%20Boarding%20Dogs%202018.pdf>

Guidance notes for dog day care 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20nvolvi/f.%20Guidance%20notes%20for%20Dog%20Day%20Care%202018.pdf>

Guidance notes for selling animals as pets 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20>

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20Involvi/h.%20Guidance%20notes%20for%20Selling%20Animals%20as%20Pets%202018.pdf>

Guidance notes for the exhibition of animals 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20Involvi/i.%20Guidance%20notes%20for%20Exhibition%20of%20Animals%202018.pdf>

Guidance notes for the hiring out of horses 2018-

<http://www.cfsg.org.uk/The%20Animal%20Welfare%20Licensing%20of%20Activities%20Involvi/j.%20Guidance%20notes%20for%20Hiring%20out%20Horses%202018.pdf>

Dangerous Wild Animals Act 1976-

<http://www.legislation.gov.uk/ukpga/1976/38>

Richard Wilson

Chief Officer Environmental & Operational Services

STATUTORY INSTRUMENTS

2018 No. 486

ANIMALS, ENGLAND

**The Animal Welfare (Licensing of Activities Involving Animals)
(England) Regulations 2018**

Made - - - - - *16th April 2018*

Coming into force - - - - - *1st October 2018*

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The Secretary of State is, in relation to England, the appropriate national authority for the purpose of exercising the powers conferred by section 13(2), (7), (8) and (10) of and Parts 1 and 3 of Schedule 1 to the Animal Welfare Act 2006^(a), and makes the following Regulations in exercise of those powers.

In accordance with section 13(9) of that Act, the Secretary of State has consulted such persons appearing to the Secretary of State to represent interests with which these Regulations are concerned as the Secretary of State considered appropriate.

In accordance with section 61(2) of that Act, a draft of this instrument has been laid before Parliament and approved by resolution of each House of Parliament.

PART 1

Introduction

Title, commencement and application

1.—(1) These Regulations—

- (a) may be cited as the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018;
- (b) come into force on 1st October 2018.

(2) The following provisions of these Regulations apply in England only—

- (a) regulations 2 to 24,
- (b) regulations 27 to 29, and
- (c) Schedules 1 to 8.

Interpretation

2. In these Regulations—

“the Act” means the Animal Welfare Act 2006;

“adult dog” means a dog aged 6 months or more;

“general conditions” means the conditions set out in Schedule 2;

“horse” includes an ass, mule or hinny;

“licence”, except as the context otherwise requires in regulation 11(1)(b) and Schedule 8 or where more specifically provided, means a licence to carry on a licensable activity granted or renewed under these Regulations and cognate expressions are to be construed accordingly;

“licence conditions” means—

- (a) the general conditions, and
- (b) the relevant specific conditions;

“licensable activity” means an activity described in paragraph 2, 4, 6, 8 or 10 of Schedule 1;

“listed” means for the time being listed as authorised to carry out an inspection on the list of veterinarians drawn up by the Royal College of Veterinary Surgeons;

“local authority” means—

- (a) a district council,
- (b) a London borough council,

(a) 2006 c. 45. The appropriate national authority is defined in section 62(1) of the Act.

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- (c) the Common Council of the City of London (in their capacity as a local authority),
- (d) the Council of the Isles of Scilly, or
- (e) a combined authority in England established under section 103 of the Local Democracy, Economic Development and Construction Act 2009(a);

“operator” means an individual who—

- (a) carries on, attempts to carry on or knowingly allows to be carried on a licensable activity, or
- (b) where a licence has been granted or renewed, is the licence holder;

“pet” means an animal mainly or permanently, or intended to be mainly or permanently, kept by a person for—

- (a) personal interest,
- (b) companionship,
- (c) ornamental purposes, or
- (d) any combination of (a) to (c).

“puppy” means a dog aged less than 6 months;

“relevant specific conditions” means—

- (a) in relation to the activity of selling animals as pets (or with a view to their being later resold as pets) as described in paragraph 2 of Schedule 1, the conditions set out in Schedule 3;
- (b) in relation to the activity of providing or arranging for the provision of boarding for cats or dogs as described in paragraph 4 of Schedule 1, the conditions set out in the relevant Part of Schedule 4;
- (c) in relation to the activity of hiring out horses as described in paragraph 6 of Schedule 1, the conditions set out in Schedule 5;
- (d) in relation to the activity of breeding dogs as described in paragraph 8 of Schedule 1, the conditions set out in Schedule 6;
- (e) in relation to the activity of keeping or training animals for exhibition as described in paragraph 10 of Schedule 1, the conditions set out in Schedule 7;

“sleeping area” means a fully-enclosed indoor area in which a dog, or, in the context of Part 1 of Schedule 4, a cat, can rest, sleep or avoid seeing other people or animals;

“veterinarian” means—

- (a) a person who is for the time being registered in the register of veterinary surgeons maintained under section 2 of the Veterinary Surgeons Act 1966(b), or
- (b) a person who is for the time being registered in the supplementary veterinary register maintained under section 8 of that Act;

“working day” means any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday in England and Wales under section 1 of the Banking and Financial Dealings Act 1971(c).

Licensing of operators

3.—(1) Each licensable activity is a specified activity for the purposes of section 13(1) of the Act.

(a) 2008 c.20. Section 103 has been amended by sections 12(2) and 14(2) of the Cities and Local Government Devolution Act 2016 (2016 c.1).

(b) 1966 c. 36. Section 2(2) has been amended by article 12 and paragraph 1 of the Schedule to S.I. 2003/2919 and by article 2 and paragraph (2)(a) and (b) of the Schedule to S.I. 2008/1824.

(c) 1971 c. 80.

(2) A local authority is the licensing authority for any licensable activity carried on on premises in its area.

PART 2

Grant, renewal and variation with consent of a licence and inspection of premises

Conditions of grant or renewal of a licence

4.—(1) This regulation applies where—

- (a) a local authority has received from an operator an application in writing for the grant or renewal of a licence to carry on a licensable activity on premises in the local authority's area, and
- (b) the application gives such information as the local authority has required.

(2) The local authority must—

- (a) appoint one or more suitably qualified inspectors to inspect any premises on which the licensable activity or any part of it is being or is to be carried on, and
- (b) following that inspection, grant a licence to the operator, or renew the operator's licence, in accordance with the application if it is satisfied that—
 - (i) the licence conditions will be met,
 - (ii) any appropriate fee has been paid in accordance with regulation 13, and
 - (iii) the grant or renewal is appropriate having taken into account the report submitted to it in accordance with regulation 10.

(3) A local authority must attach to each licence granted or renewed—

- (a) the general conditions, and
- (b) the relevant specific conditions.

(4) On receipt of an application in writing for the grant or renewal of a licence in respect of the activity described in paragraph 6 of Schedule 1, if no inspector appointed under paragraph (2)(a) is a listed veterinarian, the local authority must appoint a listed veterinarian to inspect the premises with the inspector appointed under that paragraph.

(5) On receipt of an application in writing for the grant of a licence in respect of the activity described in paragraph 8 of Schedule 1, if no inspector appointed under paragraph (2)(a) is a veterinarian, the local authority must appoint a veterinarian to inspect the premises with the inspector appointed under that paragraph.

(6) Paragraph (5) does not apply where the application is for the grant of such a licence which is to have effect immediately after the remainder of the term of a licence mentioned in regulation 27(5).

(7) In considering whether the licence conditions will be met, a local authority must take account of the applicant's conduct as the operator of the licensable activity to which the application for the grant or renewal relates, whether the applicant is a fit and proper person to be the operator of that activity and any other relevant circumstances.

(8) A local authority must not grant a licence to an operator, or renew an operator's licence, in any circumstances other than those described in these Regulations.

(9) All licences granted or renewed in relation to any of the licensable activities are subject to the licence conditions.

Period of licence

5. A local authority may grant or renew a licence—

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- (a) for a period of one, two or three years in respect of the activity or any part of the activity described in paragraph 2, 4, 6 or 8 of Schedule 1 if it is satisfied that a period of one, two or three years, as the case may be, is appropriate on the basis of its assessment, having regard to such guidance as may be issued by the Secretary of State, of—
 - (i) the risk of an operator breaching any licence conditions;
 - (ii) the impact on animal welfare of any such breaches; and
 - (iii) whether the operator is already meeting higher standards of animal welfare than are required by the licence conditions;
- (b) for a period of three years in respect of the activity or any part of the activity described in paragraph 10 of Schedule 1.

Power to take samples from animals

6. An inspector may, for the purposes of ensuring the licence conditions are being complied with, take samples for laboratory testing from any animals on premises occupied by an operator.

Duty to assist in the taking of samples from animals

7. An operator must comply with any reasonable request of an inspector to facilitate the identification and examination of an animal and the taking of samples in accordance with regulation 6 and, in particular, must arrange the suitable restraint of an animal if so requested by an inspector.

Hiring out horses: requirement for annual inspection of premises

8.—(1) Where there is a licence in force in relation to an activity described in paragraph 6 of Schedule 1, the local authority must appoint a listed veterinarian to inspect the premises on which the activity is being carried on.

(2) For the purposes of paragraph (1), the authority must make an appointment for an inspection to take place before the end of the first anniversary of the day on which the licence, as granted or renewed, came into force and before the end of each subsequent year in respect of which the licence remains in force.

Variation of a licence on the application, or with the consent, of a licence holder

9. A local authority may at any time vary a licence—
- (a) on the application in writing of the licence holder, or
 - (b) on its own initiative, with the consent in writing of the licence holder.

Inspector's report

10.—(1) Where a local authority arranges an inspection pursuant to regulation 4(2)(a), it must arrange for the submission to it of a report by the inspector.

- (2) The inspector's report must—
- (a) contain information about the operator, any relevant premises, any relevant records, the condition of any animals and any other relevant matter, and
 - (b) state whether or not the inspector considers that the licence conditions will be met.

Persons who may not apply for a licence

11.—(1) The following persons may not apply for a licence in respect of any licensable activity—

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
 - (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.
- (2) Any licence granted or renewed, or held by, a person mentioned in paragraph (1)(a) or (b) is automatically revoked.

Death of a licence holder

12.—(1) In the event of the death of a licence holder, the licence is deemed to have been granted to, or renewed in respect of, the personal representatives of that former licence holder.

(2) In the circumstances described in paragraph (1), the licence is to remain in force for three months beginning with the date of the death of the former licence holder or for as long as it was due to remain in force but for the death (whichever period is shorter) but remains subject to the provisions in Part 3.

