

07 November 2019 at 7.15 p.m.*
*or on the rising of the Appointments Committee

Conference Room, Argyle Road, Sevenoaks
Despatched: 30.10.19




Cabinet

Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins
Cllrs. McArthur, Piper, Dyball 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 12 September 2019, as a correct record	(Pages 1 - 4)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees		
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
5. Community Plan 2018/19 Annual Report	(Pages 5 - 48)	Alan Whiting Tel: 01732 227446
6. Annual Review of Parking Management 2020/21	(Pages 49 - 62)	John Strachan Tel: 01732 227310
		
7. Christmas Parking 2019	(Pages 63 - 68)	John Strachan Tel: 01732 227310




8. **Licensing Charging for Pre-application Advice** (Pages 69 - 84) Sharon Bamborough
Tel: 01732 227325



9. **Agreement on Joint Transportation Boards** (Pages 85 - 96) Martin Goodman
Tel: 01732 227245

 Indicates a Key Decision

 indicates a matter to be referred to Council

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.

CABINET

Minutes of the meeting held on 12 September 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Piper and Dyball

Apologies for absence were received from Cllr. Thornton

Cllrs. Coleman, Mrs Hunter and Pender were also present.

18. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 11 July 2019 be approved and signed as a correct record.

19. Declarations of interest

There were no additional declarations of interest.

20. Questions from Members (maximum 15 minutes)

There were none.

21. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees

There were none.

22. Bank Account Signatories

Members considered a report which sought approval for a change to the list of officers authorised to sign cheques and sanction banking instruments on behalf of the Council, following the recent appointment of the new Senior Principal Accountant. It was noted that officers authorised to sign cheques within the Finance team had signing rights over all bank accounts except the Imprest Account held in the offices of the Legal Team.

Public Sector Equality Duty

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

Resolved: That pursuant to Financial Procedure Rules 4.73 and 4.47, Mrs Jessica Booth, Senior Principal Accountant, be authorised to sign cheques and sanction banking instruments on behalf of the Council.

23. Treasury Management Annual Report 2018/19

The Finance and Investment Portfolio Holder presented the report which provided the review of investment and borrowing activity during 2018/19 as required by the Council's Financial Procedure Rules. The report outlined the strategy adopted during the year, showed the position of the investment and debit portfolios at the beginning and end of the year and gave details of how the investment fund had performed in comparison with previous years and against various benchmarks.

The Chief Officer Finance and Trading explained that overall return on the Council's investments was above budget in 2018/19 by approximately £113,700 and the percentage return exceeded recognised benchmarks.

He advised that the Finance and Investment Advisory Committee had considered the same report and had agreed to recommend it to Cabinet noting that whilst returned exceeded the budget, inflation continued to outpace investment returns, leading to the gradual erosion of capital in real terms.

Public Sector Equality Duty

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

Resolved: That the Treasury Management Annual Report for 2018/19 be approved and that Cabinet endorses the fact that there will be a review of the Treasury Management Statement in early 2020.

24. Financial Results 2019/20 - to the end of July 2019

The Finance and Investment Portfolio Holder presented the report on the Council's financial results 2019/20 to the end of July 2019, which showed the year end position was currently forecast to be a favourable variance of £44,000, this represented just over 0.3% of the net service expenditure budget totalling £15,251,000. Cabinet noted that this figure had been incorrectly recorded in the minutes of the Finance and Investment Advisory Committee and in the report.

The Chief Officer Finance and Trading indicated that this favourable variance included £90,000 of interest from loans to Quercus 7 for property investments. If this was excluded there would be an unfavourable variance forecast of £46,000.

He advised that the Finance and Investment Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

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

Resolved: That the report be noted.

25. Financial Prospects and Budget Strategy 2020/21 and Beyond

The Finance and Investments Portfolio Holder presented the first report for the 2020/21 budget setting process advising that it would be the tenth year of using the current Financial Planning Strategy that included the 10-year budget which had proved successful to date and placed the Council in a much stronger financial position than most other councils.

The Chief Officer Finance and Trading stated that the report was intended to start the debate and the assumptions would be updated as more accurate information become available during the process. The main message within the report was that the Council was able to remain financially self-sufficient. The 10-year budget continued to include no Revenue Support Grant (RSG) or New Homes Bonus (NHB) in any year as the council continued to be no longer reliant on direct Government funding.

Any amounts that were received from these sources were placed into the Financial Plan Reserve which could be used to support the 10-year budget by funding invest to save initiatives and support for the Property Investment Strategy. Using the funding for these purposes would result in additional year on year income that would not be impacted by Government decisions.

Members agreed the last 10-year budget in February and the only changes that had been made since then were rolling the 10-year budget on for one year and updating base figures. No changes to assumptions had been made at this stage.

The 10-year budget approved by Full Council in February included the need for £100,000 of new savings or additional income each year but only £93,000 is required in 2020/21 as additional savings were made last year. The Chairman of Cabinet requested that the annual net savings target of £100,000 be kept in place for future years.

The Chief Officer Finance and Trading set out that over the next couple of months the Cabinet Advisory Committees would be presented with their Service Dashboards and Service Change Impact Assessments (SCIAs) and a budget update report would then go to Cabinet in December to include their comments.

He advised that the Finance and Investments Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

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

Resolved: That

- a) Cabinet endorses the ten-year financial planning approach and principles set out in the report;
- b) the Advisory Committees be requested to review the Service Dashboards and advise Cabinet of possible growth and savings options; and
- c) Officers be requested to continue to review the assumptions as detailed within the report and report back to Cabinet on 5 December 2019.

THE MEETING WAS CONCLUDED AT 7.49 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 16 September 2019. The decisions contained in Minutes 22, 23, 24 and 25 take effect immediately.

Item 5 - Community Plan 2018/19 Annual Report

The attached report was considered by the People and Places Advisory Committee on 1 October 2019. The relevant Minute extract is below.

People and Places Advisory Committee (1 October 2019, Minute 21)

The Community Planning & Projects Officer presented the Annual Report for the third and final year (2018/19) of the Sevenoaks District Community Plan 2016-19 had been completed and progress against agreed key success measures for each priority within the plan was reported. A factual correction at paragraph 5 of the report was noted, where it should read 'Woodlands Court' not 'White Oak Court'.

It was noted that the percentage of key success measures that were completed or on target to in the 2018/19 Community Plan Annual Report, stood at 97%. Members expressed their gratitude and commended all staff involved for their hard work.

Resolved: That the contents of the report be noted and recommended to Cabinet.

This page is intentionally left blank

COMMUNITY PLAN 2018-19 ANNUAL REPORT

Cabinet - 7 November 2019

Report of	Chief Officer People & Places
Status	For information
Also considered by	People and Places Advisory Committee - 1 October 2019
Key Decision	No

Executive Summary: The Annual Report for the third and final year (2018/19) of the Sevenoaks District Community Plan 2016-19 has been completed and progress against agreed key success measures for each priority within the plan is reported.

This report supports the Key Aim of the Community Plan

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Alan Whiting, Ext. 7446

Recommendation to People and Places Advisory Committee: That Members note the contents of the report.

Recommendation to Cabinet: That Members note the Community Plan 2018/19 Annual Report.

Reason for recommendation: The report sets out progress against key success measures for the third year of monitoring (2018/19) for the Sevenoaks District Community Plan 2016-2019.

Introduction and Background

- 1 The Community Plan creates a long-term vision (2013-2028) for the Sevenoaks District and sets out the community's priorities for action.
- 2 Council approved the Community Plan and strategic level action plan accompanied by key success measures on 10 May 2016.
- 3 The Sevenoaks District Local Strategic Partnership delivers the Community Plan. This is made up of public sector organisations, together with voluntary and community sector representatives. It is co-ordinated by Sevenoaks District Council.

Community Plan Annual Report for the period 1st April 2018 - 31st March 2019

- 4 The Annual report is attached at Appendix A.
- 5 It sets out some of the key outcomes achieved this year by theme of the Community Plan. Each theme also includes some of the key partnership challenges for the year ahead.

97% of key performance indicators are currently on target, against a target of 85%. A flavour of the work is given below. The Annual Report sets out further information.

<p>Safe Communities</p>	<ul style="list-style-type: none"> • 96% of the 2018/19 Community Safety Partnership Action Plan achieved. • Coordinated partnership action on the former Convent of Mercy site, resulting in one of the first Closure Orders in the county being used successfully. • 11.8% reduction in anti-social behaviour, and the second lowest level in the county. • 4% reduction in the number of people killed and seriously injured on local roads in the Sevenoaks district.
<p>Caring Communities</p>	<ul style="list-style-type: none"> • A new modern scheme for older people completed in Swanley at White Oak Court Woodlands Court*. This provides 31 one and two bedroom self-contained apartments with a range of on-site facilities. • Two new care homes opened during 2018/19 with a range of on-site facilities, including Lavender Fields, Seal and Emerson Park, Hextable. • £25,000 in grants was awarded by the Sevenoaks Local Children’s Partnership to support attendance at school, supporting families to make healthy lifestyles choices and emotional resilience. • The Council’s HERO service reduced customers’ debts by nearly £48,000.

<p>Green Environment</p>	<ul style="list-style-type: none"> • Planning and outline planning applications granted by Sevenoaks District Council, created plans for around 2.6 hectares of public open space as a result of planning permission for 300 dwellings on Land North of the Railway line and West of St John’s Edenbridge. • The Council maintained a weekly refuse and recycling collection service. Sevenoaks District Council is unique in being the only Council within Kent to maintain a weekly service. • Sevenoaks District Council completed consultations on its emerging Local Plan. • West Kent Communities sold over 107,000 tonnes of reused goods that would otherwise have gone to landfill. • 98% of the District’s waste was recycled or reused.
<p>Healthy Environment</p>	<ul style="list-style-type: none"> • For 40 closed cases analysed of the partnership One You Your Home Project between Sevenoaks District Council and Age Concern Sevenoaks and Tonbridge, data showed that the project was successful in reducing visits to GPs by 42% and to just over £7,000 of a savings to the NHS. • The Better Care fund, helped some exciting and innovative social prescribing projects, including: <ul style="list-style-type: none"> ○ One You Your Home partnership project with Sevenoaks District Council, Age UK, Sevenoaks and Tonbridge receiving over 318 referrals and secured over £11,800 on safe and secure grants to support residents to remain in their own homes. ○ The West Kent Hospital Discharge Programme assisted over 201 patients with discharge from hospital with 27% of these from the Sevenoaks district. This equates to a saving of around

	<p>£24,000 of savings to the NHS for a one night inpatient stay saved for each of the clients supported who live in the Sevenoaks district.</p> <ul style="list-style-type: none"> ○ West Kent MIND successfully supported 25 people through a 12 week hoarding project. Over three quarters of the group said that their wellbeing had improved as a result of the project. ● The Sevenoaks District Community Safety Unit worked with partners to open a new mental health crisis café in Swanley.
<p>Dynamic Economy</p>	<ul style="list-style-type: none"> ● 250 people attended a West Kent jobs fair with 16 people starting work following the event. ● Sixteen businesses in the District benefitted from LEADER funding, creating a wide range of projects from converting a redundant building into a community farm shop at Mark Beech, improvements for education visits and visually impaired visitors at Chiddingstone Castle, conversion of the carriage lodge at Bore Place into two high-quality self-catering apartments and refurbishment of a milking parlour in an organic dairy farm. ● Across the County, Sevenoaks District had the lowest level of young people who were not in employment, education or training. ● 510 apprenticeships were started in the District for under 19s and 19-24 year olds. ● SupaJam Education Media and Music are also the first post 16 Special Education Provider in the country to receive a “good” Ofsted rating. An incredible 98% of learners at SupaJam went on to get a full diploma or qualification. ● The visitor economy, or tourism measured by the Cambridge Model 2017 (published 2018) showed that it represents £243 million

	per year, and supports 5,287 jobs.
Sustainable Economy	<ul style="list-style-type: none"> • Sevenoaks District Council’s Community Infrastructure Levy Board funded by CIL liable developments in the District, approved over £2 million of projects in the District, including projects in Edenbridge, Swanley, Sevenoaks Town, Fordcombe and Otford. The largest CIL contributions included £1.2 million for the Bat and Ball Community Centre (Sevenoaks Town Council) and £600,000 for Edenbridge Integrated Health and Wellbeing Centre (Kent Community Health Foundation Trust) • 71 units of affordable housing were created in the District by registered social landlords and developers. • Significant consultation of local people was undertaken relating to the Local Plan, housing, health services and local projects.

Key Implications

Financial

There are no financial implications associated with this report.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues relating to this report.

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.

Resource (non-financial)

Work connected with the Community Plan and the administration of the Local Strategic Partnership is undertaken through existing resources.

Agenda Item 5

Conclusion

- 6 The percentage of key success measures that are completed or on target to in the 2017/18 Community Plan Annual Report, stands at 97%.

