

09 January 2020 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 20.12.2019




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 5 December 2019, as a correct record.	(Pages 1 - 6)	
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		
a) Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects	(Pages 7 - 8)	
		
5. Budget Update	(Pages 9 - 34)	Adrian Rowbotham Tel: 01732 227153
6. Calculation of Council Tax Base	(Pages 35 - 42)	Roy Parsons Tel: 01732 227204

REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

- | | | | |
|----|---|------------------|---------------------------------|
| 7. | Sevenoaks District Community Safety Strategy & Action Plan | (Pages 43 - 74) | Kelly Webb
Tel: 01732227474 |
| 8. | Statement of Community Involvement | (Pages 75 - 120) | Emma Coffin
Tel: 01732227315 |

 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 5 December 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Dyball and Thornton

Apologies for absence were received from Cllr. Piper

Cllrs. Dr Canet, Mrs Hunter, Maskell and Pender were also present.

35. Minutes

Resolved: That the Minutes of the meeting of Cabinet held on 7 November 2019 be approved and signed as a correct record.

36. Declarations of interest

There were no additional declarations of interest.

37. Questions from Members

There were none.

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

a) Net Zero 2030

Cabinet received a reference from Council asking it 'to develop an action plan to support the delivery of the proposed staged actions in support of Net Zero 2030'.

The Chairman introduced the report and Cabinet indicated its full agreement with the aspirations set out in Appendix A to the report.

Resolved: That

- a) a Working Group consisting of Councillors Dickins, Dyball, Fleming and McArthur be formed and instructed to consider and bring forward the actions set out in Appendix A of the Net Zero 2030 report;
- b) the Chairman be requested to write to Group Leaders and other Members to invite them to attend the Working Group;

- c) the Working Group should report back to Cabinet on progress and for further instructions at the request of the Chairman.

39. Budget Update 2020/21

The Portfolio Holder for Finance and Investment presented the report which set out progress made in preparing the 2020/21 budget and updates Members on key financial information.

The Chief Officer Finance & Trading set out that included in the last report was an assumption that £93,000 of net savings/additional income per annum was included for this budget cycle. The SCIA's listed in Appendix D to the report showed that savings exceeding this amount were being proposed but that there were also growth items proposed. If all of the proposals were accepted by Cabinet together with the changes to assumptions, further savings / additional income of £99,000 per annum would still be required to produce a balanced 10-year budget.

There were still some uncertainties as the Provisional Local Government Finance Settlement was not expected to be announced until January 2020, which could include changes to the current assumptions such as increasing the Council Tax referendum limit.

All of the further growth and suggestions made by the Advisory Committees were discussed in detail.

Public Sector Equality Duty

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

Resolved: That

- a) SCIA's 1-10 (20/21) listed in Appendix E be progressed;
- b) SCIA's be presented to Cabinet in January on the following growth and savings suggestions put forward by the Advisory Committees listed in Appendix F:

Growth

- i) Extending the contract for the Urban Design Officer (Development and Conservation);
- ii) Reviewing Enforcement resources to maintain recent improvements to the service (Development and Conservation);
- iii) Establishing a programme of suitable tree planting (Cleaner and Greener).

Savings

- i) Maximising the potential of leisure facilities in Edenbridge (People and Places);

Cabinet - 5 December 2019

- ii) Reducing paper and print (Improvement and Innovation);
 - iii) Electric Car Project (Improvement and Innovation);
 - iv) Reviewing Treasury Management Strategy constraints (Finance and Investment);
 - v) Reviewing Property Investment Strategy constraints (Finance and Investment);
 - vi) Advertising income opportunities including at Sevenoaks Bus Station (Finance and Investment).
- c) Request that officers identify further savings options to be included in the Budget Update report to Cabinet on 9 January 2019;
- d) Actions on growth and savings suggestions made by the Advisory Committees that are not being progressed as SCiAs.
- i) SDC facilitate youth work (People and Places) - Kent County Council to be contacted.
 - ii) Tourism (People and Places) - present a separate report to Cabinet.
 - iii) Bulky Waste (freighter) collection - improve Parish Council awareness which may increase income (Improvement and Innovation) - market to Parish Councils.
 - iv) Additional HERO Officer (Housing and Health) - this was not necessarily an item for 2020/21. However, as funding may not be present in future years, Members were advised that it should remain in budget consideration for the future.
 - v) Providing our own energy supply - buying in bulk from suppliers (Housing and Health) - include in the Net Zero work.

40. Abandoned shopping trolleys

The Cleaner & Greener Portfolio Holder advised that the Cleaner & Greener Advisory Committee had considered the same report. The Solicitor answered questions from Members and indicated that the adoption of the scheme was subject to consultation.

Public Sector Equality Duty

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

Resolved: That

- a) the District adopt a scheme to deal with abandoned shopping trolleys, subject to consultation; and
- b) responsibility be delegated to Swanley Town Council for the Swanley Town Council area.