(3) The personal representatives must notify in writing the local authority which granted or renewed the licence that they are now the licence holders within 28 days beginning with the date of the death of the former licence holder.

(4) If the personal representatives fail so to notify the local authority within the period specified in paragraph (3), the licence shall cease to have effect on the expiry of that period.

(5) The local authority which granted or renewed the licence may, on the application of the personal representatives, extend the period specified in paragraph (2) for up to three months if it is satisfied that the extension is necessary for the purpose of winding up the estate of the former licence holder and is appropriate in all the circumstances.

Fees

13.—(1) A local authority may charge such fees as it considers necessary for—

- (a) the consideration of an application for the grant, renewal or variation of a licence including any inspection relating to that consideration, and for the grant, renewal or variation,
- (b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the licence holder is subject in circumstances other than those described in sub-paragraph (a) including any inspection relating to that consideration,
- (c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and
- (d) the reasonable anticipated costs of compliance with regulation 29.

(2) The fee charged for the consideration of an application for the grant, renewal or variation of a licence and for any inspection relating to that consideration must not exceed the reasonable costs of that consideration and related inspection.

Guidance

14. A local authority must have regard in the carrying out of its functions under these Regulations to such guidance as may be issued by the Secretary of State.

PART 3

Enforcement and notices

Grounds for suspension, variation without consent or revocation of a licence

15. A local authority may, without any requirement for the licence holder's consent, decide to suspend, vary or revoke a licence at any time on being satisfied that—

- (a) the licence conditions are not being complied with,
- (b) there has been a breach of these Regulations,
- (c) information supplied by the licence holder is false or misleading, or
- (d) it is necessary to protect the welfare of an animal.

Procedure for suspension or variation without consent

16.—(1) Except as otherwise provided in this regulation, the suspension or variation of a licence following a decision under regulation 15 has effect at the end of a period of seven working days beginning with the date on which notice of the decision is issued to the licence holder or, if that date is not a working day, the next working day.

(2) If it is necessary to protect the welfare of an animal, the local authority may specify in the notice of its decision that the suspension or variation has immediate effect.

(3) A decision to suspend or vary a licence must—

- (a) be notified to the licence holder in writing,
- (b) state the local authority's grounds for suspension or variation,
- (c) state when it comes into effect,
- (d) specify measures that the local authority considers are necessary in order to remedy the grounds, and
- (e) explain the right of the licence holder to make written representations in accordance with paragraph (4) and give details of the person to whom such representations may be made and the date by the end of which they must be received.

(4) The licence holder may make written representations which must be received by the local authority within seven working days beginning with the date of issue of notice of the decision under regulation 15 to suspend or vary the licence or, if that date is not a working day, the next working day.

(5) Except in relation to notices under paragraph (2), where a licence holder makes written representations which are received by the local authority within the period specified in paragraph (4), the suspension or variation is not to have effect unless the local authority, after considering the representations, suspends or varies the licence in accordance with paragraph (6)(a).

(6) Within seven working days beginning with the date of receipt of any representations made in accordance with paragraph (5), the local authority must, after considering the representations—

- (a) suspend or vary the licence,
- (b) cancel its decision under regulation 15 to suspend or vary the licence,
- (c) confirm the suspension or variation of the licence under paragraph (2), or
- (d) reinstate the licence if it has been suspended, or cancel its variation if it has been varied, under paragraph (2).

(7) The local authority must issue to the licence holder written notice of its decision under paragraph (6) and the reasons for it within seven working days beginning with the date of receipt of any representations made in accordance with paragraph (4) or, if that date is not a working day, beginning with the next working day.

(8) The local authority's decision under paragraph (6) is to have effect on service of its notice under paragraph (7).

(9) Paragraph (10) applies if the local authority fails to comply with paragraph (6) or (7).

(10) Where this paragraph applies, after seven working days beginning with the date of receipt of any representations made in accordance with paragraph (4) or, if that date is not a working day, beginning with the next working day—

- (a) a licence suspended under paragraph (2) is to be deemed to be reinstated;
- (b) a licence varied under paragraph (2) is to be deemed to have effect as if it had not been so varied;
- (c) a licence suspended under paragraph (6)(a) is to be deemed to be reinstated;
- (d) a licence varied under paragraph (6)(a) is to be deemed to have effect as if it had not been so varied;
- (e) any licence held by the licence holder other than a licence suspended or varied under paragraph (2) or (6)(a) which the local authority decided to suspend or vary under regulation 15 is to be deemed to remain in force and not to be so varied.

(11) Once a licence has been suspended for 28 days, the local authority must on the next working day—

- (a) reinstate it without varying it,
- (b) vary and reinstate it as varied, or
- (c) revoke it.

(12) If the local authority fails to comply with paragraph (11), the licence is to be deemed to have been reinstated without variation with immediate effect.

Reinstatement of a suspended licence by a local authority

17.—(1) A local authority must reinstate a suspended licence by way of written notice once it is satisfied that the grounds specified in the notice of suspension have been or will be remedied.

(2) Where a local authority reinstates a licence under paragraph (1), it may reduce the period for which it is reinstated.

Notice of revocation

18.—(1) A revocation decision must—

- (a) be notified in writing to the licence holder,
- (b) state the local authority's grounds for revocation, and
- (c) give notice of the licence holder's right of appeal to the First-tier Tribunal and the period under regulation 24 within which such an appeal may be brought.

(2) The decision has effect on service of the notice.

Obstruction of inspectors

19. A person must not intentionally obstruct an inspector appointed for the purposes of the enforcement of these Regulations in the exercise of any powers conferred by or under the Act.

Offences

20.—(1) It is an offence for a person, without lawful authority or excuse—

- (a) to breach a licence condition;
- (b) to fail to comply with regulation 7 or 19.

(2) A person who commits an offence under paragraph (1) is liable on summary conviction to a fine.

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Powers of entry

21. Breach of a licence condition must be treated as a relevant offence for the purposes of section 23 of the Act (entry and search under warrant in connection with offences).

Post-conviction powers

22. The relevant post-conviction powers contained in sections 34 and 42 of the Act apply in relation to a conviction for an offence under regulation 20.

Notices

23.—(1) Any notice issued by a local authority under these Regulations may be amended, suspended or revoked by the local authority in writing at any time.

(2) A notice may be served on a person by—

- (a) personal delivery,
- (b) leaving it or sending it by post to the person's current or last known postal address, or
- (c) emailing it to the person's current or last known email address.

PART 4

Appeals

Appeals

24.—(1) Any operator who is aggrieved by a decision by a local authority—

- (a) to refuse to grant or renew a licence, or
- (b) to revoke or vary a licence,

may appeal to the First-tier Tribunal.

(2) The period within which an operator may bring such an appeal is 28 days beginning with the day following the date of the decision.

(3) The First-tier Tribunal may on application and until the appeal is determined or withdrawn—

- (a) in the case of a decision to refuse to renew a licence, permit a licence holder to continue to carry on a licensable activity or any part of it subject to the licence conditions, or
- (b) suspend a revocation or variation under regulation 15.

(4) On appeal, the First-tier Tribunal may overturn or confirm the local authority's decision, with or without modification.

PART 5

Repeals, revocations and consequential amendments

Repeals and consequential amendments

25. Schedule 9 (repeals and consequential amendments) is to have effect.

Revocations and consequential amendments

26. Schedule 10 (revocations and consequential amendments) is to have effect.

PART 6

Transitional and saving provisions

Transitional and saving provisions

27.—(1) Any unexpired licence granted in accordance with the provisions of the Pet Animals Act 1951(a) shall continue in force for the remainder of its term subject to the provisions of that Act as it had effect on the relevant date.

(2) Any unexpired licence granted under the Animal Boarding Establishments Act 1963(b) shall continue in force for the remainder of its term subject to the provisions of that Act as it had effect on the relevant date.

(3) Any unexpired licence granted under of the Riding Establishments Act 1964(c) shall continue in force for the remainder of its term subject to the provisions of that Act as it had effect on the relevant date.

(4) Any unexpired provisional licence granted under the Riding Establishments Act 1970(d) shall continue in force for the remainder of its term subject to the provisions of that Act and, so far as relevant, the Riding Establishments Act 1964 as those Acts had effect on the relevant date.

(5) Any unexpired licence granted in accordance with the provisions of the Breeding of Dogs Act 1973(e) shall continue in force for the remainder of its term subject to the provisions of—

- (a) that Act,
- (b) the Breeding of Dogs (Licensing Records) Regulations 1999(f),
- (c) the Breeding and Sale of Dogs (Welfare) Act 1999(g), and
- (d) the Sale of Dogs (Identification Tag) Regulations 1999(h),

as those enactments had effect on the relevant date.

(6) Any registration of a person under the Performing Animals (Regulation) Act 1925(i) in force on the relevant date shall continue in force, subject to the provisions of that Act as it had effect on the relevant date, for a period of six months starting with the date on which these Regulations come into force.

(7) In this regulation—

“unexpired” means still in force on, and with any of its term remaining after, the relevant date;

“the relevant date” means the day before the date on which these Regulations come into force.

PART 7

Review and provision of information to the Secretary of State

Review

28.—(1) The Secretary of State must, from time to time—

- (a) carry out a review of the regulatory provision contained in these Regulations, and
- (b) publish a report setting out the conclusions of the review.

(a) 1951 c. 35 (14 & 15 Geo 6).
 (b) 1963 c. 43.
 (c) 1964 c. 70.
 (d) 1970 c. 32.
 (e) 1973 c. 60.
 (f) S.I. 1999/3192.
 (g) 1999 c. 11.
 (h) S.I. 1999/3191.
 (i) 1925 c. 38 (15 & 16 Geo 5).

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- (2) The first report must be published before 1st October 2023.
- (3) Subsequent reports must be published at intervals not exceeding five years.
- (4) Section 30(4) of the Small Business, Enterprise and Employment Act 2015(a) requires that a report published under this regulation must, in particular—
 - (a) set out the objectives intended to be achieved by the regulatory provision mentioned in paragraph (1)(a),
 - (b) assess the extent to which those objectives are achieved,
 - (c) assess whether those objectives remain appropriate, and
 - (d) if those objectives remain appropriate, assess the extent to which they could be achieved in another way which involves less onerous regulatory provision.
- (5) In this regulation, “regulatory provision” has the same meaning as in sections 28 to 32 of the Small Business, Enterprise and Employment Act 2015 (see section 32 of that Act).