Appendices

Appendix A - Community Plan Annual Report 1
April 2018 to 31 March 2019

Background Papers:

Sevenoaks District Community Plan Priorities
2019-22

Lesley Bowles,
Chief Officer People & Places

Sevenoaks District Community Plan Draft Annual Report 2019

This Annual Report is produced by Sevenoaks District Council on behalf of the Sevenoaks District Local Strategic Partnership (LSP) using data and information provided by partners

Page | 1



Lizzy Yarnold Victory Parade 2018

Table of Contents

Introduction	Page 3
Our Performance	Page 4
The Local Strategic Partnership: who are we?	Page 5
Safe Communities	Pages 6-9
Caring Communities	Pages 10-14
Green Environment	Pages 15-18
Healthy Environment	Pages 19-24
Dynamic Economy	Pages 25-30
Sustainable Economy	Pages 31-35
How to get in contact	Page 36



PHAB Sevenoaks Club for adults with learning or physical disabilities

Introduction

Making it happen- *together* is the Community Plan for the Sevenoaks District. It sets out a 15-year vision that reflects what local people have told us is important to them in the District.

The vision is supported by a three-year plan, which sets out our priorities for action. The current three-year action plan covers the period 2016-19 and ends in March 2019.

This is the third Annual Report for the 2016-2019 Action Plan. It summarises the work of the Sevenoaks District Local Strategic Partnership (LSP) over the last financial year (2018/19).

Our 15-year vision:



Our performance

In order to measure success, we have set out a number of key success measures for each of the priorities set out in this plan.

At the end of the third year (April 2018–March 2019) of the 2016–2019 Action Plan, 97% of key success measures in the plan were achieved.

97%	Key success measures achieved
3%	Key success measures not achieved



The Sevenoaks District Local Strategic Partnership (LSP)

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



Dartford, Gravesham and Swanley
Clinical Commissioning Group



West Kent
Clinical Commissioning Group



Kent Fire &
Rescue Service



Places to live. Space to grow.





Safe Communities

We want Sevenoaks to be a safer place to live, work and travel



- | | |
|------------|--|
| Priority 1 | Make the Police and Partners more visible in communities |
| Priority 2 | Work to keep crime at a low level and respond to the perception of crime |
| Priority 3 | Support vulnerable and repeat victims of crime and anti-social behaviour |
| Priority 4 | Tackle anti-social behaviour |
| Priority 5 | Tackle speeding vehicles and improve safety for all road users including pedestrians and cyclists |

Safe Communities – Key success measures

Safe 1

Achieve at least 85% of actions in the Community Safety Partnership Strategy and action plan

- The Sevenoaks District Community Safety Partnership **achieved 96% of actions** set out in the Community Safety Strategy Action Plan during 2018/19. This built on their success during 2017/18 when they achieved 92% of actions in their Action Plan.
- The 2018/19 Action Plan focused on Domestic Abuse, Serious and Acquisitive Crime (including Organised Crime Groups, Emerging Trends and County Lines*), Anti-Social Behaviour including Environmental Crime, Safeguarding, Substance Misuse, Road Safety, Doorstep Crime and Scams including Cyber Crime.
- This year the Sevenoaks Community Safety Unit (CSU) carried out **613 daily tasking's** to address reports over the previous 24-hours, and made follow-up visits and calls to residents who reported issues and concerns.
- The Community Safety Partnership continued to target repeat locations of concern to local people during 2018/19. The Sevenoaks District CSU successfully coordinated partnership enforcement activity on the former Convent of Mercy site in Swanley. This resulted in a three month Closure Order being issued on this site during 2018/19 due to ongoing anti-social behaviour. **This was the first Closure Order used in the county.** A three month extension was also granted to the Closure Order and the case is currently awaiting trial. In addition, a Prohibition Order was issued relating to the condition of the site due to breaches of planning and building control.
- The Partnership has over **40** projects in their action plan and schemes to address specific local community safety issues. This included, gang training attended by 78 people; Dark Web Training (access to illegal substances) delivered by Addaction attended by 37 people; Prevent training (counter terrorism) to 40 front line workers and **43** Operation Cocoon interventions targeting burglary and vehicle crime.

Safe 2

Reduce the total number of 'victim-based' crimes as recorded by Kent Police

- During 2017/18, following a visit by Her Majesty's Inspector of Constabulary, Kent Police changed the way it records crime leading to a significant increase in recorded crime across the County.
- During 2018/19, although crime went up across the county, Sevenoaks District **has had the lowest level of increase.** From 1 April 2018- 31 March 2019, there have been 7,745 victim-based crimes reported, an increase of 33 crimes (0.4%). Across the county, the increase has been 10.7%.

*County lines is a type of criminal exploitation where gangs and organised crime networks groom and exploit children to sell drugs

Safe 3

Maintain the low number of Anti-Social Behaviour incidents (no higher than 3rd in the county)

- During 2018/19, Sevenoaks District had the **second lowest level of Anti-Social Behaviour (ASB)** in the county, with 1,619-recorded incidents to Kent Police. This represents an **11.8% reduction** (192 reports) compared with 2017/18. During the last three years, Sevenoaks District has maintained the low number of ASB incidents at no higher than the second lowest in the county.
- This year, remedies to deal with anti-social behaviour included, 24 warning letters, 15 Acceptable Behaviour Contracts, 13 Community Protection Warnings, 1 Community Protection Notice, ongoing monitoring of 1 Criminal Behaviour Order, 1 Closure Order, support groups, carrying out home visits and referrals into education and employment advice.

Safe 4

Reduce the number of people killed or seriously injured (KSI) by 2020 (in line with KCC Road Casualty Reduction Strategy)

- There was a total of 49 people killed and seriously injured on local roads in the Sevenoaks District during 2018/19, a **slight reduction of 4%** compared to the figures recorded during 2017/18 (51). There was a however a bigger reduction of **27%** when compared to the number of people killed or seriously injured on local roads during 2016/17 (67).
- In both of the previous two years, Sevenoaks District has been **below the County average** for casualties on local roads.
- Speedwatch continued to operate in eight locations in the District. Speedwatch enables groups of volunteer residents to contribute to their community's safety and quality of life by helping reduce excessive vehicle speed.
- The Sevenoaks District Community Safety Partnership has six speed boards, which are loaned out to volunteers. **Over 1,000 vehicles** have been reported to owners have received letters about speeding. This work has been followed up by Kent Police doing speed checks in repeat locations.



Safe 5

At least 85% of actions in the Domestic Abuse Action Plan to be on target

- During 2018/19, the Community Safety Partnership achieved **88% of actions** in the Domestic Abuse Action Plan. This is a 2% increase from the period 2017/18 when 86% of actions were achieved.
- This year, the Community Safety Partnership and Police and Crime Commissioner funded domestic violence programmes in the district that supported:
 - Domestic abuse training for **40 front line workers**;
 - **Supported over 190 victims** of domestic abuse through programmes providing face-to-face support.
 - Helped **two perpetrators** of domestic abuse to stop their abusive behaviour.
- The Sevenoaks District Community Safety Partnership has also successfully expanded community capacity by training **50 women** to support other women who have experienced domestic abuse.
- Sevenoaks District Council became **White Ribbon Accredited this year**. This shows that the Council and the Sevenoaks District Community Safety Partnership are dedicated to stopping violence against women and girls.

Other key successes 2016-19

- During 2017/18 the Sevenoaks District Community Safety Partnership changed their approach to Anti-Social Behaviour. The ASB Task Group changed to a Community MARAC (Multi Agency Risk Assessment Conference). The Community MARAC provides a better problem-solving forum for managing high-risk vulnerability and repeat victimisation. It recognises that a growing number of ASB cases involve complicated safeguarding, mental health and vulnerable adults.
- Kent Police's New Horizons, was launched in September 2017. New Horizons was to deliver the change in the way Police deliver daily services. This has led to more information into the CSU regarding Domestic Abuse, Vulnerable Adults and Young People, dedicated officers to deal with specific safeguarding issues and a quicker response time in dealing with vulnerable and repeat victims.



Caring Communities




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



PHAB Sevenoaks Club for adults with learning or physical disabilities - providing the right support at the right time

Page | 10

Your priorities for action

- | | | |
|------------|---|--|
| Priority 1 |  | Provide the right support at the right time |
| Priority 2 |  | Improve outcomes for children and young people |
| Priority 3 |  | Reduce poverty and social exclusion |

Caring Communities - Your Key Success Measures

Caring 1

Housing Strategy completed and promote housing development to meet the needs of older people

- In July 2017, Sevenoaks District Council adopted its new “**Housing Strategy 2017: Wellbeing Starts at Home**”. This sets out the District Council’s key housing objectives for the coming years. It focuses on health outcomes that can be achieved through a wide-range of housing interventions - all of which will help contribute to health in the wider community
- “Wellbeing Starts at Home” has formed a major part of Sevenoaks District Council’s new Local Plan, which has now been submitted to the Planning Inspector.
- “Wellbeing Starts at Home” reflects Sevenoaks District Council’s belief that people’s home environment can have a significant impact on health. If our homes are over-crowded, isolated and under-occupied, badly maintained and full of hazards, cold and damp or unaffordable and causing debt - our health will suffer.
- During 2018/19:
 - West Kent Housing demolished outdated sheltered housing units at Woodlands Court, Swanley and developed a new and modern scheme for older persons, linked up to a local health hub through **White Oak Court, Swanley**. It provides 31 one and two bedroom self-contained apartments with a range of on-site facilities such as a hair salon, restaurant and shop. This scheme enabled eight households previously under occupying family sized housing to downsize. The scheme also won “Development of the Week” in the national Inside Housing magazine;
 - Planning consent has been granted for the district’s **first purpose built extra care facility** on the site of the demolished and outdated care home, Dynes House in Kemsing. It will provide 51 multi-tenure apartments with a range of on-site facilities, including a restaurant, hair salon, community shop and hub. It is expected to be completed in 2020 and the apartments will be marketed to attract local villagers, aiming to enable older people to remain with their support networks;
 - **Two new care homes** opened during 2018 with onsite facilities for residents. These included **Lavender Fields**, Seal a 24-hour residential, dementia and respite care home and **Emerson Park**, Hextable with tailored 24 hour nursing, residential, respite and convalescent and dementia care. It also has 47 retirement apartments.

Sevenoaks Children's Local Partnership dashboard of indicators produced and at least 75% of core indicators to be on target.

- Kent County Council stopped producing the Sevenoaks District Children's Local Partnership dashboard of indicators during 2017/18 and is currently reviewing the way the partnerships operate.
- However, the Sevenoaks Local Children's Partnership Group continued to focus on the following priorities during 2018/19, including:
 - Secondary School Attendance;
 - Emotional Resilience;
 - Supporting families to make healthy lifestyle choices.
- During 2018/19, the **School Public Health Service (SPHS)** took action to support children who were identified as being very overweight. See Healthy Environment, Priority 3.
- During 2018/19, the percentage of total absences in Primary schools in the District fell from 4.3% in the previous year to **4.1%**, while the percentage of pupils with 10% absences or more fell from 11.4% to 10%. Overall absence in Secondary Schools fell slightly from 5% to 4.9%, while the percentage of pupils with 10% absences or more fell from 12.9% to 12.7%.
- During 2018/19, Kent County Council's **Troubled Family service** continued to support families who struggle with multiple and complex problems. The Troubled Families Programme brings partners together to help families overcome these problems by working intensively with them to provide the stability and practical support they need to improve their lives.
- Referrals to the Troubled Families Programme are made through the Early Help Service. During 2018/19, on entry to the programme, the four most frequent problems for these families were as follows:
 - Children with mental health or emotional health and well-being concerns (25%);
 - A child with 10% absences or more across the last three consecutive terms (21%);
 - An adult who requires parenting support (19%);
 - An adult with mental health or emotional health and well-being concerns (12%).
- During 2018/19, the Sevenoaks District Local Children's Partnership awarded over **£25,000** in grants during 2018/19 to support delivery of its key priorities, including attendance, mental health and healthy lifestyles:
 - **West Kent Mind** - delivering mental health training in primary schools;
 - **Trinity Theatre** - providing workshops aimed at key stage one for children who struggle with speaking, listening and attention skills;
 - **We are Beams** - will be running a drop-in clinic in central Sevenoaks providing support and advice to parents with a disabled child.

- This takes the total amount of grant funding issued to community projects supporting the Local Children’s Partnership priorities to **£105,000** over the last three years.

Caring 3

The number of families with children under 5 receiving benefits receiving help.

- During 2018/19, the Sevenoaks District Council HERO (Housing Home Energy and Retraining Options) and the SuperHERO Service continued to provide support to families with young children. This included continuing to provide services at the Sevenoaks Children’s Centre (Spring House), and Edenbridge Children’s Centre.
- As a result of work at the Children’s Centres’, 30 parents were supported during 2018/19, including setting up debt repayment plans, assistance with anti-social behaviour and advice on a range of benefits including Employment Support Allowance (ESA) and Personal Independence Payments (PIP).
- SuperHERO aims to tackle the wider social and health issues that can threaten homelessness by taking services out “on the road” to local people in rural and deprived communities.

Caring 4

Percentage of people satisfied with the HERO project

- HERO continue to help and personalised support some of the most vulnerable clients in the District, particularly those on low income and or at risk or eviction and homelessness. During 2018/19, they continued to have a **100% satisfaction rate** from their customers who completed their customer surveys.
- During 2018/19, HERO and SuperHERO:
 - Closed 281 cases and had an average of two face-to-face appointments for each customer;
 - Maximise customers income by £8,34.06 per week;
 - Customers who had debts had them reduced by a total of £47,735.27;
 - Secured £11,195.26 of grants to support customers;
 - Secured £32,276.15 in backdated benefit allowance for customers.

Other key successes 2016-19

- The Sevenoaks District Local Children's Partnership also approved a business case for Sevenoaks District Council's HERO service to use an underspend of £20,000 of Kent County Council's Troubled Families funding. This helped to support and extend HERO work in Children's Centres but will be focused on working with families who meet the Phase 2 Troubled Families programme criteria.
- With new legislation that came into effect in April 2018 (Homelessness Reduction Act) and changes to economic and affordability assessments including welfare reform, benefit cap and increased property rental price, it was necessary to update Sevenoaks District Council's Housing Allocations Policy to incorporate these changes. The new policy will have an important impact on reducing poverty and social exclusion. It has clearer definitions and transparency for those identified with a housing needs, greater opportunities for people with an identified housing need to join the Housing Register, as well as prioritising those with the greatest housing need.





Green Environment

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



Sevenoaks Greensand Common Project volunteers carrying out access and habitat improvements at Sevenoaks Common - enhancing the value of our countryside

- | | |
|------------|---|
| Priority 1 | Retain the Green Belt and conserve and enhance the value of our countryside and green spaces, particularly Areas of Outstanding Natural Beauty (AONB) |
| Priority 2 | Maintain a clean local environment |
| Priority 3 | Ensure new development is designed to a high quality and takes into account local character and the impact on the environment |

Planning policies used effectively to conserve and enhance the value of our countryside and green spaces

- During 2017/18, Sevenoaks District Council Local Plan policies **successfully protected open and green spaces** in the District, ensuring that key developments in the District contributed to future open space provision.
- The most recent Authority Monitoring Report (2018) outlines that three planning applications were granted for additional Open Space and no open space was lost on allocated sites in the District. This included:
 - In 2017/18 an application was granted for the proposed development of a multi-deck car park and ten townhouses on the site of the Buckhurst 2 car park in Sevenoaks. This included ground remodelling and landscaping to the Environmental Park in Sevenoaks;
 - Two applications were granted for 300 dwellings on Land North of Railway Line and West of St Johns, Edenbridge, together they created plans of up to 2.6 hectares of public open space;
 - Applications have been granted for new playground equipment on the Sports Field East of Horton Kirby and South Darenth Village Hall, replacement playground equipment on Crockenhill War Memorial playing field and the erection of a playhouse at Chartwell House in Westerham.
- Sevenoaks District Council worked with partner organisations including the High Weald AONB Unit, The North West Kent Countryside Partnership, the Kent Wildlife Trust and neighbouring authorities to provide countryside enhancements across the District. Projects included:
 - Developing a biodiversity improvement project at Otford Palace with Otford Parish Council.
 - A project hosted by Kent Downs AONB to celebrate ash trees, involving a major new commission by internationally recognised artists Ackroyd and Harvey, wide ranging walks and talks and a Kent wide plan for landscape restoration.
 - Shaw Trust working with Bore Place to develop a project offering carers weekly relaxation and outdoor activities, while those they care for take part in gentle supported and supervised indoor activities.

Green 2

Use and enforce Planning Policies set out in the Local Plan to ensure new development is designed to a high quality and takes into account local character and impact on the environment

- Building for Life is a government standard for well-designed homes and neighbourhoods. It is about making sure that developers build well-designed new homes and developments that fit the local character of an area. It also looks at the design of exterior spaces between and around new homes, for example, paths and car parking.
- During 2017/18, Sevenoaks District Council carried out **Building for Life appraisals on five schemes**, with two scoring “very good” and two scoring “average” and one scheme scored “poor”.
- Conservation areas exist to protect the special architectural and historic interest of an area. The local planning authority designates most conservation areas. Within Sevenoaks District, there are 42 designated Conservation Areas with Conservation Area Appraisals carried out by Sevenoaks District Council. Since the beginning of the planning period 22 Conservation Area Appraisals incorporating Management Plans have been adopted, the most recent of which is the Westerham Conservation Area and Management Plan. Since the last Authority Monitoring Report produced by Sevenoaks District Council, six conservation areas have been reviewed, including Brasted, Leigh, Seal Swanley Village and Shoreham High Street and Shoreham Mill Lane.
- One major non-residential scheme completed in 2017/18 will provide a publicly assessable electric vehicle charging point. Three residential development partially completed in 2017/18, and 28 residential applications granted in 2017/18 will provide electrical charging points
- There are 42 designated Conservation Areas and out **22 conservation area appraisals** on designated conservation areas. Conservation area appraisals identify and assess the character of a conservation area. An appraisal helps the Local Planning Authority develop initiatives to improve the area and protect it from unsuitable development.

Green 3

Weekly refuse service collection maintained

- During 2018/19, Sevenoaks District Council **successfully maintained its weekly refuse and dry recycling collection service**. Sevenoaks District Council is unique in being the only Council within Kent to maintain a weekly service. It is also one of the few in Kent to retain an in house collection service. In addition, **98%** of missed collection reports were put right by the next working day.

Green 4

Recycling campaigns delivered

- During 2018/19, 98% of the District's waste was recycled or reused, and this has been helped by some successful recycling campaigns and initiatives, including:
 - The production of a new easy to understand recycling guide that has been delivered to all households in the District;
 - The development of a Refuse and Recycling App that will be available for testing during 2019/20.
- West Kent Communities manages the Abacus furniture store in Sevenoaks and two others elsewhere in Kent. In addition to providing low cost furniture to those that most need it, the stores recycled **107 tonnes** of goods that would otherwise have gone to landfill

Other key successes 2016-19

- During 2017/18 , Kent Downs AONB and the **Darent Valley Landscape Partnership Scheme (DVLPS)** was successful in being awarded a grant from the Heritage Lottery Fund of £2.1 million, towards the £4 million scheme running until summer 2022. This year, Sevenoaks District Council has continued to support the DVLSP and is working with key partners to deliver projects within the valley.
- The Sevenoaks District Local Plan, which will guide housing, employment, retail and other infrastructure needs up to 2035 was submitted to the Planning was agreed by Sevenoaks District Council on 26 March 2019 and submitted to the Planning Inspector in April 2019. The new Local Plan will seek to protect the green belt and enhance open spaces through the implementation of the Council's preferred options. At the same time, the Local Plan will need to provide much-needed homes, more opportunities for first time buyers, more affordable homes and more opportunities for older people seeking to downsize.
- **Sevenoaks Greensand Commons Project** is a four year project working across eight commons located in Westerham, Sevenoaks and Seal. The project aims to restore rare heathland and wood pasture habitats, improve access, and involve local people to celebrate the sites rich wildlife and social history
- Sevenoaks District Council, working with Kent Wildlife Trust and other partners, secured £483,600 from the National Lottery Grants Heritage Fund and £48,970 from the Enover Community Fund. Further match funding has been provided by parish and town councils, landowners and contributions of volunteer time bringing the total value of the project to **£712,570**.



Healthy Environment

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

Page | 19



Inclusive Archery Project (Kent Sport 2018 Kudos Award runner-up) - Reducing health inequalities and improving access to sports

Priority 1		Reduce health inequalities and improve health and wellbeing for all
Priority 2		Reduce risk taking behaviour that affects health and wellbeing
Priority 3		Encourage access to health services for all

Healthy Environment: Our key success measures

Healthy 1

Increase the number of older people living independently for longer and reduce health inequality

- This year, partners' delivered **innovative health and housing solutions** that supported people to remain independent in their own homes:
 - The Better Care Fund (BCF) is one of the most ambitious programmes across the NHS and local government to date. It creates a local budget to encourage the NHS and local government to work more closely together, placing people's wellbeing as the focus of health and care services.
 - During 2018/19 Better Care continued to provide around £100,000 of funding for an exciting partnership project aimed at supporting older people in Edenbridge and Swanley. The "**One You - Your Home**" project is a partnership project between Sevenoaks District Council and Age UK Sevenoaks and Tonbridge. It provides a service for older people who are referred by GPs as needing more general support. The project employs two One You Advisers, who aim to remedy health and housing related issues, reduce demand on GPs, promote independence for customers and provide financial assistance in overcoming obstacles within the home environment.
 - During 2018/19, the **One You Your Home service**:
 - Had over 318 referrals with over 60% of these from GPs;
 - Successfully submitted 105 requests for Safe and Secure Grants with over £11,800 spent on materials. This included, grab rails, rise and recliner chair, key safe, adjustable steps, electric wheelchair, replacement carpets and helper trolley.
 - An analysis of 40 One You Your Home closed cases showed the **impact of the interventions** as follows:
 - GP visits reduced from by 368 visits before the One You Your Home service to **212** visits after the service;
 - This reduction of 156 visits is equivalent to 42% and equates to over **£7,000 of savings** to the GPs (based on £45 per consultation).
 - **The West Kent Hospital Discharge Programme** supported by the Better Care Fund is a partnership project between Sevenoaks District Council, Peabody Home Improvement Agency and the Maidstone and Tunbridge Wells NHS Trust. During 2018, it received over 216 referrals, and assisted 201 patients with discharge from hospital. 54 (27%) of these from the Sevenoaks district. This equates to around £24,000 of savings to the NHS for a one night impatient stay saved for each of the clients supported who live in the Sevenoaks district.
 - **Citizens Advice North and West Kent** supported residents in the district through their "Independence at Home Project". This saw a team of seven advisers' trained at Trusted Assessors to undertake home visits and make referrals to Sevenoaks

District Council for appropriate support. 178 clients identified as being vulnerable were contacted by the team to discuss their situation and potential help where available. Of these, 39 residents were supported to apply for Better Care funding from Sevenoaks District Council and 12 vulnerable West Kent Housing Association tenants were supported to apply to WKHA for aids and adaptations in their homes. In addition, clients were supported with additional advice and support with form filling, including Blue Badge applications, Attendance Allowance, Employment Support Allowance (ESA) and Personalised Independence Payment (PIP).

- **The “Supporting New Parents Project” run by PS Breastfeeding CIC** supported 212 families to access their services with 344 individual contacts being made in person via home visits/group attendance. In addition 94% of families’ attending the Hope Church support group said it made them feel less isolated at a parent. Overall 97% of parents who had contact with the project reported that the project had a positive effect on their mental health.
- **West Kent Mind’s Hording Project** have supported 25 clients from the Sevenoaks district. 100% of clients engaged in the 12 week programme and have made improvements in decluttering, realistic thinking and wellbeing. As a result of the programme, three clients avoided being taken to court for repossession hearings, one client was supported to stay into her home rather than having to go into a care home, and two clients were supported to decluttering as a first step to supported accommodation. 74% of clients supported by the programme said that felt that their wellbeing had improved along with their control of their environment. Nearly 60% of clients said they felt less isolated.
- During 2018/19, Sevenoaks District Council completed 139 **Disabled Facilities Grants with a value just over £1 million** to provide aids and adaptations to their homes.

Healthy 2

Programmes delivered to support people to better manage long-term mental health conditions and improved signposting

- During 2018/19 Sevenoaks District Council worked with the Sevenoaks Area Dementia Friendly Community Forum, and delivered a hugely successful “Run Walk or Push for Dementia” charity event. It raised over **£7,000** to provide support for the work of the Forum in helping people suffering from dementia and their carers, and has allowed the Dementia Forum to continue to support the three for-get-me not cafes in Edenbridge, Westerham and Sevenoaks and Chipstead for another year.
- The Sevenoaks District Community Safety Unit worked with partners and made a successful bid to Police and Crime Commissioner for **£11,000** to open a new mental health crisis café in Swanley. Sevenoaks District Council and Kent County Council also supported this project. It is based at the Citizens Advice Offices in Swanley town

centre and is run by North Kent MIND. It targets young people aged 14-17 years on Thursday evening (4pm – 6pm) and people over 18 on Saturday evenings (7pm – 9pm). **This is the first crisis service which has opened in the district.**

Healthy 3

Targeted interventions provided for children measured as or at risk of being overweight or obese

- During 2018/19, a new School Public Health Service (SPHS) took action to support children who were identified as being very overweight. This support included:
 - 179 families of pupils in Reception spoken to and 299 families of pupils in year 6 spoken to;
 - 16 families of pupils in Reception accepted packages of care and support while 64 families of pupils in Year 6 accepted packages of care and support.

Healthy 4

Targeted interventions provided for adults who are overweight

- During 2017/18, Sevenoaks District Council with Kent County Council set up a new holistic “One You” public health service to support residents to make healthier choices, as well as tackling some of the root causes of health issues. These issues include financial and housing issues, loneliness and isolation, poor mental wellbeing, lack of home adaptations and unemployment, which are likely to be contributing to the unhealthy behaviours, for example housing and debt.
- During 2018/19, the Sevenoaks district One You service had 405 sign-ups for the
- In addition, 76 people engaged in the Healthy Weight Programme. Of which:
 - 65% lost up to 3% of their body weight;
 - 20% lost between 3 and 4.9% of their body weight;
 - 20% lost over 5% of their body weight.