Provision of information to the Secretary of State

29.—(1) Each local authority must provide the following information to the Secretary of State in writing for the purpose of assisting the Secretary of State to carry out the review in accordance with regulation 28—

- (a) the number of licences in force for each licensable activity in its area on each reference date, and
 - (b) the average level of fees it has charged for licences it has granted or renewed for each licensable activity in each reference period.
- (2) Each local authority must provide the information to the Secretary of State—
- (a) in electronic form, or secure that it is accessible to the Secretary of State in electronic form, and
 - (b) no later than the next 31st May following the relevant reference date.
- (3) In this regulation—

“reference date” means 1st April each year beginning with 1st April 2019;

“reference period” means the period beginning with 1st October 2018 and ending with 31st March 2019, the year beginning with 1st April 2019 and each subsequent year beginning with an anniversary of 1st April 2019.

16th April 2018

Gardiner of Kimble
Parliamentary Under Secretary of State
Department for Environment, Food and Rural Affairs

(a) 2015 c. 26.

SCHEDULE 1

Regulation 2

Licensable activities

PART 1

Business test

1. The circumstances which a local authority must take into account in determining whether an activity is being carried on in the course of a business for the purposes of this Schedule include, for example, whether the operator—

- (a) makes any sale by, or otherwise carries on, the activity with a view to making a profit, or
- (b) earns any commission or fee from the activity.

PART 2

Selling animals as pets

2. Selling animals as pets (or with a view to their being later resold as pets) in the course of a business including keeping animals in the course of a business with a view to their being so sold or resold.

3. The activity described in paragraph 2 does not include—

- (a) selling animals in the course of an aquacultural production business authorised under regulation 5(1) of the Aquatic Animal Health (England and Wales) Regulations 2009^(a), or
- (b) the activity described in paragraph 8.

PART 3

Providing or arranging for the provision of boarding for cats or dogs

4. Providing or arranging for the provision of accommodation for other people's cats or dogs in the course of a business on any premises where the provision of that accommodation is a purpose of the business by—

- (a) providing boarding for cats;
- (b) providing boarding in kennels for dogs;
- (c) providing home boarding for dogs; or
- (d) providing day care for dogs.

^(a) S.I. 2009/463.

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5. The activity described in paragraph 4 does not include keeping a dog or cat on any premises pursuant to a requirement imposed under, or having effect by virtue of, the Animal Health Act 1981(a).

PART 4

Hiring out horses

6. Hiring out horses in the course of a business for either or both of the following purposes—
- (a) riding;
 - (b) instruction in riding.
7. The activity described in paragraph 6 does not include any activity—
- (a) solely for military or police purposes, or
 - (b) involving the instruction of students at a university on a course of study and examinations leading to a veterinary degree to which a recognition order under section 3 of the Veterinary Surgeons Act 1966(b) relates and for as long as such an order is in force.

PART 5

Breeding dogs

8. Either or both of the following—
- (a) breeding three or more litters of puppies in any 12-month period;
 - (b) breeding dogs and advertising a business of selling dogs.
9. The activity described in paragraph 8 does not include—
- (a) keeping a dog on any premises pursuant to a requirement imposed under, or having effect by virtue of, the Animal Health Act 1981,
 - (b) breeding only assistance dogs or dogs intended to be used as assistance dogs within the meaning of section 173 of the Equality Act 2010(c), or
 - (c) breeding three or more litters of puppies in any 12-month period if the person carrying on the activity provides documentary evidence that none of them have been sold (whether as puppies or as adult dogs).

PART 6

Keeping or training animals for exhibition

10. Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes—
- (a) to any audience attending in person, or
 - (b) by the recording of visual images of them by any form of technology that enables the display of such images.
11. The activity described in paragraph 10 does not include—
- (a) keeping or training animals solely for military, police or sporting purposes,

(a) 1981 c. 22.

(b) Section 3(1)(b) has been amended by paragraph 3 of the Schedule to S.I. 2008/1824.

(c) 2010 c. 15.

- (b) any activity permitted under a licence to operate a travelling circus under the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012(a), or
- (c) any activity permitted under a licence for a zoo under the Zoo Licensing Act 1981(b).

SCHEDULE 2

General conditions

Regulation 2

Licence display

1.—(1) A copy of the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on.

(2) The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

Records

2.—(1) The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by an inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.

(2) The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

Use, number and type of animal

3.—(1) No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.

(2) The number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises on which the licensable activity is carried on.

Staffing

4.—(1) Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.

(2) The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour.

(3) The licence holder must provide and ensure the implementation of a written training policy for all staff.

Suitable environment

5.—(1) All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape and must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.

(2) Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to—

(a) S.I. 2012/2932.

(b) 1981 c. 37.

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- (a) their behavioural needs,
 - (b) its situation, space, air quality, cleanliness and temperature,
 - (c) the water quality (where relevant),
 - (d) noise levels,
 - (e) light levels,
 - (f) ventilation.
- (3) Staff must ensure that the animals are kept clean and comfortable.
- (4) Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- (5) Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained and the accommodation must be capable of being thoroughly cleaned and disinfected.
- (6) The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- (7) All the animals must be easily accessible to staff and for inspection and there must be sufficient light for the staff to work effectively and observe the animals.
- (8) All resources must be provided in a way (for example as regards frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- (9) The animals must not be left unattended in any situation or for any period likely to cause them distress.

Suitable diet

- 6.—(1) The animals must be provided with a suitable diet in terms of quality, quantity and frequency and any new feeds must be introduced gradually to allow the animals to adjust to them.
- (2) Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- (3) Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- (4) Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- (5) Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.
- (6) Where feed is prepared on the premises on which the licensable activity is carried on, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

Monitoring of behaviour and training of animals

- 7.—(1) Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.
- (2) For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals' physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- (3) The animals' behaviour and any changes of behaviour must be monitored and advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- (4) Where used, training methods or equipment must not cause pain, suffering or injury.
- (5) All immature animals must be given suitable and adequate opportunities to—

- (a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
- (b) become habituated to noises, objects and activities in their environment.

Animal handling and interactions

8.—(1) All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.

(2) The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals and no animals from a social species may be isolated or separated from others of their species for any longer than is necessary.

(3) The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

Protection from pain, suffering, injury and disease

9.—(1) Written procedures must—

- (a) be in place and implemented covering—
 - (i) feeding regimes,
 - (ii) cleaning regimes,
 - (iii) transportation,
 - (iv) the prevention of, and control of the spread of, disease,
 - (v) monitoring and ensuring the health and welfare of all the animals,
 - (vi) the death or escape of an animal (including the storage of carcasses);
- (b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.

(2) All people responsible for the care of the animals must be made fully aware of these procedures.

(3) Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.

(4) All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.

(5) All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.

(6) Sick or injured animals must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.

(7) Where necessary, animals must receive preventative treatment by an appropriately competent person.

(8) The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises on which the licensable activity is carried on.

(9) Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.

(10) Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.

(11) Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals and must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.

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(12) No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or—

- (a) in the case of fish, a person who is competent for such purpose;
- (b) in the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.

(13) All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour and vulnerable animals must be checked more frequently.

(14) Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.

Emergencies

10.—(1) A written emergency plan, acceptable to the local authority, must be in place, known and available to all the staff on the premises on which the licensable activity is carried on, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns of essential heating, ventilation and aeration or filtration systems or other emergencies.

(2) The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.

(3) External doors and gates must be lockable.

(4) A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

SCHEDULE 3

Regulation 2

Specific conditions: selling animals as pets

Interpretation

1. In this Schedule—

“prospective owner” means a person purchasing an animal to keep or to be kept as a pet;

“premises” means the premises on which the licensable activity of selling animals as pets (or with a view to their being later resold as pets) is carried on;

“purchaser” means a person purchasing an animal to keep as a pet or with a view to it later being resold as a pet.

Records and advertisements

2.—(1) A register must be maintained for all the animals or, in the case of fish, all the groups of fish, on the premises which must include —

- (a) the full name of the supplier of the animal,
- (b) the animal’s sex (where known),
- (c) (except in the case of fish) the animal’s age (where known),
- (d) details of any veterinary treatment (where known),
- (e) the date of birth of the animal or, if the animal was acquired by the licence holder, the date of its acquisition,
- (f) the date of the sale of the animal by the licence holder, and

- (g) the date of the animal's death (if applicable).
- (2) Where an animal is undergoing any medical treatment—
 - (a) this fact must be clearly indicated—
 - (i) in writing next to it, or
 - (ii) (where appropriate) by labelling it accordingly, and
 - (b) it must not be sold.
- (3) Any advertisement for the sale of an animal must—
 - (a) include the number of the licence holder's licence,
 - (b) specify the local authority that issued the licence,
 - (c) include a recognisable photograph of the animal being advertised,
 - (d) (except in the case of fish) display the age of the animal being advertised,
 - (e) state the country of residence of the animal from which it is being sold, and
 - (f) state the country of origin of the animal.

Prospective sales: pet care and advice

3.—(1) The licence holder and all staff must ensure that any equipment and accessories being sold with an animal are suitable for the animal.

(2) The licence holder and all staff must ensure that the prospective owner is provided with information on the appropriate care of the animal including in relation to—

- (a) feeding,
- (b) housing,
- (c) handling,
- (d) husbandry,
- (e) the life expectancy of its species,
- (f) the provision of suitable accessories, and
- (g) veterinary care.

(3) Appropriate reference materials on the care of all animals for sale must be on display and provided to the prospective owner.

(4) The licence holder and all staff must have been suitably trained to advise prospective owners about the animals being sold.

(5) The licence holder and all staff must ensure that the purchaser is informed of the country of origin of the animal and the species, and where known, the age, sex and veterinary record of the animal being sold.

Suitable accommodation

4.—(1) Animals must be kept in housing which minimises stress including from other animals and the public.

(2) Where members of the public can view or come into contact with the animals, signage must be in place to deter disturbance of the animals.

(3) Dangerous wild animals (if any) must be kept in cages that are secure and lockable and appropriate for the species.

(4) For the purposes of sub-paragraph (3), “dangerous wild animal” means an animal of a kind specified in the first column of the Schedule to the Dangerous Wild Animals Act 1976(a).

(a) 1976 c. 38. The Schedule was substituted in relation to England and Wales by article 2 of S.I. 2007/2465.

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Purchase and sale of animals

5.—(1) The purchase, or sale, by or on behalf of the licence holder of any of the following is prohibited—

- (a) unweaned mammals;
- (b) mammals weaned at an age at which they should not have been weaned;
- (c) non-mammals that are incapable of feeding themselves;
- (d) puppies, cats, ferrets or rabbits, aged under 8 weeks.