Healthy 5

Success measures in the District Health Deal developed and 50% on target initially, increasing over time to 85%

- Sevenoaks District Council’s and Kent County Council’s “**Health Deal – the future of health at a local level**” is a ten-point plan which involves:
 - Training staff on Making Every Contact Count and how to make appropriate referrals
 - Working to establish a health in all policies approach; ensuring everything we do supports a health and wellbeing approach;
 - Tackling the housing causes of ill-health through the work of HERO and SuperHERO service;

Sevenoaks District Community Plan Draft Annual Report, 2019

- Accessing new external funding to support delivery of the deal, including two successful Sport England funding bids;
- Improving health in workplaces in the District;
- Working in partnership with GPs;
- Making best use of open space and active travel, including promotion of led cycle rides in the district, and new quarterly health walk leader training;
- One You Advisers continuing to carry out mapping of the key health assets at the local level;
- One You Your Home Advisers now accessing GP data on GP systems;
- Successful annual dementia run delivered in 2018 with 500 participants.
- This year, 85% of the success measures in the District Health Deal were on target compared to 70% this year last year.

Healthy 6

85% of actions in the Health Inequalities Action Plan to be delivered each year

- The Sevenoaks District Health Inequalities Action Plan is a partnership document coordinated by Sevenoaks District Council. During 2018/19, 85% of the reported actions to reduce health inequalities in the district were achieved.
- The 2018 Public Health Profile for Sevenoaks district shows that life expectancy at birth is 3.3 years lower for men and 2.2 years lower for women in the most deprived areas of Sevenoaks than in the least deprived areas. Life expectancy at birth for males in the district is 81.9 years which is higher than the national average of 79.5 years. Life expectancy at birth for females is 85.1 years which is higher than the national average of 83.1 years.
- This is a slight improvement from the previous year, where the 2017 Public Health Profile shows that life expectancy was 3.3 years lower for men and 2.6 years lower for women.

Healthy 7

Complete an Open Space, Sports and Leisure study and deliver a Leisure Strategy with 85% of actions to be delivered

- Sevenoaks District Council completed an Open Sport and Leisure Study during 2017/18 to assess the level of open space, sport and leisure provision within the District. This includes a Playing Pitch Strategy endorsed by Sport England. These studies have informed Submission Version of the Sevenoaks District Council's Local Plan during 2018/19.

Other key successes 2016-19

- Sevenoaks District Council won an award for the most dementia-friendly organisation in December 2016 as part of the Kent Dementia Awards. This recognised support and training to staff to become Dementia Friends and changes to the Council's reception area to make it more dementia friendly.
- The West Kent Hospital discharge scheme won in the excellent Partnership category of the Kent Housing Group and Kent Joint Policy and Planning Board in September 2017.
- The "One You – Your Home" scheme was highly commended in the Excellent Partnership category of the Kent Housing Group and Kent Joint Policy and Planning Board in 2018. It also featured in a BBC South East news featuring the One You Your Home Project.
- In 2018, Sevenoaks District Council won the iESE Gold Award for Transformation in Health and Social Care was in recognition of the Council's unique approach to delivering health and wellbeing services.
- iESE (The Improvement and Efficiency Social Enterprise) works with public sector organisations to help them deliver the best possible services at the best possible cost. This award acknowledged the Council's unique approach to delivering health and wellbeing services, including the West Kent Hospital Discharge scheme to help tackle NHS bed blocking. The iESE award also praised the Council's One You preventative health services and the Super HERO Advice Service which tackle the non-medical reasons why people visit their doctor, even if the symptoms are medical. Examples include anxiety caused by debt, asthma caused by damp housing, identifying people likely to fall and preventing it, symptoms caused by loneliness, lack of exercise and poor diet.





Dynamic Economy

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



Opening of the new Premier Inn, Sevenoaks Town - encouraging new businesses and promoting tourism

Priority 1		Identify a supply of employment land and premises to promote economic growth
Priority 2		Improve skills for employment
Priority 3		Retain existing businesses and encourage new businesses
Priority 4		Retain existing businesses, encourage new businesses and promote tourism

Dynamic Economy - Your Key Success Measures

Dynamic 1

Market Sevenoaks District as a place to invest and grow

- Sevenoaks District Council's Economic Development Strategy 2018-21 was agreed this year. This includes a key theme area relating of growth and investment in the district with an ambition to regenerate key market towns.
- The Submission Version of the Local Plan includes policy EMP1 – Supporting a Vibrant and Balanced Economy. The Local Plan seeks to retain employment sites to support a vibrant and balanced economy. It also supports the development of new allocations and other new employment units for small to medium businesses in suitable locations.

Dynamic 2

Secure funding for business support programmes

- During 2018/19, the **West Kent Partnership funded support** helped 26 people in Sevenoaks District to access up to two hours free support through the West Kent Business Support Programme;
- Additionally, the West Kent Partnership continued to deliver South East Business Boost where businesses can access 12 hours free support and three businesses from Sevenoaks had signed up for the programme. The programme also included a Scale Up fully funded 36 hour programme which supported 12 businesses in West Kent. As part of Scale Up there is an agreement between the West Kent Partnership and the Kent Invicta Chamber of Commerce who are delivering the programme. The aim of Scale Up is of increasing GVA or Gross Value Added, (which is a measure of goods a services produced in an area) and employment.

Dynamic 3

Jobs and careers events delivered

- As part of National Employment Week on 28 June 2018, Sevenoaks District Council hosted its first **Helping Hands into Employment event**. This was a partnership event supported by SupaJam, Catch 22, West Kent Communities and Sevenoaks District Council and Job Centre Plus. The event provided support to 12 people seeking to get back into work. It gave advice about motivation, confidence, mindfulness and practical tips about how to get shortlisted for a job.
- Feedback from the event was excellent. Although it was a small group who participated, the majority were long-term unemployed and taking part in the event was a significant step for them. Following the event, two people sought further help and

advice through Sevenoaks District Council’s HERO project. In addition, one participant gained employment in the new Premier Inn that opened in Sevenoaks.

Dynamic 4

Economic Needs considered as part of the Local Plan

- During 2018/19 a number of **key economic needs studies** were commissioned as part of the background evidence to the Submission Version of the Local Plan. This included:
 - Local Plan Settlement Hierarchy (2018), The Settlement Hierarchy for Sevenoaks District has five settlement classifications, ranking from the most sustainable (Principal Town Centre) to the least sustainable type of settlements (Hamlets). It helps to define the role and function of each settlement within the District and will help inform the profile of settlements as well as their ability to meet future development needs;
 - A Sevenoaks Local Plan and Community Infrastructure Levy Viability Study (2018);
 - Sevenoaks Urban Area Economic Needs Study (2019) looking at key development sites within the town, identifying opportunities, constraints and mix of uses.

Dynamic 5

Support rural businesses through the West Kent Leader fund

- West Kent **Leader** is a European Union (EU) funded programme managed by Sevenoaks District Council. The current programme has been running since 2015 providing important grant funding to local businesses to support the rural economy. To date 42 projects in West Kent have benefited from Leader funding, creating 66 jobs, with a total grant commitment of over £1.6 million.
- **Sixteen businesses** in the Sevenoaks District have benefitted from a share of this funding, which will create **22 jobs** in the rural area. In the last year these have included the following projects:
 - Chiddingstone Castle - refurbishment and conversion of an existing room for educational groups/visitors, improvements to parking and pathways, improved signage for outdoor maze to enhance accessibility for people with limited vision, and manufacture and installation of a new display case for an artefact;
 - Conversion of a redundant building as a farm shop selling locally sourced and produced food and beverages in Mark Beech;

Agenda Item 5

Sevenoaks District Community Plan Draft Annual Report, 2019

- Construction of a woodchip hub (storage building and associated hardstanding) allowing enhanced collaboration between woodland owners in the area who will benefit from the increasing demand for woodfuel products;
- The renovation and conversion of the carriage lodge, into two high-quality self-catering accommodation units at Bore Place;
- Refurbished milking parlour on an organic dairy farm, designed to be water and energy efficient and to optimise animal health and welfare, reduces operating costs and delivers a facility that is fit-for-purpose for the future.

Dynamic 6

Support 16-24-year olds into employment, education or training

- Kent County Council track and measure the number of young people who are not in education training or employment (NEET) between the ages of 16-18. This measures the impact of support they provide to young people to support them back into education, training or employment (EET).
- During 2018/19, the Sevenoaks NEET (not in employment, education or training) population was **consistently low**, with a cohort of 42 in March 2018, and the percentage of Year 12 and 13 NEETs in the District was **1.57%**, which is a reduction from 1.85% in the same period during the previous year. During the same time, NEET numbers across the rest of the county have risen to 3.14%. Sevenoaks has performed better than the rest of the county and is the best performing district in Kent. The Sevenoaks District is helped by two additional providers who are not schools or colleges, Catch 22 and SupaJam who help to keep NEET numbers down.
- Their work was recently validated in an Ofsted inspection that found SEMM to be “good” overall. They are also **the first post 16 Specialist Education Provider in the country to achieve this rating**. The Ofsted report recognises the outcomes for learners, including good progress students make on much business courses enabling them to move onto higher level of study, or into employment or training. It also recognised that 87% of leavers were offered places at university to study music or related subjects. In addition, almost all the level three students who left in 2018 have remained in employment, education or training.
- **SupaJam Education Media and Music (SEMM)** work with some of the most vulnerable young people in our community, and they continue to grow from strength to strength. This year, they are celebrating their biggest ever cohort 73 learners, **98%** of whom went on to get a full diploma or qualification.

Dynamic 7

85% of actions in the Sevenoaks District Economic Development Action Plan achieved

- **86% of actions** in Sevenoaks District Council's Economic Development strategy were achieved during 2017/18. A new Economic Development Strategy for the period 2018-2021 has been prepared and agreed.

Dynamic 8

Tourist destination Management Plan delivered, and visitor stays increased

- The Sevenoaks Visitor economy, or tourism, represents **£243 million per year** in value, with **£4.3 million** visitors and supporting **5,287 jobs**. The Sevenoaks Economic Impact of Tourism Study Cambridge Model results for 2017, published during 2018, compared results to their to last study undertaken during 2015:
 - The total number of trips to the District **increased by 8.5%**
 - The value of day visits has **increased by 5.4%**
 - The numbers of jobs generated by the visitor economy has **increased by 5.1%**.
- Sevenoaks District Council successfully facilitated the opening of a new Premier Inn in Sevenoaks Town on land owned by the Council. The hotel will enhance the District's current accommodation offer by providing an additional 83 rooms.
- Sevenoaks District Council successfully completed a long-stay multi-decked car park on the former Buckhurst 2 site in Sevenoaks Town. This brings 480 much needed long-stay spaces to the town centre helping both businesses and the visitor economy. The car park achieved the "Park Mark" Safer Parking Award.

Dynamic 9

Apprenticeship opportunities encouraged over the three-year plan period

- The most recent Department for Education figures for apprenticeship starts in the Sevenoaks District, show apprenticeship starts by apprenticeship level (intermediate, higher and advanced) and age group. The results show that a total of **510 apprenticeships were started** during 2018/19. This means that from 2016/17 there have been a total of 1,100 apprenticeship starts. Department for Education data also shows that the sectors with the highest starts in the District were as follows: Business, Administration and Law; Health, Public Services and Care; Engineering and Manufacturing Technologies; Retail and Commercial Enterprise; Construction, Planning and the Built Environment.
- During 2018/19, West Kent provided a wide range of support, training, volunteering and work experience in 18/19. 94 people were supported with 17 residents securing employment and 29 accreditations achieved by young people including CSCS

Agenda Item 5 Sevenoaks District Community Plan Draft Annual Report, 2019

(Construction Skills Certification Scheme), First Aid, Health & Safety and ASDAN (Award Scheme Development and Accreditation Network).

Other successes 2016-19

- During 2017/18, Sevenoaks District Council carried out a Strategic Housing and Economic Lands Availability Assessment (SHELAA). This is an assessment of the amount of land that is available and suitable to meeting the District's housing and employment needs. It forms part of an evidence base that informed the Submission Version of the new Local Plan, along with the Economic Needs Study (ENS) jointly commissioned by Sevenoaks District Council and Tunbridge Wells Borough Council during 2016/17. The Economic Needs Study analyses the existing employment land in the District and makes recommendations as to how Sevenoaks District Council can support continued economic growth, through the its new emerging Local Plan
- During 2017/18, Sevenoaks District Council completed a Visitor Economy Study that formed part of the evidence base of the emerging Local Plan and Economic Development Strategy 2018-21.





Sustainable Economy

We want Sevenoaks District to be a place where people can live, work and travel more easily and are empowered to shape their communities



Page | 31

Compaid Trust - improving access to key local services

- | | | |
|------------|--|--|
| Priority 1 | | Reduce the need to travel. Promote and improve access to key local services and public and community transport |
| Priority 2 | | Provide additional housing development, including the right mix, types and tenures and to meet the needs of older people |
| Priority 3 | | Work with people to deliver strong, active, and sustainable communities |

Sustainable Economy - Your Key Success Measures

Sustainable 1

Projects delivered and/or supported by the CIL (Community Infrastructure Levy) infrastructure plan

- Following a validation process, seven bids were discussed Sevenoaks District Council's CIL Board in December 2018, with funding agreed in January 2019 for a **total value of £2 million** for the following projects:
 - £34,000 for Edenbridge Public Toilets (Edenbridge Town Council);
 - £2,500 for installation of Otford Medical Practice Health Pod (Otford Patient Participation Group);
 - £10,000 for installation of Swanley Disabled Play Equipment (Swanley Town Council);
 - £600,000 for Edenbridge Integrated Health and Wellbeing Centre (Kent Community Health Foundation Trust);
 - £1.2m for Bat and Ball Community Centre (Sevenoaks Town Council);
 - £185,000 for New Village Hall/Sports Pavilion Project (Fordcombe Village Hall Trust).
- CIL is funded by CIL liable developments in the district. This takes the total value of CIL projects approved to **£3.26 million** taking into account the £1.26 million approved for projects during 2017/18.

Sustainable 2

Housing Strategy in place by 2017 and embedded in the emerging Local Plan

- For more information, see "Caring 1". In July 2017, the District Council adopted its new 'Housing Strategy 2017: Wellbeing Starts at Home'. This sets out the District Council's key housing objectives for the coming year.

Sustainable 3

Deliver a range of affordable housing solutions across the District to meet identified need

- Registered Social Landlords in the District delivered 71 **new affordable housing units**, during 2018/19 across a range of types and tenures as set out in the table below. This includes 53 units for affordable rent and 18 units for shared ownership purposes. Over the last three years, a total of 167 units of affordable housing have been delivered.

Housing Association	Scheme Address	Number of units	Completion Date
Orbit	Phase 7b Ryewood Meadows, Dunton Green	9 units	Quarter 1 2018/19
WKHA	Woodlands, formerly Northview, Swanley (16 flats demolished and 31 new flats constructed)	31 units new build flats	Quarter 2 2018/19
WKHA	Land adjacent to 1 Churchfield Cottages, Seal	2 units	Quarter 2 2018/19
Golding Homes	Hawthorn Park (Keston & Beeches), Swanley. Phase 2	5 units	Quarter 3 2018/19
WKHA	Discovery Drive, Downs View (United House plots 61 - 84), Goldsel Road, Swanley	24 units	Quarter 4 2018/19
Total		71	

Sustainable 4

Support delivery of the implementation plan in the Sevenoaks District Strategy for Transport

- During 2018, the following documents were produced as supporting evidence for the Submission Version of the Local Plan:
 - Swanley **Transport Study**, jointly commissioned by Sevenoaks District Council and Kent County Council (KCC). The purpose of the study was further to inform the development of Sevenoaks District Council's Swanley and Hextable Master Vision, as well as an evidence base for the emerging Local Plan.
 - The Sevenoaks **District Transport Assessment** commissioned by Sevenoaks District Council. This recognises that the delivery of the Districts' housing and employment needs are intrinsically linked to infrastructure and transport delivery

and that communities are well connected. It provides information about transport related issues and opportunities.

- Following the consultation on the Proposed Submission Version of the Local Plan (December 2018 - February 2019), the delivery and implementation of the Sevenoaks District Strategy for Transport will be looked at as part of the Local Plan Examination during 2019. This will include Policy T1 of the Submission Version of the Local Plan. This sets out how transport and infrastructure will be delivered across the District over the new Plan period (up to 2035) including how it will be funded. This includes the consideration for promoting safe and convenient cycle routes where development is situated in sustainable locations with access to day-to-day services and facilities.

Sustainable 5

Potential new cycle routes identified

- Policy T1 of the Submission Version of Sevenoaks District Council's Local Plan includes the consideration for promoting safe and convenient cycle routes where development is situated in sustainable locations with access to day-to-day services and facilities.

Sustainable 6

Increase number of people who are involved in decision-making

- At the beginning of 2019, Sevenoaks District Council undertook an information event with local people on the Whiteoak Leisure Centre in Swanley. Sevenoaks District Council are proposing to build a new leisure centre on the grounds of the current White Oak Leisure Centre, which would remain open during construction. In addition local people were able to find out about more about proposals for Alder Way and Russett Way and 27-37 High Street, Swanley. 612 people took part in information event over a four day period.
- Sevenoaks District Council went out to public consultation on the emerging Local Plan between 16 July and 10 September. The Council received over 8,500 comments from 6,000 people.
- Sevenoaks District Council carried out the following planning consultations during 2018/19:
 - Regulation 19 Proposed Submission Version of the Local Plan (December 2018);
 - Additional Potential Strategic Development Sites in the Green Belt (December 2018);
 - Design Review Panel SPD (December 2018);
 - Development in the Green Belt SPD (December 2018);

Sevenoaks District Community Plan Draft Annual Report, 2019

- Affordable Housing SPD (December 2018);
- Neighbourhood Area Designation – Badgers Mount Parish Council;
- Neighbourhood Area Designation – Halstead Parish Council.
- Sevenoaks District Council carried out a comprehensive consultation on behalf of the Sevenoaks District Local Strategic Partnership to inform the development of the new Sevenoaks District Community Plan priorities 2019-22. 659 survey responses were received from residents and partners, including 154 responses from young people.
- Kent County Council carried out consultations on the following services:
 - Libraries, Registration and Archives Draft Strategy 2019-22. This introduced a new tiered approach to managing the network of 99 libraries across Kent and defined opening hours for each tier;
 - Kent and Medway Safeguarding Adults Board: Draft Strategic Plan 2018-2021;
 - Rights of Way Improvement Plan 2018-2028;
 - Big Conversation: Rural Transport putting forward solutions for the future of rural bus services. 2,335 responses were received to this consultation.
- West Kent CCG carried out the following consultations, including:
 - Kent and Medway Stroke Unit consultation. This proposed a three Hyper-Acute Stoke Unit (HSAU) model. After full evaluation three HSAU's were selected at Darent Valley Hospital, Maidstone Hospital, and
 - the William Harvey Hospital. Around 2,000 people took part.
 - Edenbridge Project. West Kent CCG are taking forward a project to provide a new building to house all future health services for Edenbridge. A preferred site has been selected and public event hosted by Member for Parliament, Tom Tugendhat and was attended by 120 residents.

Other key successes 2016-19

- During 2018/19 Sevenoaks District Council set up an affordable housing company as a vehicle to build new affordable homes in the District, in line with the housing strategy.



Hever Castle - encouraging tourism

For more information or to get in contact

Telephone 01732 227000

Website www.sevenoaks.gov.uk/communityplan

Email community.plan@sevenoaks.gov.uk

This publication is available in large print and can be explained in other languages by calling 01732 227000

Sevenoaks District Local Strategic Partnership
making it happen
- together



Sevenoaks
DISTRICT COUNCIL

Item 6 - Annual Review of Parking Management 2020/21

The attached report was considered by the Cleaner and Greener Advisory Committee on 29 October 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

This page is intentionally left blank

ANNUAL REVIEW OF PARKING MANAGEMENT 2020/21

Cabinet - 7 November 2019

Report of Chief Officer Finance & Trading and Chief Officer
Environmental & Operational Services

Status: For decision

Also considered by: Cleaner and Greener Advisory Committee - 29 October
2019

Key Decision: Yes

Executive Summary:

This report is the annual review of parking management for 2020/21.

It proposes consultation on revised tariffs in some Council car parks and on-street, to help regulate demand, supporting economic vibrancy and viability and improving the lives of the community.

This report supports the Key Aims of:

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

Portfolio Holder Cllr. Margot McArthur

Contact Officer John Strachan Ext. 7310

Recommendation to Cleaner and Greener Advisory Committee:

That the Committee considers the 2020/21 parking management proposals and its views be submitted for Cabinet's consideration, prior to public consultation.

Recommendation to Cabinet:

That the views of the Advisory Committee be considered and parking management proposals for 2020/21 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, ensuring car parking charges support a sustainable local economy and support the development and improvement of parking facilities.

Agenda Item 6

Introduction

- 1 This report considers the setting of parking charges in the Council's car parks and the fees for on-street parking, operating between April 2020 and March 2021 inclusive.
- 2 The report proposes consulting on increased charges in selected on and off-street parking locations across Sevenoaks District.
- 3 In particular, regulating parking patterns following the recent development of two new multi-decked car parks.
- 4 Charging policies aim to encourage vehicles to park in newly developed "off-street" parking locations, easing on-street kerbside congestion during the day.

Background

- 5 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 the use these finite resources, balancing the parking needs of commuters, local businesses, residents, shoppers, workers and other visitors including tourists.
- 6 Regular fees and charges reviews help to ensure that our parking facilities encourage visitors to our towns while promoting a healthy turnover of parking spaces. Parking charges are one aspect of effective parking management. Other measures subject to regular monitoring and review are charging hours and the maximum stay periods that vehicles can park.
- 7 Parking income contributes to the operational costs of car parks, including non-domestic rates, insurance, cleansing, general maintenance, utilities, enforcement and security. Income also contributes to the cost of developing new parking facilities, such as the two new multi-decked car parks.
- 8 Parking income also helps to maintain and improve car park assets, including new lighting, resurfacing and improved signs and lines, ensuring they remain welcoming, safe and fit for purpose.
- 9 The Council continues to improve and expand parking provision through the development of multi-decked car parks both at Sevenoaks Station and most recently with the opening of the Sevenoaks Town multi decked car park in the heart of Sevenoaks town. Providing hundreds more long stay parking spaces for workers, helping to boost to the local economy and attract new businesses in to the town.

Supporting documents

- 10 Appendix A provides information on the current parking charges in neighbouring towns and Southeastern Rail car parks.

- 11 Appendix B presents existing parking charges alongside the proposed charges.

Sevenoaks Parking

- 12 Sevenoaks town continues to thrive, containing many popular high street and speciality shops, boutiques and eateries 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 facilities that the Council provides.
- 13 Sevenoaks car parks operate close to or at their maximum capacity at peak times each day. It is essential that the Council closely monitors, manages and adjusts parking management to optimise parking capacity.
- 14 Parking pressures increased over 2018/19, while Buckhurst 2 car park closed to allow development of the new Sevenoaks Town car park. The Council honoured its commitment to accommodate displaced customers over this period, using temporary alternative on and off-street parking available close to town including operating a temporary “park and ride” service.
- 15 The Council continues to support and encourage alternative sustainable transport. Our parking management patrol team now uses two electric vehicles. The Council has installed electric vehicle charging facilities in both new multi-decked car parks, and there is a project running to extend vehicle charging across other car parks across the District.

Car parks in Sevenoaks

Blighs

- 16 Blighs car park continues to operate at or just beyond full capacity at peak times during the day. It is proposed that the half, one, two and three hour tariffs are reviewed to encourage greater turnover and use of Buckhurst 1, South Park and Suffolk Way car parks.

Buckhurst 1, South Park and Suffolk Way

- 17 Pressure on these “shoppers” car parks has eased following the opening of the new town car park. There are no proposals to change the current charging regime in these car parks.

Council Offices car park

- 18 The Council’s staff car park in Gordon Road will continue to provide free “all day” parking at weekends, to assist shop workers and local residents.

Sevenoaks Town

- 19 This new 480-space car park has eased parking pressures across the town, particularly addressing the acute shortage of long stay worker parking.

Agenda Item 6

- 20 Season ticket and daily parking usage continues to grow, following the opening of the car park in April 2019. Officers continue to monitor this closely to ensure that the car park operates as efficiently as possible and that it meets its income profile.
- 21 A proportion of the income from this car park will repay the loan that part funded its development.
- 22 It is proposed to increase the £4.60 daily fee to £5.50. Season ticket charges will increase proportionately.
- 23 The “historic” £35 off-street resident permit will be discontinued. Current permit holders will be able to take up the £300 annual resident season ticket, which reflects the market value of an annual resident parking bay in the town.

St Johns and St James

- 24 There are no proposals to change the tariffs in these car parks.

Bradbourne

- 25 The new Bradbourne Car Park continues to be a popular with commuters using Sevenoaks Station and we continue to monitor it closely to ensure that it operates as efficiently as possible. There are no proposals to change the tariffs in this car park at this time.

Car parks in other areas

Bevan Place, Park Road and Station Road (Swanley)

- 26 There are no proposed changes to the tariffs in these car parks.

Darent, Quebec Avenue and Vicarage Hill (Westerham)

- 27 There are no proposals to change the tariffs in these car parks.

On street parking

Ashley Close, Morewood Close (East) and St Botolphs Road

- 28 On street parking charges in these roads help to regulate the on-street commuter parking around Sevenoaks Station, revised charges will help to bring greater parity between the on and off-street commuter parking charges around the station.