(2) The sale of a dog must be completed in the presence of the purchaser on the premises.

Protection from pain, suffering, injury and disease

6.—(1) All animals for sale must be in good health.

(2) Any animal with a condition which is likely to affect its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until the animal has recovered.

(3) When arranging for the receipt of animals, the licence holder must make reasonable efforts to ensure that they will be transported in a suitable manner.

(4) Animals must be transported or handed to purchasers in suitable containers for the species and expected duration of the journey.

SCHEDULE 4

Regulation 2

Specific conditions: providing boarding for cats or dogs

PART 1

Providing boarding for cats

Interpretation

1. In this Part—

“cat unit” means the physical structure and area that comprises a sleeping area and an exercise run;

“exercise run” means an enclosed area forming part of the cat unit attached to and with direct and permanent access to the sleeping area;

“premises” means the premises on which the licensable activity of providing boarding for cats is carried on.

Suitable environment

2.—(1) Cats within the premises must be prevented from coming into direct contact with other animals from outside the premises.

(2) There must be a safe, secure, waterproof roof over the entire cat unit.

(3) A cat unit may only be shared by cats from the same household.

(4) Communal exercise areas are not permitted.

(5) Each cat unit must be clearly numbered and there must be a system in place which ensures that information about the cat or cats in each cat unit is available to all staff and any inspector.

(6) Each cat unit must provide the cat with sufficient space to—

- (a) walk,
- (b) turn around,
- (c) stand on its hind legs,
- (d) hold its tail erect,
- (e) climb,
- (f) rest on the elevated area, and
- (g) lie down fully stretched out,

without touching another cat or the walls.

(7) Each cat unit must have sufficient space for each cat to sit, rest, eat and drink away from the area where it urinates and defecates.

(8) Cats must have constant access to their sleeping area.

(9) A litter tray and safe and absorbent litter material must be provided at all times in each cat unit and litter trays must be regularly cleaned and disinfected.

(10) Each cat unit must include an elevated area.

(11) Adjoining cat units must have solid barriers covering the full height and full width of the adjoining wall.

(12) Any gaps between cat units must be a minimum of 0.6 metres wide.

(13) Any cat taken out of a cat unit must be secured in a suitable carrier.

(14) The sleeping area must form part of the cat unit and be free from draughts.

Monitoring of behaviour and training of cats

3.—(1) There must be an area within each cat unit in which the cat can avoid seeing other cats and people outside the cat unit if it so chooses.

(2) Each cat unit must include a facility for scratching and any surface within a cat unit available for scratching must either be disinfected between uses by different cats or disposed of.

(3) All cats must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.

(4) All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.

Records

4. A register must be kept of all the cats on the premises which must include—

- (a) the dates of each cat's arrival and departure,
- (b) each cat's name, age, sex, neuter status and a description of it or its breed,
- (c) each cat's microchip number, where applicable,
- (d) the number of any cats from the same household,
- (e) a record of which cats (if any) are from the same household,
- (f) the name, postal address, telephone number (if any) and email address (if any) of the owner of each cat and emergency contact details,
- (g) in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency,
- (h) the name and contact details of each cat's normal veterinarian and details of any insurance relating to the cat,
- (i) details of each cat's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise,
- (j) details of each cat's diet and related requirements,

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- (k) any required consent forms,
- (l) a record of the date or dates of each cat's most recent vaccination, worming and flea treatments, and
- (m) details of any medical treatment each cat is receiving.

Protection from pain, suffering, injury and disease

5.—(1) A cat must remain in its assigned cat unit, except when it is moved to an isolation cat unit or to a holding cat unit.

(2) Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of providing boarding for cats takes place.

(3) All equipment must be cleaned and disinfected before a cat is first introduced into a cat unit.

(4) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

(5) A holding cat unit must only be used in an emergency and must not be used for longer than is necessary and in any event for no longer than a total of 12 hours in any 24-hour period.

(6) In this paragraph, "holding cat unit" means a cat unit, separate from any other cat unit, in which a cat may be housed temporarily.

PART 2

Providing boarding in kennels for dogs

Interpretation

6. In this Part—

"exercise run" means an enclosed area forming part of a kennel unit attached to and with direct access to the sleeping area;

"kennel unit" means the physical structure and area that consists of a sleeping area and an exercise run;

"premises" means the premises on which the licensable activity of providing boarding in kennels for dogs is carried on.

Suitable environment

7.—(1) Dogs within the premises must be prevented from coming into contact with other animals from outside the premises.

(2) In each kennel unit, the sleeping area must—

(a) be free from draughts;

(b) provide the dog with sufficient space to—

(i) sit and stand at full height,

(ii) lie down fully stretched-out,

(iii) wag its tail,

(iv) walk, and

(v) turn around,

without touching another dog or the walls;

(c) have a floor area which is at least twice the area required for the dog in it to lie flat; and

(d) if built after the date on which these Regulations come into force, have a floor area of at least 1.9 square metres.

(3) Each kennel unit must be clearly numbered and there must be a system in place which ensures that information about the dog or dogs in each kennel unit is available to all staff and any inspector.

(4) Each dog must have constant access to its sleeping area.

(5) Each dog must have a clean, comfortable and warm area within its sleeping area where it can rest and sleep.

(6) Each exercise run must have a single, safe, secure, waterproof roof over a minimum of half its total area.

(7) Where a dog poses a health or welfare risk to other dogs, it must be kept on its own in a kennel unit and, if that kennel unit adjoins another kennel unit, any adjoining wall must be of full height and width so as to prevent the dog from coming into physical contact with any other dog.

(8) Only dogs from the same household may share a kennel unit.

Monitoring of behaviour and training

8.—(1) Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

(2) All dogs must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.

(3) All toys and other enrichment items must be checked daily to ensure they remain safe and must be cleaned and disinfected at least weekly.

(4) Each dog must be exercised at least once daily away from its kennel unit as appropriate for its age and health.

(5) Any dog which, on the advice of a veterinarian, cannot be exercised must be provided with alternative forms of mental stimulation.

(6) There must be an area within each kennel unit in which a dog can avoid seeing people and other dogs outside the kennel unit if it so chooses.

Records

9.—(1) A register must be kept of all the dogs on the premises which must include—

- (a) the dates of each dog's arrival and departure;
- (b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
- (c) the number of any dogs from the same household;
- (d) a record of which dogs (if any) are from the same household;
- (e) the name, postal address, telephone number (if any) and email address (if any) of the owner of each dog and emergency contact details;
- (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
- (g) the name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
- (h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
- (i) details of the dog's diet and related requirements;
- (j) any required consent forms;
- (k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
- (l) details of any medical treatment each dog is receiving.

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(2) When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

Protection from pain, suffering, injury and disease

10.—(1) Where any other activity involving animals is undertaken on the premises, it must be kept entirely separate from the area where the activity of providing boarding for dogs in kennels takes place.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

(3) A holding kennel unit must only be used in an emergency and must not be used for longer than is necessary and in any event for no longer than a total of 12 hours in any 24-hour period.

(4) In sub-paragraph (3), “holding kennel unit” means a kennel unit, separate from any other kennel unit, in which a dog may be housed temporarily.

PART 3

Providing home boarding for dogs

Interpretation

11. In this Part—

“designated room” means a room within the home allocated to a dog;

“home” means a domestic dwelling on which the licensable activity of providing home boarding for dogs is carried on.

Home

12.—(1) Dogs must be accommodated within the home.

(2) The home must include—

(a) direct access to a private, non-communal, secure and hazard-free external area, and

(b) at least two secure physical barriers between any dog and any entrance to or exit from it.

Suitable environment

13.—(1) Dogs from different households may only be boarded at the same time with the written consent of every owner.

(2) Each dog must be provided with its own designated room where it can, if necessary, be kept separate from other dogs.

(3) Each dog must have a clean, comfortable and warm area within its designated room where it can rest and sleep.

(4) Each designated room must have a secure window to the outside that can be opened and closed as necessary.

(5) A dog must not be confined in a crate for longer than three hours in any 24-hour period.

(6) A dog must not be kept in a crate unless—

(a) it is already habituated to it,

(b) a crate forms part of the normal routine for the dog, and

(c) the dog's owner has consented to the use of a crate.

(7) Any crate in which a dog is kept must be in good condition and sufficiently large for the dog to sit and stand in it at full height, lie flat and turn around.

Suitable diet

14. Each dog must be fed separately in its designated room unless its owner has given written consent to the contrary.

Monitoring of behaviour and training

15.—(1) Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

(2) Each dog must be exercised at least once daily as appropriate for its age and health.

(3) Dogs which on the advice of a veterinarian cannot be exercised must be provided with alternative forms of mental stimulation.

Housing with or apart from other dogs

16.—(1) Written consent must be obtained from the owner or owners (as the case may be) to keep dogs together in a designated room.

(2) Unneutered bitches must be prevented from mating.

(3) If any person aged under 16 years resides at the home, there must be procedures in place to regulate the interactions between the dogs and that person.

Records

17.—(1) A register must be kept of all the dogs accommodated in the home which must include—

- (a) the dates of each dog's arrival and departure;
- (b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
- (c) the number of any dogs from the same household;
- (d) a record of which dogs (if any) are from the same household;
- (e) the name, postal address, telephone number (if any) and email address (if any) of the owner of each dog and emergency contact details;
- (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
- (g) the name and contact details of each dog's normal veterinarian and details of any insurance relating to the dog;
- (h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
- (i) details of each dog's diet and related requirements;
- (j) any required consent forms;
- (k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
- (l) details of any medical treatment each dog is receiving.

(2) When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

Protection from pain, suffering, injury and disease

18.—(1) Before a dog is admitted for boarding, all equipment to be used by or in relation to that dog must be cleaned and disinfected.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

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PART 4

Providing day care for dogs

Interpretation

19. In this Part, “premises” means the premises on which the licensable activity of providing day care for dogs is carried on.

No overnight stay

20. No dog may be kept on the premises overnight.

Suitable environment

21.—(1) Each dog must be provided with—

- (a) a clean, comfortable and warm area where it can rest and sleep, and
- (b) another secure area in which water is provided and in which there is shelter.

(2) Each dog must have access to areas where it can—

- (a) interact safely with other dogs, toys and people, and
- (b) urinate and defecate.

(3) There must be an area where any dog can avoid seeing other dogs and people if it so chooses.

Suitable diet

22. Any dog that requires specific feed due to a medical condition must be fed in isolation.

Monitoring of behaviour and training

23.—(1) All dogs must be screened before being admitted to the premises to ensure that they are not afraid, anxious or stressed in the presence of other dogs or people and do not pose a danger to other dogs or staff.

(2) Any equipment used that is likely to be in contact with the dogs and any toys provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

Housing apart from other dogs

24.—(1) Unneutered bitches must be prevented from mating.

(2) Dogs which need to be isolated from other dogs must be provided with alternative forms of mental stimulation.

Records

25.—(1) A register must be kept of all the dogs on the premises which must include—

- (a) the date of the dog’s attendance;
- (b) the dog’s name, age, sex, neuter status, microchip number and a description of it or its breed;
- (c) the name, postal address, telephone number (if any) and email address (if any) of the owner and emergency contact details;
- (d) the name and contact details of the dog’s normal veterinarian and details of any insurance relating to the dog;

- (e) details of the dog's relevant medical and behavioural history, including details of any treatment administered against parasites and any restrictions on exercise;
 - (f) details of the dog's diet and relevant requirements;
 - (g) any required consent forms;
 - (h) a record of the date or dates of the dog's most recent vaccination, worming and flea treatments;
 - (i) details of any medical treatment the dog is receiving.
- (2) When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

Protection from pain, suffering, injury and disease

- 26.—(1) The dogs must be supervised at all times.
- (2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.
- (3) Any journeys in a vehicle must be planned to minimise the time dogs spend in the vehicle.

SCHEDULE 5

Regulation 2

Specific conditions: hiring out horses

Interpretation

1. In this Schedule, "client" means a person for whose use a horse is hired out.

Eligibility

- 2.—(1) The licence holder must—
- (a) hold an appropriate formal qualification, or have sufficient demonstrable experience and competence, in the management of horses, and
 - (b) hold a valid certificate of public liability insurance which—
 - (i) insures the licence holder against liability for any injury sustained by, and the death of, any client, and
 - (ii) insures any client against liability for any injury sustained by, and the death of, any other person,caused by or arising out of the hire of the horse.
- (2) The certificate mentioned in sub-paragraph (1)(b) must be clearly and prominently displayed on the premises.

Supervision

- 3.—(1) The activity must not at any time be left in the charge of a person aged under 18 years.
- (2) No horse may be hired out except under the supervision of a person aged 16 years or more unless the licence holder is satisfied that the person hiring the horse is competent to ride without supervision.
- (3) The following must be clearly and prominently displayed on the premises—
- (a) the full name, postal address (including postcode) and telephone number of the licence holder or other person with management responsibilities in respect of the activity;
 - (b) instructions as to the action to be taken in the event of a fire or other emergency.

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Suitable environment

- 4.—(1) It must be practicable to bring all the horses on the premises under cover.
- (2) Suitable storage must be provided and used for feed, bedding, stable equipment and saddlery.
- (3) All arena surfaces must be suitable for purpose, well drained, free of standing water and maintained regularly to keep them level.

Suitable diet

- 5.—(1) At all times when any horses are kept at grass, adequate pasture, shelter and clean water must be available for them.
- (2) Supplementary feed and nutrients must be provided to any horse when appropriate.
- (3) Each horse must be fed a balanced diet of a quantity and at a frequency suitable for its age, health and workload to enable it to maintain an appropriate physical condition.

Protection from pain, suffering, injury and disease

- 6.—(1) The horses must be maintained in good health and must be in all respects physically fit.
- (2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented
- (3) A daily record of the workload of each horse must be maintained and available for inspection at any reasonable time.
- (4) Each horse must be suitable for the purpose for which it is kept and must not be hired out if, due to its condition, its use would be likely to cause it to suffer.
- (5) Any horse found on inspection to be in need of veterinary attention must not be returned to work until the licence holder has, at the licence holder's expense, obtained from and lodged with the local authority a veterinary certificate which confirms that the horse is fit for work.
- (6) Each horse's hooves should be trimmed as often as is necessary to maintain the health, good shape and soundness of its feet and any shoes should be properly fitted and in good condition.
- (7) An area suitable for the inspection of horses by a veterinarian must be provided.
- (8) The following must not be hired out—
- (a) a horse aged under 3 years;
 - (b) a mare heavy with foal;
 - (c) a mare whose foal has not yet been weaned.
- (9) The licence holder must keep a register of all horses kept for the licensable activity on the premises, each such horse's valid passport showing its unique equine life number and a record of its microchip number (if any).

Equipment

7. All equipment provided to clients must be in good and safe condition and available for inspection at any reasonable time.

SCHEDULE 6

Regulation 2

Specific conditions: breeding dogs

Advertisements and sales

- 1.—(1) The licence holder must not advertise or offer for sale a dog—

- (a) which was not bred by the licence holder;
- (b) except from the premises where it was born and reared under the licence;
- (c) otherwise than to—
 - (i) a person who holds a licence for the activity described in paragraph 2 of Schedule 1;
or
 - (ii) a keeper of a pet shop in Wales who is licensed under the Pet Animals Act 1951(a)
to keep the shop,
knowing or believing that the person who buys it intends to sell it or intends it to be sold
by any other person.
- (2) Any advertisement for the sale of a dog must—
 - (a) include the number of the licence holder's licence,
 - (b) specify the local authority that issued the licence,
 - (c) include a recognisable photograph of the dog being advertised, and
 - (d) display the age of the dog being advertised.
- (3) The licence holder and all staff must ensure that any equipment and accessories being sold
with a dog are suitable for it.
- (4) The licence holder and all staff must ensure that the purchaser is informed of the age, sex
and veterinary record of the dog being sold.
- (5) No puppy aged under 8 weeks may be sold or permanently separated from its biological
mother.
- (6) A puppy may only be shown to a prospective purchaser if it is together with its biological
mother.
- (7) Sub-paragraphs (5) and (6) do not apply if separation of the puppy from its biological mother
is necessary for the health or welfare of the puppy, other puppies from the same litter or its
biological mother.

Suitable environment

- 2.**—(1) Each dog must have access to a sleeping area which is free from draughts and an
exercise area.
- (2) Each dog must be provided with sufficient space to—
 - (a) stand on its hind legs,
 - (b) lie down fully stretched out,
 - (c) wag its tail,
 - (d) walk, and
 - (e) turn around,without touching another dog or the walls of the sleeping area.
 - (3) The exercise area must not be used as a sleeping area.
 - (4) Part or all of the exercise area must be outdoors.
 - (5) There must be a separate whelping area for each breeding bitch to whelp in which contains a
suitable bed for whelping.
 - (6) Each whelping area must be maintained at an appropriate temperature (between and
including 26 and 28 degrees centigrade) and include an area which allows the breeding bitch to
move away from heat spots.
 - (7) Each dog must be provided with constant access to a sleeping area.

(a) 1951 c. 35 (14 & 15 Geo 6).

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- (8) A separate bed must be provided for each adult dog.
- (9) No puppy aged under 8 weeks may be transported without its biological mother except—
 - (a) if a veterinarian agrees for health or welfare reasons that it may be so transported, or
 - (b) in an emergency.
- (10) No breeding bitch may be transported later than 54 days after the date of successful mating except to a veterinarian.
- (11) No breeding bitch may be transported earlier than 48 hours after whelping except to a veterinarian where it is not otherwise practicable or appropriate for that person to attend to the bitch.
- (12) Each dog's sleeping area must be clean, comfortable, warm and free from draughts.
- (13) In this paragraph, "exercise area" means a secure area where dogs may exercise and play.

Suitable diet

- 3. Staff must—
 - (a) ensure that each puppy starts weaning as soon as it is capable of ingesting feed on its own,
 - (b) provide each breeding bitch with feed appropriate to its needs,
 - (c) provide each puppy with feed appropriate for its stage of development, and
 - (d) ensure that each puppy ingests the correct share of the feed provided.

Monitoring of behaviour and training

- 4.—(1) The licence holder must implement and be able to demonstrate use of a documented socialisation and habituation programme for the puppies.
- (2) Each dog must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.
- (3) Except in the circumstances mentioned in sub-paragraph (4), all adult dogs must be exercised at least twice daily away from their sleeping area.
- (4) Where a veterinarian has advised against exercising a dog, the dog must be provided with alternative forms of mental stimulation.
- (5) Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.

Housing with or apart from other dogs

- 5.—(1) Each adult dog must be provided with opportunities for social contact with other dogs where such contact benefits the dogs' welfare.
- (2) Each adult dog must be given suitable and adequate opportunities to become habituated to handling by people.
- (3) Procedures must be in place for dealing with dogs that show abnormal behaviour.
- (4) There must be an area within each sleeping area in which dogs can avoid seeing people and other dogs outside the sleeping area if they so choose.

Protection from pain, suffering, injury and disease

- 6.—(1) All dogs for sale must be in good health.
- (2) Any dog with a condition which is likely to affect materially its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until it has recovered.
- (3) The licence holder must ensure that no bitch—

- (a) is mated if aged less than 12 months;
- (b) gives birth to more than one litter of puppies in a 12-month period;
- (c) gives birth to more than six litters of puppies in total;
- (d) is mated if she has had two litters delivered by caesarean section.

(4) The licence holder must ensure that each puppy is microchipped and registered to the licence holder before it is sold.

(5) No dog may be kept for breeding if it can reasonably be expected, on the basis of its genotype, phenotype or state of health that breeding from it could have a detrimental effect on its health or welfare or the health or welfare of its offspring.

(6) The health, safety and welfare of each dog must be checked at the start and end of every day and at least every four hours during the daytime.

(7) Breeding bitches must be adequately supervised during whelping and the licence holder must keep a record of—

- (a) the date and time of birth of each puppy,
- (b) each puppy's sex, colour and weight,
- (c) placentae passed,
- (d) the number of puppies in the litter, and
- (e) any other significant events.

(8) The licence holder must keep a record of each puppy sale including—

- (a) the microchip number of the puppy,
- (b) the date of the sale, and
- (c) the age of the puppy on that date.

(9) The licence holder must keep a record of the following in relation to each breeding dog—

- (a) its name,
- (b) its sex,
- (c) its microchip and database details,
- (d) its date of birth,
- (e) the postal address where it normally resides,
- (f) its breed or type,
- (g) its description,
- (h) the date or dates of any matings, whether or not successful,
- (i) details of its biological mother and biological father,
- (j) details of any veterinary treatment it has received, and
- (k) the date and cause of its death (where applicable).

(10) In addition to the matters mentioned in sub-paragraph (7), the licence holder must keep a record of the following in relation to each breeding bitch—

- (a) the number of matings,
- (b) its age at the time of each mating,
- (c) the number of its litters,
- (d) the date or dates on which it has given birth, and
- (e) the number of caesarean sections it has had, if any.