Holly Bush Lane and Plymouth Drive

- 29 Increased parking charges are proposed at these two locations, encouraging use of the new town car park for long stay customers and making these spaces available to a wider sector of the community.

Morewood Close (West)

- 30 Moderate charge increases are proposed at this location, where parking charges have remained unchanged for a number of years.

Other areas

- 31 There are no proposals to change the parking charges in Swanley, Westerham and Knockholt.

Resident Permits, Visitor Vouchers and Non-Resident Permits

- 32 A review of parking in Sevenoaks will take place in late 2019 and early 2020. There are no proposed changes to resident permits, non-resident permits or visitor vouchers until the findings of the review are known.

Key Implications

Financial

Sevenoaks District Council has now built two new multi-decked car parks, one in the main serving commuters at Sevenoaks Station, the other providing long stay worker parking in Sevenoaks Town.

While these initiatives fall outside the scope of the Council's statutory functions, these projects have been extremely important to the community, supporting local economies and benefitting the lives of residents. A proportion of parking income directly contributes to the cost of funding these developments.

This review takes account of the more flexible approach that Members will recall adopting in the Fees and Charges Review 2019-20. Allowing greater focus on achieving a balanced budget and efficiencies, while taking account of national economic climate and cycles and the needs of our customers and communities.

Furthermore, Member's will be aware that the income profiled in last year's Fees and Charges review fell short of the Council's 10-year balanced budget target for that year, this has necessitated an additional uplift compared to normal years, to make up that deficit. The proposals in this report meet the assumptions in the 10-year budget.

Legal Implications and Risk Assessment Statement

Changes to the car park charges will require amending the off-street Parking Order.

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.

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.

Agenda Item 6

Community Impact and Outcomes

Measured and reasonable parking charges encourage the use of sustainable transport and healthier lifestyles.

Both new multi-decked car parks have attained the Safer Car Parks Award.

Both new car parks are equipped with Electric Vehicle (EV) charge points, with normal parking charges applied and the electricity provided by the Council free of charge (though subject to the EV network provider's fees).

Human Rights

There are no human rights issues or implications.

Conclusions

Proposed new parking charges for 2020/21 are given in Appendix B of this report.

Appendices

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

Appendix B - Proposed On and Off-Street Parking Charges

Background Papers

None

Adrian Rowbotham
Chief Officer Finance & Trading

Richard Wilson
Chief Officer Environmental and Operational Services

Parking Charges Comparison - Neighbouring Towns and Southeastern Car Parks 2019						
	Southeastern Car Parks 1 ¹ and 4 ² , Sevenoaks	Tonbridge & Malling	Tunbridge Wells	Sevenoaks		
				Town Centre	Blighs	Bradbourne
Up to 30 minutes		70p			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	£7.80	£5.90	£6.30 - £10.40	£4.60		£8
Quarterly Season Ticket	£497.10 ¹ and £394.60 ²					£335
Annual Season Ticket	£1723.10 ¹ and £1367.60 ²	£950				£1300

This page is intentionally left blank

Areas for consideration: Review of Fees and Charges 2020-21

Off Street			
		2019-20	Revised
Blighs	Up to 30 mins	70p	£1
	Up to 1 hr	£1.50	£2
	Up to 2 hours	£3	£4
	Up to 3 hours	£5	£6
	Up to 4 hours	£10	No Change
Buckhurst 1 South Park Suffolk Way	Up to 1 hr	£1	No Change
	Up to 2 hours	£2	
	Up to 3 hours	£3	
	Up to 4 hours	£4	
Sevenoaks Town (Buckhurst 2) Weekdays	Up to 1 hr	na	No Change
	Up to 2 hours	na	
	Up to 3 hours	na	
	Up to 4 hours	na	
	Up to 5 hours	£4.50	
	Over 5 hours and all day	£4.60	
Sevenoaks Town (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	£4.50	
	Over 5 hours and all day	£4.60	
Sevenoaks Town (Buckhurst 2) Season Tickets	Annual Season Ticket	£859	£990
	Quarterly Season Ticket	£224.75	£250
	Monthly Season Ticket	£92	£100
	Weekly Season Ticket	£23	£25
	Resident Permit (historic)	£35	Revoked
	Resident Permit	£300	No Change
	Resi Overnight	£50	
Council Offices	Saturdays & Sundays	Free	No Change
St Johns St James	Up to 30 mins	20p	No Change
	Up to 1 hr	40p	
	Up to 2 hours	60p	
	Up to 4 hours	£1	
	Over 3 hours and all day	£3.10	
	Annual Season Ticket	£429	
	Quarterly Season Ticket	£117.25	
	Resident Permit	£35	
Bradbourne	Up to 1 hr	£1	No Change
	Up to 2 hours	£2	
	Up to 3 hours	£3	
	Up to 4 hours	£4	
	Up to 5 hours (weekdays)	£5	
	All day (weekdays)	£8	
	All day (weekends)	£5	
Bradbourne Season	Premium Bay	£2,500	No Change
	Annual	£1,300	
	6 Monthly	£660	
	Quarterly	£335	
	Monthly	£160	
	Weekly	£40	
Bevan Place Park Road Station Road	Up to 30 mins	30p	No Change
	Up to 1 hour	50p	
	Up to 2 hours	70p	
	Up to 4 hours	£1.10	
	Over 4 hours and all day	£4	

Bevan Place Season Tickets	Annual	£396	No Change
	Quarterly	£109	

Areas for consideration: Review of Fees and Charges 2020-21			
Off Street (continued)			
		2019-20	Revised
Darent	Up to 30 mins	Free	No Change
	Up to 1 hr		
	Up to 2 hours		
	Up to 3 hours		
	Up to 4 hours		
	Over 4 hours and all day		
Quebec Avenue	Up to 15 mins	10p	No Change
	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	
Vicarage Hill	Up to 15 mins	10p	No Change
	Up to 30 mins	20p	
	Up to 1 hr	60p	
	Up to 2 hours	£1.50	
Areas for consideration: Review of Fees and Charges 2020-21			
On Street			
		2019-20	Revised
High Street London Road South Park	Up to 30 mins	50p	No Change
	Up to 1 hour	£1	
	Up to 2 hours	£2	
	Sunday	2 hours max stay	
Sevenoaks Town Holly Bush Lane Plymouth Drive	Up to 30 mins	20p	50p
	Up to 1 hour	60p	£1
	Up to 2 hours	£1.30	£2
	Over 2 hours and all day	£3	£5
Sevenoaks Station Morewood Close (West)	Up to 30 mins	20p	50p
	Up to 1 hour	60p	£1
	Up to 2 hours	£1.30	£2
	Up to 4 hours	£2.40	£3
Sevenoaks Station St Botolphs Ashley Close Morewood Close (East)	Up to 30 mins	20p	50p
	Up to 1 hour	60p	£1
	Up to 2 hours	£1.30	£2
	Up to 4 hours	£2.40	£4
	Over 4 hours and all day	£5.50	£7
Sevenoaks District Resident Parking	First	£35	No Change
	Second	£70	
	Third	£125	
	Fourth	£250	
Resident Visitors	Book of 5	£6	No Change
Non-Resident Parking Permits	Town Annual	£270	No Change
	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		
Knockholt	All Day	£3.50	No Change
	After 2pm up to 6pm	£2.40	
	Up to 30 mins	20p	
	Up to 1 hour	60p	

Godsel Rd/Azalia Dr	Up to 2 hours	£1.30	No Change
	Up to 4 hours	£2.40	
	Over 4 hours and all day	£3.50	
Westerham On Street The Green The Grange Market Square	15 minutes	10p	No Change
	30 minutes	20p	
	1 hour	60p	
	2 hours	£1.50	
Westerham On Street Fullers Hill Croydon Road	15 minutes	10p	No Change
	30 minutes	20p	
	1 hour	60p	
	2 hours	£1.50	
	3 hours	£2.50	

Item 7 - Christmas Parking 2019

The attached report was considered by the Cleaner and Greener Advisory Committee on 29 October 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

This page is intentionally left blank

CHRISTMAS PARKING 2019

Cabinet - 7 November 2019

Report of Chief Officer Finance & Trading
Chief Officer Environmental & Operational Services

Status: For Consideration

Also considered by: Council - 19 November 2019
Cleaner and Greener Advisory Committee - 29 October 2019

Key Decision: No

Executive Summary: This report requests that the Committee considers free concessionary parking on select dates at Christmas 2019.

This report supports the key aims of:

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

Portfolio Holder Cllr. Margot McArthur

Contact Officer(s) John Strachan, Ext. 7310

Recommendation to Cleaner and Greener Advisory Committee: That proposals for free parking in Sevenoaks town over the two weekends leading up to Christmas 2019 be considered by the Committee and its views be submitted for consideration by Council and the cost of funding this be met from Supplementary Estimates.

Recommendation to Council: That the Council considers the views of the Committee and if minded to agree to these proposals, that it authorises the cost of funding be met from Supplementary Estimates.

Reason for recommendation: To help encourage shoppers and other visitors to Sevenoaks and Westerham, in the busy shopping period leading up to Christmas 2019.

Agenda Item 7

Introduction and Background

- 1 In previous years the Council has helped encourage shoppers and visitors to Sevenoaks and Westerham by giving free parking in car parks and on street parking bays on two Saturdays in the run up to Christmas.
- 2 Free parking is proposed in all Sevenoaks town car parks on the two Saturdays leading up to Christmas in December 2019 and free parking in Blighs car park which is the only charged car park on the two Sundays before Christmas.

Location	Date
Sevenoaks	Saturday and Sunday 14 and 15 December 2019
	Saturday and Sunday 21 and 22 December 2019
Westerham	Saturday 14 December 2019 (Sundays free)
	Saturday 21 December 2019 (Sundays free)

- 3 To help maintain parking turnover in Blighs over the two weekends, the maximum stay in Blighs will be reduced from 4 to 3 hours.
- 4 Relaxing parking charges on weekends has no impact on Swanley or at Knockholt Station as charges only apply Monday to Friday.
- 5 This is regarded as being of particular importance in light of similar initiatives operated in other towns in neighbouring Districts.
- 6 Vehicles parking for free are still required to observe maximum periods of stay in car parks and on street.
- 7 Regular monitoring will endeavour to ensure compliance with the maximum stay periods in car parks and on-street, to ensure that space is not monopolised by all-day parking by shop workers.
- 8 Weekend free parking will be promoted for shop workers in the Council Offices staff car park accessed from Gordon Road.
- 9 As in previous years Senico Community Leisure whose parking areas form a part of the Suffolk Way car park have participated in these events, they will be invited to participate again.

Background Information

10 The estimated shortfall in income over the two days is estimated at £16,500.

Other Information

11 Members are advised that, as in previous years, the Cleaner and Greener Portfolio Holder has allowed free evening parking for Christmas Light and late night shopping events.

12 We await confirmation from Westerham Town Council on what special parking arrangements if any will be required.

Location	Date
Sevenoaks	Friday 29 November 2019
Westerham TBA	Thursday 28 November 2019

Key Implications

Financial

Shortfall in parking income of £16,500 to be met from Supplementary Estimates.

Legal Implications and Risk Assessment Statement.

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

Equality Impacts

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

Community Impact and Outcomes

Free Christmas parking is a local initiative popular with residents, visitors to the district, businesses and traders, and supportive of local economic vibrancy.

Human Rights

There are no human rights issues or implications.

Item 8 - Licensing - Charging for Pre-Application Advice

The attached report was considered by the Cleaner and Greener Advisory Committee on 29 October 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

This page is intentionally left blank

LICENSING - CHARGING FOR PRE-APPLICATION ADVICE

Cabinet - 7 November 2019

Report of	Chief Officer Environmental and Operational Services Chief Officer Planning and Regulatory Services
Status	For decision
Also Considered by	Cleaner and Greener Advisory Committee - 29 October 2019
Key Decision	Yes

Executive Summary: This report invites Members to consider introducing an innovative new scheme designed to help licence applicants by offering the provision of a (paid for) pre-application advice service for applications relating to various types of premises licensing (a list of the types is attached at Appendix A) as well as a ‘check and send’ type service for volume applications.

This report supports the Key Aim of sustainable economy.

Portfolio Holder Cllr. Margot McArthur

Contact Officer Sharon Bamborough Ext. 7325 / 07970 731616

Recommendation to Advisory Committee: That the recommendations below be recommended to Cabinet.

Recommendation to Cabinet: That

- a) the provision of a (paid for) pre-application advice service for applications relating to various types of premises licensing (a list of the types is attached at Appendix A) as well as a ‘check and send’ type service for volume applications, be approved; and
 - b) the proposed fees set out in Appendix B of the report, be adopted.
-

Reason for recommendation: The Licensing Service recommends the scheme to offer a value for money option to assist applicants which should lead to the enhancement of quality applications being submitted and recovery of costs for officer time.