(11) Unless the licence holder keeps the dog as a pet, the licence holder must make arrangements for any dog no longer required for breeding to be appropriately rehomed.

(12) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

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(13) The licence holder must keep a record of any preventative or curative healthcare (or both) given to each dog.

(14) Where any other activity involving animals is undertaken on the premises on which the licensable activity of breeding dogs is carried on, it must be kept entirely separate from the area where that licensable activity is carried on.

SCHEDULE 7

Regulation 2

Specific conditions: keeping or training animals for exhibition

Insurance

1. The licence holder must hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition.

Emergencies

2. A written policy detailing contingency measures in the event of the breakdown of a vehicle used to transport the animals or any other emergency must be available to all staff.

Suitable environment

3. Suitable temporary accommodation must be provided for all the animals at any venue where they are exhibited.

Monitoring of behaviour and training

4. The animals must be trained by competent staff and given suitable and adequate opportunities to become habituated to being exhibited, using positive reinforcement.

Housing with or apart from other animals

5.—(1) Social animals must not be exhibited if their removal from and reintroduction to the group with which they are usually housed causes them or any other animal within that group stress, anxiety or fear.

(2) Animals must be prevented from coming into contact with each other during any exhibition where such contact would be likely to cause any of them to show signs of aggression, fear or distress.

(3) All persons likely to come into contact with the animals during an exhibition must be briefed about how to behave around the animals so as to minimise anxiety, fear and stress in the animals.

(4) No female animal with unweaned offspring may be removed from its home environment and newborn, unweaned or dependent offspring must not be removed from their mothers.

Records

6. The licence holder must keep a list of each animal kept, or trained, for exhibition with all the information necessary to identify that animal individually (including its common and scientific names) and must provide the local authority with a copy of the list and any change to it as soon as practicable after the change.

Protection from pain, suffering, injury and disease

7.—(1) A register must be kept of each animal exhibited or to be exhibited which must include—

- (a) the full name of its supplier,
 - (b) its date of birth,
 - (c) the date of its arrival,
 - (d) its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable),
 - (e) the name and contact details of the animal's normal veterinarian and details of any insurance relating to it,
 - (f) details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet,
 - (g) a record of the date or dates of the animal's most recent vaccination, worming and flea treatments, and
 - (h) the distance to and times taken for it to travel to and from each exhibition event.
- (2) A record of when the animals are exhibited must be kept and an animal rotation policy must be put in place to ensure that the animals have enough rest between and during exhibition events.
- (3) All the animals used in exhibition events must be in good physical and mental health.
- (4) The exhibited animals must be suitable for the specific conditions, type of enclosure and actions involved in the exhibition.
- (5) Any equipment, chemicals and other materials used in the exhibition must not cause the animals pain, discomfort, fatigue or stress.
- (6) The animals must be transported in suitable, secure and appropriately labelled carriers.
- (7) The licence holder or the licence holder's staff must undertake a risk assessment before each exhibition event.
- (8) The animals must not be handled by persons whose behaviour appears at the time to be influenced by the consumption of alcohol or by any psychoactive substance.

SCHEDULE 8

Regulation 11

Persons who may not apply for a licence

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014(a).
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012(b).
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011(c).
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010(d).
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006(e).

(a) S.I. 2014/3266 (W.333).
(b) S.I. 2012/2932.
(c) 2011 c. 16.
(d) S.I. 2010/543.
(e) 2006 asp 11.

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8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991(a).
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983(b).
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976(c) from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973(d) from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964(e) from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963(f) from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951(g) from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954(h) from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925(i).
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911(j) from the ownership of an animal.

SCHEDULE 9

Regulation 25

Repeals and consequential amendments

Performing Animals (Regulation) Act 1925

- 1.—(1) The Performing Animals (Regulation) Act 1925 is amended as follows.
- (2) Section 1(1) (restriction on exhibition and training of performing animals) ceases to have effect in relation to England.
- (3) In section 1—
 - (a) in subsection (1), after “animal” insert “in Wales”;
 - (b) in subsection (2)—
 - (i) for “Great Britain” substitute “Wales”;
 - (ii) after “districts” insert “in Wales”.

-
- (a) 1991 c. 65; section 1(1) has been amended but the amendments are not relevant.
- (b) S.I. 1983/764 (N.I. 8) as amended by S.I. 1991/2292 (N.I. 21) and by sections 17(1) and 18(1) of, and paragraph 3 of the Schedule to the Dogs (Amendment) Act (Northern Ireland) 2011 (c.9) and by article 2 of, and the Schedule to S.R. 2011 No. 281.
- (c) 1976 c. 38; section 6(2) has been amended but the amendments are not relevant.
- (d) 1973 c. 60; section 3(3) was amended by section 5(1) of the Breeding and Sale of Dogs (Welfare) Act 1999 (c. 11).
- (e) 1964 c. 70; section 4(3) was amended by paragraph 6(2) of Schedule 3 to the Animal Welfare Act 2006.
- (f) 1963 c. 43; section 3(3) was amended by paragraph 5(2) of Schedule 3 to the Animal Welfare Act 2006.
- (g) Section 5(3) was amended by paragraph 3(2) of Schedule 3 to the Animal Welfare Act 2006.
- (h) 1954 c. 40 (2 & 3 Eliz 2); section 1 was repealed by Schedule 4 to the Animal Welfare Act 2006.
- (i) 1925 c. 38 (15 & 16 Geo 5); section 4(2) was amended by paragraph 1 of Schedule 3 to the Animal Welfare Act 2006.
- (j) 1911 c. 27 (1 & 2 Geo 5); section 3 was repealed by Schedule 4 to the Animal Welfare Act 2006.

(4) In section 4(1) (offences and legal proceedings), in each of paragraphs (a), (b) and (e), after “animal” insert “in Wales”.

(5) In section 5(a) (interpretation, rules, and expenses)—

(a) in subsection (1), for the definition of “local authority” substitute—

“The expression “local authority” means a county council in Wales or a county borough council in Wales.”;

(b) in subsection (3), omit the words from “, and” to the end.

Pet Animals Act 1951

2.—(1) The Pet Animals Act 1951 is amended as follows.

(2) Section 1(1) (restriction on keeping a pet shop) ceases to have effect in relation to England.

(3) In section 1—

(a) in subsection (1), after “shop” insert “in Wales”;

(b) in subsection (2), after “Every local authority” insert “in Wales”;

(c) in subsection (3), after “shop” and “a local authority” insert “in Wales”;

(d) in subsection (4), after “local authority” insert “in Wales”.

(4) In section 4(1) (inspection of pet shops), after “A local authority” insert “in Wales”.

(5) In section 6 (power of local authority to prosecute)—

(a) the existing text becomes subsection (1) and in that text omit “England or”;

(b) after subsection (1) insert—

“(2) A local authority in England may prosecute proceedings for an offence under section 2 committed in the area of the authority.”.

Animal Boarding Establishments Act 1963

3.—(1) The Animal Boarding Establishments Act 1963 is amended as follows.

(2) Section 1(1) (licensing of boarding establishments for animals) ceases to have effect in relation to England.

(3) In section 1(1) after “animals” insert “in Wales”.

(4) In section 4 (power of local authorities to prosecute) omit “in England or Wales”.

(5) In section 5(2) (interpretation), in the definition of “local authority”, for the words from “means the” to “London” substitute—

“means a county council in Wales or a county borough council in Wales”.

Riding Establishments Act 1964

4.—(1) The Riding Establishments Act 1964 is amended as follows.

(2) Section 1(1) (licensing of riding establishments) ceases to have effect in relation to England.

(3) In section 1(1) after “establishment” insert “in Wales”.

(4) In section 5 (power of local authorities to prosecute)—

(a) in subsection (1), omit “in England or Wales”.

(b) in subsection (2), omit “In England and Wales”.

(5) In section 6 (interpretation)—

(a) in subsection (1) omit paragraph (c);

(a) Subsections (1) and (3) were amended by section 16 of, and paragraph 17 of Schedule 8 to, the Local Government Act 1985 (1985 c. 51).

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- (b) in subsection (4), in the definition of “local authority”(a), for the words from “means the council of a district” to “county borough”, substitute—
“means a county council in Wales or a county borough council in Wales”.

Breeding of Dogs Act 1973

5. The Breeding of Dogs Act 1973 is repealed.

Local Government Act 1974

6. In the Local Government Act 1974(b), in Schedule 7 (minor and consequential amendments), paragraph 15 is omitted.

Dangerous Wild Animals Act 1976

- 7.—(1) The Dangerous Wild Animals Act 1976(c) is amended as follows.

- (2) In section 5(d) (exemptions)—

- (a) after paragraph (2), insert—

“(2A) premises in England on which the activity described in paragraph 2 of Schedule 1 to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (read with paragraph 3 of that Schedule: selling animals as pets etc) is carried on under a licence under those Regulations;”;

- (b) in paragraph (3), after “premises” insert “in Wales”.

- (3) In section 6(e) (penalties)—

- (a) in subsection (2) omit “or the Breeding of Dogs Act 1973;”;

- (b) at the end insert—

“(3C) Where a person is convicted of an offence under section 13(6) of the Animal Welfare Act 2006 arising from the contravention of section 13(1) of that Act in relation to the carrying on of an activity in England, or of an offence under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, subsections (2) and (3) apply as they do to convictions under this Act.”.

Zoo Licensing Act 1981

8. In section 4(5) of the Zoo Licensing Act 1981(f) (grant or refusal of licence)—

- (a) after the entry which begins “section 13(6)” insert—

“section 13(6) of the Animal Welfare Act 2006, so far as the offence arises from the contravention of section 13(1) of that Act in relation to the carrying on of an activity in England;”;

- (b) at the end insert—

“;

-
- (a) This definition has been amended by section 251(2) and 272(1) of, and Schedule 29 and paragraph 42 of Schedule 30 to, the Local Government Act 1972 and by section 22(3) of, and paragraph 7 of Schedule 9 to, the Local Government (Wales) Act 1994. There is another amendment but it is not relevant.
- (b) 1974 c. 7.
- (c) 1976 c. 38.
- (d) Section 5 has been amended but the amendments are not relevant.
- (e) Subsection (2) was amended by section 64 of, and paragraphs 9(b) to (d) of Schedule 3 to, the Act. Subsection (3A) was inserted, in relation to Scotland, by article 2(1) of, and paragraph 8 of Schedule 1 to, SSI 2006/536. Subsection (3B) was inserted, in relation to Wales, by regulation 26 of, and paragraph 4 of Schedule 2 to, SI 2014/3266 (W.333).
- (f) 1981 c. 37. Subsection (5) was amended by section 64 of, and paragraphs 11(a) to (c) of Schedule 3 to, the Act and, in relation to Wales, by regulation 26 of, and paragraph 5 of Schedule 2 to, SI 2014/3266 (W.333). There were other amendments to section 4 but they are not relevant.

the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.”.

Animals (Scientific Procedures) Act 1986

9. In the Animals (Scientific Procedures) Act 1986(a), section 27(3) (repeal, consequential amendments and transitional provisions) is omitted.

Breeding of Dogs Act 1991

10. The Breeding of Dogs Act 1991(b) is repealed.

Breeding and Sale of Dogs (Welfare) Act 1999

11. The Breeding and Sale of Dogs (Welfare) Act 1999(c) is repealed.

Local Authorities (Functions and Responsibilities) (England) Regulations 2000

12. Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000(d) (licensing and registration functions not to be the responsibility of an authority’s executive) is amended as follows—

- (a) in column (1) (function)—
 - (i) for “29. Power to license premises for the breeding of dogs.” substitute “29. Power to grant or renew a licence for a licensable activity under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs or keeping or training animals for exhibition).”;
 - (ii) omit “30. Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business” and “31. Power to register animal trainers and exhibitors”;
- (b) in column (2) (provision of Act or statutory instrument)—
 - (i) in relation to the entry relating to item 29, for “Section 1 of the Breeding of Dogs Act 1973 (c. 60), and section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999 (c. 11).” substitute “Regulation 4 of those Regulations.”;
 - (ii) omit the entries relating to items 30 and 31.

Courts Act 2003

13. In the Courts Act 2003(e), paragraphs 171 and 383 of Schedule 8 (minor and consequential amendments) are omitted.

Criminal Justice Act 2003

14. In the Criminal Justice Act 2003(f), paragraph 72 of Schedule 25 (summary offences no longer punishable with imprisonment) is omitted.

(a) 1986 c. 14. Section 27(3) was amended by regulations 2 and 26(14) of S.I. 2012/3039.
(b) 1991 c. 64.
(c) 1999 c. 11.
(d) S.I. 2013/2190. Schedule 1 has been amended but the amendments are not relevant.
(e) 2003 c. 39.
(f) 2003 c. 44.

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Regulatory Enforcement and Sanctions Act 2008

15.—(1) The Regulatory Enforcement and Sanctions Act 2008(a) is amended as follows.

(2) In Schedule 3 (enactments specified for the purpose of Part 1), the following entries are omitted—

- (a) “Breeding and Sale of Dogs (Welfare) Act 1999 (c 11)”;
- (b) “Breeding of Dogs Act 1973 (c 60)”;
- (c) “Breeding of Dogs Act 1991 (c 64)”.

(3) in Schedule 6 (enactments specified for the purposes of orders under Part 3), the following entries are omitted—

- (a) “Breeding of Dogs Act 1973 (c 60)”;
- (b) “Breeding of Dogs Act 1991 (c 64)”.

Deregulation Act 2015

16. In the Deregulation Act 2015(b), paragraphs 35, 36 and 41 of Schedule 23 (legislation no longer of practical use) are omitted.

SCHEDULE 10

Regulation 26

Revocations and consequential amendments

Performing Animals Rules 1925

1. In rule 2 of the Performing Animals Rules 1925(c), for the first indented paragraph substitute “In Wales:— The City of Cardiff.”

Sale of Dogs (Identification Tag) Regulations 1999

2. The Sale of Dogs (Identification Tag) Regulations 1999(d) are revoked.

Breeding of Dogs (Licensing Records) Regulations 1999

3. The Breeding of Dogs (Licensing Records) Regulations 1999(e) are revoked.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations provide for the licensing of persons involved in England in selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs and keeping or training animals for exhibition.

Regulation 3 specifies these activities for the purposes of section 13(1) of the Animal Welfare Act 2006 (“the 2006 Act”) and provides for local authorities to be the licensing authorities. The consequence of this specification is that, subject to qualifying criteria, any person wishing to carry on any of these activities in England must obtain a licence from their local authority under these Regulations. This requirement replaces the requirement, in England, to be registered under the Performing Animals (Regulation) Act 1925 or to obtain a licence under the Pet Animals Act 1951;

(a) 2008 c. 13.
(b) 2015 c. 20.
(c) SI 1925/1219.
(d) SI 1999/3191.
(e) SI 1999/3192.

the Animal Boarding Establishments Act 1963; the Riding Establishments Act 1964 or the Breeding of Dogs Act 1973.

A person who carries on any of these activities in England without a licence under these Regulations commits an offence under section 13(6) of the 2006 Act and is liable to imprisonment for a term of up to six months, a fine or both. Under section 30 of the 2006 Act, local authorities may prosecute for any offence under the Act.

Part 2 of the Regulations sets out how a person may apply to the local authority for a licence and sets out matters in respect of which a local authority must be satisfied when considering the granting or renewing of a licence. It provides for a local authority to charge fees to cover the costs it incurs in performing this function, considering a licence holder's compliance with these Regulations, enforcement and administration. It requires a local authority to have regard to guidance issued by the Secretary of State in carrying out their functions under these Regulations. It makes provision for the inspection of premises and provides powers for inspectors to take samples from animals.

Part 3 sets out the circumstances and procedures under which a licence may be suspended, varied or revoked. It also provides that the breach of a condition of a licence or the obstruction of any inspector appointed for the purposes of enforcement of these Regulations is an offence and applies relevant post-conviction powers contained in the 2006 Act.

Part 4 provides for appeals against licensing decisions by local authorities. Part 6 makes transitional and saving provision for unexpired licences or registrations under the pre-existing statutory regime and Part 7 contains a requirement for the Secretary of State to carry out reviews of these Regulations and for local authorities to provide information to the Secretary of State for the purpose of such reviews.

Schedule 1 describes each type of licensable activity. Schedule 2 sets out the general conditions that apply to all licensable activities and Schedules 3 to 7 set out the specific conditions that apply to each licensable activity. Schedule 8 lists persons who may not apply for a licence and Schedules 9 and 10 provide for repeals, revocations and consequential amendments.

An impact assessment of the effect that this instrument will have on the costs to business and the voluntary sector is available from the Animal Welfare Team of the Department for Environment, Food and Rural Affairs, Area 5B, Nobel House, 17 Smith Square, London SW1P 3JR and is published with the Explanatory Memorandum alongside this instrument on www.legislation.gov.uk.

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Agenda Item 9

UK201804161023 04/2018 19585

<http://www.legislation.gov.uk/id/uksi/2018/486>

New Licence				
Task	Unit cost	time	cost	comment
Administration component	LP Officer	25.62	1.5	38.43 Administration
	LP Manager	32.59	0.17	5.5403 Managerial oversight
	EP Manager	50.48	0.17	8.5816 Managerial oversight
	Travel ACO	32.53	1	32.53 Assumed 1hr for all inspections
	ACO std time	32.53	1.5	48.795 Review of application, organising visits, discussions with operator
TOTAL			133.8769	
Renewal				
Task	Unit cost	time	cost	comment
Administration component	LP Officer	25.62	0.75	19.215 Administration
	LP Manager	32.59	0.17	5.5403 Managerial oversight
	EP Manager	50.48	0.17	8.5816 Managerial oversight
	Travel ACO	32.53	1	32.53 Assumed 1hr for all inspections
	ACO std time	32.53	0.75	24.3975 Review of application, organising visits, discussions with operator
TOTAL			90.2644	
Uniform costs to carry out licensing regime	Training	1000		1000 Cost of sendin ACO on level 3 training
	3 day ACO training per	32.53	22.2	722.166 Officer time for 3 days training
	Vehicle	4200	0.4	1680 Cost of vehicle based on function being 0.4 FTE
	setting fee process	50.48	6	302.88 Committee reports and calculation exercise
TOTAL			4019.4517	Total
TOTAL			40.194517	Cost per licence (assumed 100 licences)
Officer cost				
	Officer cost	Time	Cost	
Premises specific charges	Animal Boarding	32.53	3	97.59
	Hiring of Horses	32.53	5	162.65
	Selling of Animals	32.53	3	97.59
	Home Boarders	32.53	2	65.06
	Doggy Day Care	32.53	2	65.06
	Breeding of dogs	32.53	2.5	81.325
	Performing Animal	32.53	2	65.06
	DWA	32.53	3	97.59
	Zoo	32.53	10	325.3
Part B				
Paid on successful application				
Charges related to monitoring licence	Cost per hour	Time	Total	Adjustment per licence
Enforcement	32.53	185	6018.05	60.1805
Unnanounced visit	32.53	2	65.06	65.06
Managerial oversight	50.48	22.2	1120.656	11.20656
Miscellaneous vet fees	1000		1000	10
TOTAL			146.44706	
New Applications				
	Part A	Part B	TOTAL	
Part A + B total	Animal Boarding	272	146	418
	Hiring of Horses	337	146	483
	Selling of Animals	272	146	418
	Home Boarders	239	146	386
	Doggy Day Care	239	146	386
	Breeding of dogs	255	146	402
	Performing Animal	239	146	386
	DWA	272	146	418
	zoo	1961	732	2694
Renewal				
	Part A	Part B	TOTAL	
Part A + B total	Animal Boarding	228	146	374
	Hiring of Horses	293	146	440
	Selling of Animals	228	146	374
	Home Boarders	196	146	342
	Doggy Day Care	196	146	342
	Breeding of dogs	212	146	358
	Performing Animal	196	146	342
	DWA	228	146	374
	zoo	1918	732	2650

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ANNUAL REVIEW OF PARKING MANAGEMENT 2019-20

Direct and Trading Advisory Committee - 9 October 2018

Report of Chief Officer Environmental and Operational Services

Status: For recommendation to Cabinet

Also considered by: Cabinet - 11 October 2018

Key Decision: Yes

Executive Summary:

This report is the annual review of parking management for 2019-20.

It proposes consulting on freezing all charges on and off street across the district with the exception of a modest increase to Bradbourne car park to keep abreast of inflationary pressures.

The proposed changes help to regulate demand and support the economic vibrancy and viability of Sevenoaks, improving the lives of residents.

This report supports the Key Aims of:

Providing value for money, 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 parking management proposals for 2019/20 be considered by the Committee and its views be submitted to Cabinet, for consideration, prior to consultation.