Introduction and Background

- 1 We are committed to working with our customers early in the premises licence application process in order to help them to submit the best

Agenda Item 8

possible application which might be acceptable, to give advice on information needed (statutory and policy) and to suggest who to consult. Pre application advice is also helpful so that our customers know how to make a valid application. To that end we positively encourage pre application advice because it can give the customer greater clarity and reassurance about their application. We can also alert them to issues and concerns that might arise from their proposal.

- 2 Providing pre-application advice prior to an application being made is a discretionary service. Section 111 of the Local Government Act 1972 allows this discretionary service as it is classed as conducive or incidental in relation to carrying out the licensing functions.

Current arrangements

- 3 Currently the licensing team offers pre-application advice free of charge to applicants who request this service (most usually for new and major variations of premises licences). In the course of a year the team deals with approximately 25 applications for Sevenoaks. One hour is the average amount of time spent on pre-application advice, excluding large scale events, and these meetings take place at the Council offices and some take place on site.
- 4 Under the Licensing Act 2003 applications for transfers and variations of designated premises supervisors have a much higher instance of applications being submitted which are invalid upon receipt and require a lot of work for the Partnership Hub team to sort out. This is because they are often submitted by a licensee who is not using an agent, and they don't understand the legal requirements.

Proposed Scheme

- 5 The proposed scheme is in two parts:
 - (i) For the Sevenoaks Licensing Team, whilst covering all their reasonable costs in providing pre-application advice, to offer a dedicated and bespoke service to applicants which they can pay for. The income received would offset salary costs and make the service as far as possible self-financing. The fees proposed have been calculated based upon an average officer hourly rate and what level of officer carries out the work.
 - (ii) Our proposed 'check and send' service for volume applications
- 6 Re 5 (i) above, the pre-application advice can involve carrying out a site visit, attending meetings, telephone calls, assessing plans and possible advice on drafting of proposed conditions.
- 7 The scheme will provide customers with detailed written advice on statutory requirements and policy. There will be a template form and guidance available on our website for applicants. This will ensure that we

receive all the information that we need in order to give appropriate advice.

- 8 Any written advice will contain the important caveat that pre-application advice does not guarantee that their application will be successful. Neither will it exempt them from any enforcement action taken by the council.
- 9 Having regard to other models adopted by other authorities, it is proposed to charge applicants on the basis of how complex the application is and therefore how much officer time will be taken up in providing the correct level of advice. The proposed costs are detailed at Appendix C, which includes costs of other authorities' schemes are attached at Appendix C for comparison)
- 10 Re 5 (ii) above, the proposed 'check and send' service for volume applications will relate to Licensing Act 2003 applications for transfers and variations of designated premises supervisors, because there is a higher instance of these applications being submitted which are invalid upon receipt and which require a lot of work by the Partnership Hub team to sort out with the applicant.
- 11 An officer from the Licensing Partnership Hub Team will provide dedicated time in assisting in completion of the application, advice on documentation needed and help in submitting the application. They will also offer the facility for them to complete an online application there and then (in our offices) with an officer assisting them.
- 12 We hope this will be of particular benefit to those customers who struggle to understand the many legal requirements (especially if English is not their first language) and who otherwise cannot afford the higher fees associated with using a solicitor or specialist agent.
- 13 The proposed cost of the check and send service is £55, (which includes the statutory application fee of £23) but where they have already submitted an application with fee which is invalid we would give them the option of paying the difference of £32 for an officers time to advise and assist.

Statutory functions

- 14 Section 93 of the Local Government Act 2003 introduced a general power for Best Value authorities to charge for discretionary services subject to having regard to the statutory guidance issued by the Secretary of State. The power came into force on 18 November 2003 and at the same time the ODPM (Office of the Deputy Prime Minister) issued guidance for local authorities on how to use this power: 'General power for Best Value Authorities to Charge for Discretionary Services - Guidance on the Power in the Local Government Act 2003'.
- 15 The Guidance on the Power in Section 93 of the Local Government Act 2003 sets out the underlying principles for the introduction of charges for

Agenda Item 8

discretionary services. It stipulates that such charges must not provide a new source of income and should only cover the cost of provision, i.e. not make a profit. Charges must be based on principles set out in the Chartered Institute of Public Finance and Accountancy's (CIPFA) Best Value Accounting Code of Practice. A charge can only be made if the recipient agrees to the service.

- 16 At present Licensing offers this service free of charge, but this is not sustainable. The team will still carry out the statutory functions in processing the applications and this function will not be included in the charges. In addition, they will still answer minor queries and enquiries.
- 18 The intent of the introduction of paid for advice is to cover the costs of:
- lengthy appointments - especially if an applicant cannot afford to engage legal representation (and needs a great deal of guidance) or if an agent feels that a formal appointment would be beneficial to their client in order to address concerns up front and smooth the way for the application following advice from very experienced officers.

This will be provided by the senior licensing officer or licensing officer, and will include advice on the legislation and our policies.

- A 'check and send' type service (to be provided by the Hub Team) to deal with the high volume of incorrect /badly drafted applications for variation of DPS, Transfers, etc. They would offer an appointment to check the application (or provide step by step advice on completion if submitting online)

This will be provided by one of the Licensing Hub team officers, and is much more focused on whether an application has been correctly completed or is missing any required documentation.

Available options

- 19 To approve the introduction of paid for pre-application advice as set out in Appendix B.
- 20 To reject the introduction of paid for pre-application advice and continue to provide discretionary services free of charge. However, due to resourcing pressures, this option is not considered viable.

Preferred option and reasons for recommendations

- 21 We currently spend a noticeable amount of time providing advice or sorting out poorly completed applications which has a knock on effect to the other day to day work of the team. Work will build up and this causes a knock on effect of pressure leading to lack of target achievement or errors, and we

sometimes then need to use overtime to ensure performance deadlines are being met.

This is not considered sustainable, but because we wish to continue helping applicants in advance as much as possible, we are looking to introduce fees to formalize the giving of advice and ensure that it can then be covered within the costs of running the service instead of being at the expense of it.

The Licensing Service recommends the first option in order to offer a value for money advice service based on cost recovery, which we think will be of benefit to our customers because:

- For Full Pre-app Advice, instead of relying on the good will / availability of an officer to help, they can purchase a service which will guarantee them bespoke advice and assistance, to be delivered within an agreed timescale, based upon their needs.
- for the Check and Send Service, this represents a real value for money alternative for our business customers which hopefully should lead to them receiving their premises licences more quickly, because they will not have lost time at the start of the process by submitting an invalid application which cannot be processed.

- 22 It is hoped that this will not only cover costs but also lead to a higher number of good quality applications being submitted at first attempt.

Other Authorities

- 16 Initially not many authorities provided paid for pre-application advice. The City of Westminster local authority introduced it in 2012 and is thought to have been the first to do so. Others have followed suit. (Please refer to benchmarking at Appendix C)
- 17 It is proposed to bring this in across the Licensing partnership. Maidstone, Tunbridge Wells and London Borough of Bexley have already agreed to introduce this in principle, with fees to be set in next couple of months.

Next Steps: Communication and implementation of the decision

- 18 Should Cabinet be minded to agree the proposed pre-application advice fees they would come into effect on 1 January 2020.

Key Implications

Financial

There are no specific financial implications resulting from the matters considered in this report, as the intent is to cover costs of this discretionary service.

Agenda Item 8

Legal Implications and Risk Assessment Statement.

The legal implications are set out in the body of this report.

Equality Assessment

Section 149(1) of the Equality Act 2010 requires that, in exercising its functions public sector bodies to have 'due regard' to the need to -

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
- Foster good relations between people who share a relevant 'protected characteristic' and those who do not;
- Advance equality of opportunity between people who share a relevant 'protected characteristic' and those who do not.

Assessing the potential impact on equality of proposed decision, changes to policies, procedures and practices is one of the key ways in which the Council can demonstrate that they have had 'due regard'. Assessing impact on equality should be tailored to, and be proportionate to, the decision(s) being made.

Officers have considered the impact of the proposals contained in this report and consider that there would be no, or very limited adverse or disproportionate impact on those who share a protected characteristic. This will be kept under review as part of the Council's ongoing duty.

Appendices

Appendix A - List of licensing regimes that will be affected

Appendix B - Proposed Fees

Appendix C - Benchmarking with other authorities including web-links to other schemes in use for comparison

Background Papers

General power for Best Value Authorities to charge for Discretionary Services - Guidance on the Power in the Local Government Act 2003 (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8310/151291.pdf)

Mr Richard Wilson

Chief Officer Environmental and Operational Services

Mr Richard Morris

Chief Officer Planning and Regulatory Services

LIST OF LICENSING REGIMES / APPLICATIONS WHICH WILL BE APPLICABLE FOR PRE-APPLICATION ADVICE

Licensing act 2003

New applications (The application fees range from £100 up to £1050+)

Full variations (application fees as above)

Minor variations (application fee £89)

Transfer (application fee £23)

Variation of Designated Premises Supervisor (application fee £23)

Gambling Act 2005 and Animal Welfare regulations 2018

All new applications (the application fees range from £1829 - £2932)

All variations (application fees range from £1000 - £1750)

This page is intentionally left blank

Licensing pre-application advice

APPENDIX B

The fees have been calculated using an hourly rate for a licensing officer with on-cost (and building in anticipated budgetary increases) of £40 per hour; £15 for receipt, processing and allocation of the request, and £20 per site visit to cover expenses (fuel & vehicle) plus VAT @20%

Small Application- Up to one hour of advice regarding small licence applications, Excludes events – see below	£66
Medium Application- Up to 2 hours advice for medium size applications including a site visit Excludes event – see below	£138
Large Application- Up to 4 hours advice for large applications including multiple (if necessary) site visits Excludes events – see below	£258
Events up to 1000 capacity: Category A - up to 3 hours advice for extra large public events includes the cost of specialist officers and site visits	£354
Events between 1001 and up to 1999 capacity - Category B – up to 7 hours advice for extra large public events includes the cost of specialist officers and site visits	£498
Events between 2000 and up to 4999 capacity – Category C – up to up to 14 hours advice for extra large public events includes the cost of specialist officers and site visits	£690
Extra large events - 5000 people or more - Category D - up to 21 hours advice for extra large public events includes the cost of specialist officers and site visits	£1026

Check and send

Licensing Act 2003 – transfer of licence or variation of designated premises supervisor – include assistance completing form and advising on statutory requirements and the statutory fee (<i>currently £23</i>)	£55 (each)
--	------------

We will offer a paid pre-application advice service for certain types of premises licence applications (alcohol, entertainment, gambling, animal licensing) where an applicant or agent can meet with an administrator or licensing officer to go through the application form and process. In all cases the advice and guidance ends once the application is submitted to us for consideration.

Agenda Item 8

Why use this service?

- Peace of mind - from application to photos we make sure everything's right first time.
- Reduced administration - as we will distribute copies to responsible authorities

Special Note: Using this process does not guarantee an application will be granted. What it does is ensure that it will be processed promptly and that where appropriate the application contains all of the information and conditions that the council would expect to be in place to satisfy the responsible authorities.

Types of pre-application advice

The types of pre-application advice we can provide are:

1. Pre-application consultation

We will do a pre-submission validation check of your application form and give advice on the legislation, our policy and (where appropriate) the kind of conditions you might want to offer in the operating schedule. This will be helpful for applicants to:

- gain an understanding of potential issues that may arise from their application
- consider any appropriate conditions and/or comments that may alleviate concerns of consultees or responsible authorities
- understand any policy implications arising from their application
- understand the likelihood of their application being successful

2. Check and send

We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will certify any photographs (if applicable) and facilitate you submitting an online application which will distribute your application to consultees/responsible authorities (where applicable).

BENCHMARKING WITH OTHER LICENSING AUTHORITIES (ALL PRICES INCLUDE VAT)

APPENDIX C

	SEVENOAKS PROPOSED (TO PROPOSE SIMILAR FOR MAIDSTONE, TUNBRIDGE WELLS & LB BEXLEY)	Folkstone- Hythe (intention to increase within next year)	LB BROMLEY	LB OF LAMBETH	LB OF HAMMERSMITH & FULHAM	RB of Kensington & Chelsea	LB CAMDEN	CITY OF WESTMINSTER
Small Application- Up to one hour of advice regarding small licence applications,	£66	£24 (Basic written advice)	£74	£150	£126.50	£118.80	£153.00	£338 NOTE: Up to 3 hours of officer time.
Medium Application- Up to 2 hours advice for medium size applications including a site visit	£138	£47 (30 minute meeting with written advice)	£174	£222	£195.00	£184.80	£275.40	£677 NOTE: Up to 6 hours of officer time
Large Application- Up to 4 hours advice for large applications including	£258		SEE ABOVE	£354	£332.00	£314.40	£581.40	£1805 NOTE: For applications which need

multiple (if necessary) site visits	Extra large events - 5000 people or more- Category A - up to 7 hours advice for extra large public events includes the cost of specialist officers	Events up to 1000 capacity: £354			SEE ABOVE	£552	£527.50		£498		SEE ABOVE	considerable officer time.
Extra large events - 5000 people or more- Category B - up to 14 hours advice for extra large public events includes the cost of specialist officers	Events up to 1999 capacity £498 Events between 2000 and up to 4999 capacity £690	Events up to 1999 capacity £498 Events between 2000 and up to 4999 capacity £690		SEE ABOVE	SEE ABOVE	£1074	£1055.50	SEE ABOVE	£996		SEE ABOVE	SEE ABOVE
Extra large events - 5000 people or more	Events over 5,000 capacity	Events over 5,000 capacity		SEE ABOVE	SEE ABOVE	£1680	£1582.00	SEE ABOVE	£1494		SEE ABOVE	SEE ABOVE

<p>- Category C - up to 21 hours advice for extra large public events includes the cost of specialist officers</p>	<p>£1026</p>							
--	---------------------	--	--	--	--	--	--	--

Weblinks for benchmarking:

- <https://www.folkestone-hythe.gov.uk/licensing/alcohol-and-entertainment-licences/pre-application-advice>
- https://www.bromley.gov.uk/info/200063/licences/1137/licensing_pre-application_advice
- <https://www.lambeth.gov.uk/business-services-rates-and-licensing/licence-applications/pre-application-licensing-advice>
- https://www.lbhf.gov.uk/sites/default/files/section_attachments/licensing_act_and_pre_applications_advice_fees.pdf
- <https://www.rbkc.gov.uk/licensing-information/applicants-and-businesses/licensing-pre-application-advice>
- <https://www.camden.gov.uk/pre-application-advice-for-licensing>
- <https://www.westminster.gov.uk/licensing-pre-application-advice-service>

Item 9 - Agreement on Joint Transportation Boards

The attached report was considered by the Cleaner and Greener Advisory Committee on 29 October 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

This page is intentionally left blank

AGREEMENT ON JOINT TRANSPORTATION BOARDS

Cabinet - 7 November 2019

Report of	Head of Legal and Democratic Services
Status	For Consideration
Also considered by	Cleaner and Greener Advisory Committee - 29 October 2019 Joint Transportation Board - 3 December 2019 (for noting)
Key Decision	No

Portfolio Holder Cllr. Margot McArthur

Contact Officer Martin Goodman, Ext. 7245

Recommendation to Cleaner and Greener Advisory Committee: to recommend to Cabinet that the Agreement on Joint Transportation Boards be approved.

Introduction and Background

- 1 The Council and Kent County Council operate a Joint Transportation Board, set up under terms of reference to advise the Cabinet on Highways and Transportation matters.
- 2 The Joint Transportation Board has been operating since April 2005 under the same agreement and terms of reference. It has now been decided to update that agreement to reflect current practices. The decision recommended in this report will not result in a change in the Board's manner or operation.
- 3 The District and Borough Councils of Kent and Medway have agreed a model agreement and it is proposed that this be adopted. Except in very limited areas (such as membership, the Chairman and agenda setting) the Council's practice and procedure takes precedence in the event of an inconsistency.

Terms of Reference

- 4 The terms of reference in the new agreement are stated to be as follows:
 - The role of the JTB is to advise the relevant Authority on highways and transportation works scheduled and completed. The JTB shall consider:
 - i. capital and revenue funded works programmes;
 - ii. traffic regulation orders;
 - iii. street management proposals.

Agenda Item 9

- The JTB may advise and recommend in relation to:
 - i. strategic parking and waiting restriction issues;
 - ii. petitions received in relation to parking and waiting restrictions;
 - iii. Council street lighting schemes on highways;
 - iv. local transport strategy.
- The JTB shall be a forum for consultation between the Authorities on policies, plans and strategies related to highways, road traffic and public transport.
- The JTB shall review the progress and out turn of works and business performance indicators.
- The JTB shall receive reports on highways and transportation needs within the administrative area of the Council.

Changes from the previous Agreement

- 5 The new Agreement does not substantially alter the operation of the Joint Transportation Board but makes new provisions as follows:
 - A formal review every four years
 - Greater clarity on the membership and role of Parish Council representatives
 - Removal of an inapplicable appendix on inter-authority co-operation for Overview and Scrutiny
 - New arrangements for agenda setting
 - Formal rules on public speaking
 - Greater clarity on terms of reference
 - A new section on petitions (which does not supersede the Council's scheme)
- 6 The Kent County Council Cabinet Member for Planning, Highways, Transport and Waste consulted the Leader of the Council as to the content of this Agreement. The Leader in turn consulted the then Portfolio Holder and Chairman of Joint Transportation Board.

Other Options Considered

The alternative to adopting this new Agreement would be to continue operating with the 2005 document in place. However, it is anticipated that all Districts and Boroughs in the area of Kent and Medway will adopt the new model.

This page is intentionally left blank

DATED

THE KENT COUNTY COUNCIL

-and-

SEVENOAKS DISTRICT COUNCIL

**AGREEMENT ON
JOINT TRANSPORTATION BOARDS**

Legal & Secretariat
Kent County Council
County Hall
Maidstone
Kent ME14 1XQ

File ref:
Fax No: 01622 694402
WP Ref:
DX No:
Tel:

Head of Legal and Democratic Services
Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1HG

Tel: 01732 227000
DX: 30006 Sevenoaks 1

Agenda Item 9

THIS DEED OF AGREEMENT is made the (day) of (month) two thousand and nineteen between THE KENT COUNTY COUNCIL of County Hall Maidstone Kent ME14 1XQ of the one part (hereinafter referred to as “KCC”) and SEVENOAKS DISTRICT COUNCIL of Council Offices Argyle Road Sevenoaks Kent TN13 1HG (hereinafter referred to as the “Council”) of the other part.

In this Agreement the words and expressions contained or referred to hereunder shall have the meaning thereby ascribed to them in the Second Schedule. The clause headings do not form part of this Agreement and shall not be taken in its construction or interpretation.

WHEREAS:

1. KCC and the Council are local authorities as defined by Section 270(1) of the 1972 Act.
2. By virtue of Section 1(2) of the Highways Act 1980 KCC is the local highway authority for all the highways in the County of Kent whether or not maintainable at the public expense (and which are not highways for which the Secretary of State for Transport is the highway authority) and is by enactments also the traffic authority and street works authority.
3. KCC and the Council have agreed to act together to continue with certain democratic arrangements previously established in relation to highway issues.
4. This Agreement reflects the intention of KCC and the Council to co-operate regarding highway and transportation issues in the interests of the residents of Kent and supersedes that of the current agreement.

DEFINITIONS AND INTERPRETATIONS

5. In this Agreement unless the context otherwise requires the following terms shall have the following meanings:

“1972 Act”	:	the Local Government Act 1972
“Agreement”	:	these terms and conditions together the First Schedule
“Authorities”	:	the Council and KCC
“Council - local member”	:	an elected member of the Council
“JTB Members”	:	KCC - local members and Council - local members who have been appointed to membership of the JTB
“KCC – local member”	:	the elected member for KCC’s electoral divisions within the Council’s administrative area

COMMENCEMENT AND OPERATING TERM

6. This Agreement shall commence on the effective date on the face hereof and shall continue until terminated by either party in writing in accordance with the provisions of this Agreement.

COUNCIL OBLIGATIONS

7. The Council shall establish and maintain during the currency of this Agreement the arrangements for the Joint Transportation Board as set out in the First Schedule.

KCC OBLIGATIONS

8. KCC shall establish and maintain during the currency of this Agreement the arrangements for the Joint Transportation Board as set out in the First Schedule.

MISCELLANEOUS

9. The parties acknowledge that amendments to the constitutions of KCC and/or the Council may result in the need for consequential changes to this Agreement.
10. This Agreement shall be known as the JTB Agreement.
11. Nothing in this Agreement shall create a legal partnership between the parties and save as may be specifically provided in this Agreement neither party shall be or hold itself out as or permit itself to be held out as :-
 - a) the agent of the other; or
 - b) entitled to pledge the credit of the other; or
 - c) entitled to incur any other obligations or make any promise or representation on behalf of the other.

REVIEW

12. This Agreement shall be reviewed every four years or sooner at the instigation of both parties and amended by agreement between the parties if necessary, as a consequence of any review.
13. This Agreement may be terminated by either party on six months written notice addressed to the Council's Chief Executive/KCC's Corporate Director responsible for Highways and Transportation.

FIRST SCHEDULE

Joint Transportation Boards

- 1.1 A Joint Transportation Board (JTB) shall be established by the Authorities.
- 1.2 Each Authority shall be responsible for its own costs incurred in the operation of the JTB.

Agenda Item 9

- 1.3 The JTB shall be a non-statutory advisory forum.

Membership

- 2.1 JTB membership shall comprise all KCC - local members with an equal number of Council - local members appointed by the Council. JTB Members will have voting rights. The Council may appoint substitutes for its JTB Members.
- 2.2 The JTB shall agree a number of parish/town council representatives, not less than one and no greater than three from within the Council's administrative area. Parish/town council representatives shall be nominated by the area committee of the Kent Association of Parish Councils or other representative body for parish/town councils within the Council's administrative area if this provides a more complete representation. Substitute members may also be nominated.
- 2.3 Any JTB Member may request of the Chairman an item to be considered for inclusion on the JTB agenda. Any Council- local member may attend and speak at a meeting of the JTB but may not vote nor propose a motion or an amendment.
- 2.4 The Chairman of any parish/town council within the administrative area of the Council (or a parish/town councillor of that parish/town council nominated by him/her) may attend any meeting to speak with the permission of the Chairman on any item on the agenda of particular reference to that parish/town council.

Chairman

- 3 The Chairman and Vice Chairman shall alternate on an annual basis between a KCC local member (who is a JTB Member) and a Council local member (who is a JTB Member).

Meetings

- 4.1 The JTB shall generally meet four times a year on dates and at times and venues to be specified by the Council in accordance with its normal constitutional arrangements in consultation with KCC.
- 4.2 Six weeks prior to each JTB meeting the Chairman, Vice-Chairman and relevant officers from the Authorities will discuss and set the agenda for the forthcoming meeting. The final decision on agenda items shall be determined by the Chairman in consultation with the Vice Chairman. Agenda items will be split between Part A (recommendations for decision by KCC), Part B (recommendations for decisions by the Council) and 'for information' reports.
- 4.3 The quorum for a JTB meeting shall be four comprising at least two voting KCC local-members and two Council – local members who are also JTB Members.
- 4.4 Subject to the procedural rules in paragraphs 2, 3, 4.2 and 4.3 above taking precedence, the Council's procedural rules shall apply to JTB meetings as if they were Council committees.
- 4.5 The JTB will be clerked by an officer of the Council. Officers of the Authorities shall

be expected to attend JTB meetings to present reports.

- 4.6 At the discretion of the Chairman, members of the public may speak for a maximum of three minutes. The number of speakers will be at the discretion of the Chairman.
- 4.7 The access to information principles shall be applied to the JTB as if it were a Council committee.
- 4.8 The clerk shall produce minutes of the meeting, a copy of which shall be sent to KCC's Cabinet Member for Planning Highways Transport and Waste.

Terms of reference

- 5.1 The role of the JTB is to advise the relevant Authority on highways and transportation works scheduled and completed. The JTB shall consider:
 - i. capital and revenue funded works programmes;
 - ii. traffic regulation orders;
 - iii. street management proposals.
- 5.2 The JTB may advise and recommend in relation to:
 - i. strategic parking and waiting restriction issues;
 - ii. petitions received in relation to parking and waiting restrictions;
 - iii. Council street lighting schemes on highways;
 - iv. local transport strategy.
- 5.3 The JTB shall be a forum for consultation between the Authorities on policies, plans and strategies related to highways, road traffic and public transport.
- 5.4 The JTB shall review the progress and out turn of works and business performance indicators.
- 5.5 The JTB shall receive reports on highways and transportation needs within the administrative area of the Council.

Petition Discussions

- 6.1 Where a petition is agreed as being appropriate for discussion at the JTB, it shall be received at a meeting of the JTB. No further discussion shall take place on the petition until the next meeting of the JTB.
- 6.2 The lead petitioner shall be invited to submit a written statement of up to 500 words which should be sent to the Council to arrive by 5pm one week prior to the next JTB meeting. At that meeting, the lead petitioner shall be invited to speak for no more than three minutes.
- 6.3 The JTB shall not debate a petition on the same decision/issue as one debated in the previous twelve months.

Agenda Item 9

Overview and Scrutiny

- 7.1 The Authorities' Overview and Scrutiny Committees or equivalent may invite the JTB Chairman or Vice Chairman to attend their meetings to make representations, answer questions or give evidence. This is without prejudice to any ability of the Overview and Scrutiny Committees or equivalent of the Authorities to compel attendance of executive members and officers under Section 21 of the Local Government Act 2000.

Executive Action

- 8.1 JTB advice/views shall be submitted to the Authorities' Cabinet in accordance with the Authorities' constitutional arrangements.

EXECUTED as a DEED by KCC and the Council the day and year first before written

THE COMMON SEAL of the KENT)
COUNTY COUNCIL was hereunto)
affixed in the presence of:-

Authorised Signatory

THE COMMON SEAL of SEVENOAKS)
DISTRICT COUNCIL was hereunto)
affixed in the presence of:-

Authorised Signatory

Authorised Signatory