Recommendation to Cabinet: That the views of the Advisory Committee be considered and parking management proposals for 2019/20 be agreed for consultation, with the results of the consultation being reported back to Cabinet for consideration.

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 10

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 2019 and March 2020 inclusive.
- 2 The report proposes consulting on modest increases to the 24 hour parking rate and season ticket rates in Bradbourne car park.
- 3 These proposals follow a package of successful parking measures implemented over the past few years which have seen the Council:
 - freezing the majority of charges in Sevenoaks, Swanley and Westerham;
 - freezing Season Tickets, Resident Permits, Visitor Vouchers and Non-Resident Permits for a number of years;
 - protecting the three hours free parking at Darent car park, Westerham;
 - improving Sunday enforcement;
 - improving facilities;
 - introducing warning notices to national acclaim;
 - introducing dropped kerb enforcement;
 - introducing Safer School Parking Zones;
 - maintaining and extending free all day weekend parking in the SDC staff car park in Gordon Road;
 - improving provision for part-time workers;
 - increasing overall parking capacity; and,
 - maintaining over a thousand complimentary spaces on Sundays.

Background

- 4 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.
- 5 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.
- 6 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 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.

- 7 Further evidence of the success of the Council's positive approach to supporting its towns is available in the Sevenoaks Chronicle with it reporting this year that Sevenoaks boasts "one of Britain's most soaring high streets", and continuing "footfall is up and empty shops a thing of the past." Just a few months earlier, it stated that "Sevenoaks town centre is always a hive of activity" adding that "the town stays busy in the evenings too".
- 8 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 has recently developed an award winning multi decked car park on the Bradbourne car park site and is in the process of developing a much needed multi decked car park on the Buckhurst 2 car park, which is due to reopen, on schedule, in Spring 2019.

Supporting documents

- 9 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.
- 10 Appendix B presents existing parking charges alongside the proposed charges.

Sevenoaks Car Parks

- 11 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.
- 12 At peak times each day, all of Sevenoak's town centre parking operates at or close to its maximum capacity, making it all the more important to closely monitor, manage and balance the use of these car parks and on street spaces.

Agenda Item 10

- 13 Parking pressures increased temporarily in 2018 following the closure of Buckhurst 2, the town's only long stay car park, to allow the development of a new multi decked car park on the site, significantly increasing the long stay parking capacity in Sevenoaks town. The Council made a commitment to all its Buckhurst 2 customers to provide alternative parking in on and off street locations close to the town for the period of the improvement works, which it has done. The Council has also operated a daily "park and ride" service for town centre workers.
- 14 The Council is committed to supporting and encouraging the use of alternative sustainable transport options. As part of this, the Council is installing electric vehicle charging points in its car parks, its staff have access to e-bikes helping ease them from four wheels to two, and it has just taken delivery of its first electric vehicle, cheaper and greener than its diesel predecessor.

Blighs

- 15 There are no proposals to change the cost of parking in this car park. Blighs car park continues to operate at or around full capacity at peak times throughout the day.

Buckhurst 1, South Park and Suffolk Way

- 16 There are no proposed changes to the cost of parking in these car parks. For the fourth year running it is proposed that the popular pound per hour structure remains. However it is recommended the 'Up to 5 hours' charge be withdrawn as capacity becomes available in Buckhurst 2 for medium to long stay provision. This should then relieve pressure on these car parks without inconveniencing those who take advantage of the five hour period.

Buckhurst 2

- 17 Buckhurst 2 car park will reopen in Spring 2019. As previously promised, daily and season ticket charges will remain unchanged, representing a five year freeze. The proposal for 2019-20 includes introducing parking for up to 5 hours, in addition to the current all day tariff, helping to make full and effective use of the much-needed extra capacity that this new car park will be bringing to the town.
- 18 The increased capacity at Buckhurst 2 car park will lead to additional income, which will be "ring-fenced" to repay the loan funding the car park development. This income falls outside this review process.

Council Offices

- 19 It is proposed that the SDC staff car park in Gordon Road continue to provide complimentary all-day parking at weekends to assist workers in the town.

St Johns and St James

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

Bradbourne and Sennocke

- 21 The new Bradbourne Car Park reopened 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.
- 22 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.
- 23 A new Premier Inn has recently opened on the old Sennocke car park site, providing a much-needed new hotel for Sevenoaks to help boost the local economy and tourism in the town. Parking for the hotel is available in Bradbourne, utilising overnight what was traditionally a car park used only during the day.
- 24 It is proposed the season ticket prices, and the respective day rate, be moderately increased following a three year freeze, to help ensure that it remains commercially and competitively priced, and to manage demand and supply of parking around Sevenoaks station. The Bradbourne season ticket is, and will remain under the proposals, significantly better value than the other commuter car parks provided by a third party operator.

Other Car Parks

Bevan Place, Park Road and Station Road (Swanley)

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

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- 26 To continue to encourage a better balance between the use of Bevan Place and Station Road car parks, it is proposed that season tickets for the former remain available at a price which represents a significant saving on using the latter.

Darent, Quebec Avenue and Vicarage Hill (Westerham)

- 27 For the third year running, there are no proposed changes to the tariffs in these car parks.
- 28 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

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

Resident Permits, Visitor Vouchers and Non-Resident Permits

- 31 For the seventh year running, there are no proposed changes to Resident Permits, Visitor Vouchers or Non-Resident Permits charges, though Members may wish to note the higher charge in Tunbridge Wells (£60 - £80, against £35).

Key Implications

Financial

The provision of parking facilities is subject to inflationary pressures like all services and the council has invested heavily in ensuring its offering continues to support the needs of car park users and the local economy, for example with the new Bradbourne and Buckhurst 2 car parks.

The service is not a statutory function and should be paid for by its customers, rather than being provided at a cost to residents and general operating budgets.

The Council's 10-year budget assumes an average 3.5% annual increase in the levels of income from parking charges from 2019/20 onwards, to enable the delivery of a balanced budget and continued provision of valued services to residents.

Legal Implications and Risk Assessment Statement

Changes to the car park charges will require amending 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

Town centre parking in Sevenoaks is at capacity. A number of changes to the management of on and off-street parking could be made but it is recognised that the temporary closure of Buckhurst 2 has made it difficult to make as full an assessment as desired of the likely parking picture post-Spring 2019, so the scope of these proposals is limited. The focus of this report is on management not money but it should be noted that these recommendations mean that income will be less than budgeted. This need not affect the delivery of a balanced ten-year budget (and therefore the services the Council provides to residents) as deferred income could be recovered in future years. Members may wish to consider formally adopting such a flexible multi-year approach, which would have the benefit of allowing the Council, as a local parking provider, to be more responsive to economic cycles as well as the needs of its customers and communities.

Appendices	Appendix A - Parking Charges for Neighbouring Authorities and Southeastern Rail car parks Appendix B - Proposals for On and Off-Street Parking Charges
Background Papers	None.

Richard Wilson
Chief Officer Environmental and Operational Services

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Indicative Car Park Charges in Neighbouring Towns and Southeastern Car Parks 2018						
	Southeastern Car Parks 1 ¹ and 4 ² , Sevenoaks	Tonbridge & Malling	Tunbridge Wells	Sevenoaks		
				Town Centre	Blighs	Bradbourne
Up to 30 minutes		70			70p	
Up to 1 hour		£1.30	£1.60	£1	£1.50	
Up to 2 hours		£2.30	£2.80	£2	£3	
Up to 3 hours		£3.10	£3.80	£3	£5	
Up to 4 hours		£3.80	£4.80	£4	£10	
Up to 5 hours			£5.60	£4.50		
All day	£7.60	£5.90	£6.30 - £10.40	£4.60		£7
Quarterly Season Ticket	£481.70 ¹ and £382.40 ²					£287.50
Annual Season Ticket	£1669.70 ¹ and £1325.2 ²	£950				£1110

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Areas for consideration: Review of Fees and Charges 2019-20

Off Street

		Current	Revised	
1A	Blighs	Up to 30 mins	70p	
		Up to 1 hr	£1.50	
		Up to 2 hours	£3	
		Up to 3 hours	£5	
		Up to 4 hours	£10	
1B	Buckhurst 1 South Park Suffolk Way	Up to 1 hr	£1	
		Up to 2 hours	£2	
		Up to 3 hours	£3	
		Up to 4 hours	£4	
		Up to 5 hours	£4.50	
	Buckhurst 2 Weekdays	Up to 5 hours	n/a	Revoked £4.50
		Over 5 hours and all day	£4.60	
	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	
		Up to 5 hours	n/a	
	Buckhurst 2 Season Tickets	Over 5 hours and all day	£4.60	£4.50
		Annual Season Ticket	£859	No Change
		Quarterly Season Ticket	£224.75	
Monthly Season Ticket		n/a		
Weekly Season Ticket		n/a		
Resident Permit	£35			
1D	Council Offices	Saturdays & Sundays	Free	
2A	St Johns St James	Up to 30 mins	20p	
		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	
		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	Premium Bay	£2,500	No Change
		Annual	£1,110	
		6 Monthly	£565	
		Quarterly	£287.50	
		Monthly	£140	
2D	Bevan Place Park Road Station Road	Weekly	£35	
		Up to 30 mins	30p	
		Up to 1 hour	50p	
		Up to 2 hours	70p	
		Up to 4 hours	£1.10	
2E	Bevan Place Season Tickets	Over 4 hours and all day	£4	
		Annual	£396	
		Quarterly	£109	

Areas for consideration: Review of Fees and Charges 2019-20
Off Street (continued)

		Current	Revised	
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	

Areas for consideration: Review of Fees and Charges 2019-20
On Street

		Current	Revised
3A	High Street London Road South Park	Up to 30 mins	50p
		Up to 1 hour	£1
		Up to 2 hours	£2
		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 Morewood 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 Morewood 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	Godsel Rd/Azalia Dr	Up to 30 mins	20p
		Up to 1 hour	60p
		Up to 2 hours	£1.30
		Up to 4 hours	£2.40

Areas for consideration: Review of Fees and Charges 2019-20

On Street

			Current	Revised
4B	Godsel Rd / Azalia Dr	Over 4 hours and all day	£3.50	No Change
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 2018/19 (as at 11.09.18)

9 October 2018	24 January 2019	21 March 2019	Summer 2019
<p>Bradbourne Lakes</p> <p>Kent Joint Municipal Waste Management Strategy</p> <p>The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018</p> <p>Annual Review of Parking Management</p> <p>Budget: Service Reviews and Service Change Impact Assessments (SCIAS)</p>			

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