41. Treasury Management Mid-Year Update 2019/20

The Finance & Investment Portfolio Holder presented the report which gave details of treasury activity in the first half of the current financial year, recent developments in the financial markets and fulfils the reporting requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management.

The Head of Finance addressed the meeting on this item and indicated that the Finance & Investment Advisory Committee had considered the same report.

Public Sector Equality Duty

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

Resolved: That the Treasury Management Mid-Year Update for 2019/20, be approved.

42. Financial Results 2019/20 - to the end of September 2019

The Finance & Investments Portfolio Holder presented a report on the Council's 2019/20 financial results to the end of September 2019, which showed the end of year position currently forecast to be a favourable variance of £103,000; this represented just under 0.7% of our net service expenditure budget totalling £15m.

The Head of Finance indicated that this included £90,000 of interest from loans to Quercus 7 for property investments. If this was excluded there would be a favourable variance forecast of £13,000. He advised that the Finance and Investment Advisory Committee had considered the same report.

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.

43. Draft Sevenoaks District Health & Wellbeing Action Plan 2019-22

The Head of Housing & Health presented the report which sought approval of the Sevenoaks District Health and Wellbeing Action Plan which set out objectives and actions that would help to reduce health inequalities and improve the health and wellbeing of residents across the District. She advised that the Housing & Health Advisory Committee had considered the same report and had suggested amending wording at Objective 5.1.

The Head of Housing and Health took questions from Members and agreed to clarify any unclear issues. The Chairman of the Housing and Health Advisory Committee indicated that this report had been well received by the Committee.

Cabinet - 5 December 2019

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that the Action Plan be agreed and adopted, subject to the word 'existing' be replaced with 'quality' at the first bullet point of Objective 5.1.

THE MEETING WAS CONCLUDED AT 8.36 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 9 December 2019. The decisions contained in Minutes 38, 39, 41, 42 and 43 take effect immediately. The decision contained in Minute 40 takes effect on 17 December 2019.

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**Item 4a - Allocation of Community Infrastructure Levy (CIL)
Contributions to Local and Strategic Infrastructure Projects**

The relevant Minute extract and recommendations to Cabinet considered by the Community Infrastructure Levy (CIL) Spending Board on 9 December 2019, were not available prior to the printing of this agenda and will follow when available.

However the reports considered by the CIL Spending Board can be accessed here:

<https://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CId=320&MId=2501&Ver=4&J=2>

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BUDGET UPDATE 2020/21

Cabinet - 9 January 2020

Report of Chief Officer Finance and Trading

Status For Consideration

Key Decision No

Executive Summary:

The Council has an excellent track record in identifying, planning for and addressing financial challenges. In light of the challenging financial position facing all authorities nine years ago, for 2011/12 the Council produced a 10-year budget together with a savings plan for the first time. This will be the tenth year this method has been used and provides the Council with a stable basis for future years.

This report sets out progress made in preparing the 2020/21 budget and updates Members on key financial information.

Based on the changes to the budget made so far in the process and the further changes proposed in this report, **this Council can once again have a balanced 10-year budget.**

The Provisional Local Government Finance Settlement has not yet been announced so there may be further changes to the position later in the budget process.

Cabinet will make its final recommendation on the budget at its meeting on 6 February 2020, after taking into account any updated information available at that date.

Portfolio Holder Cllr. Matthew Dickins

Contact Officers Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

Recommendation to Cabinet:

- (a) Members give consideration to the growth and savings/additional income proposals in Appendix D and recommend including them in the budget.
- (b) Recommend a Council Tax increase level for 2020/21.
- (c) Depending on the budget position following the recommendations above, provide officers with any further instructions.

Agenda Item 5

Introduction and Background

- 1 At the Cabinet meeting on 12 September 2019, Members considered a report setting out the Council's financial prospects for 2020/21 and beyond. That report set out the major financial pressures the Council is likely to face, together with a proposed strategy for setting a balanced and sustainable budget for 2020/21 and beyond.
- 2 As part of the budget process officers put forward their Service Dashboards to the Advisory Committees between October and November, which set out a summary of current and future challenges and risks. The Advisory Committees recommended new growth and savings items which were considered at the Cabinet meeting on 5 December 2019.
- 3 The report to Cabinet on 5 December 2019 also contained updates to the Financial Prospects report.
- 4 This report sets out the current position for the 2020/21 budget and updates Members on key financial information received since the last report. However, it should be noted that the Provisional Local Government Finance Settlement had not been announced when this report was written.

Financial Self-Sufficiency

- 5 The Council's Corporate Plan, introduced in 2013, set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. The current Council Plan aims to continue with this approach. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.
- 6 This approach was adopted in response to the financial challenges the Country is faced with in bringing its public spending down to ensure it is able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council receiving no Revenue Support Grant from 2017/18.
- 7 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 8 The Council's decision to seek to become financially self-sufficient was subject to scrutiny by the Local Government Associations Peer Challenge of the District Council during December 2013. In their closing letter to the Council they concluded that they 'fully support that aspiration and given the existing and anticipated squeeze upon public finances this makes much sense'.
- 9 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no Revenue Support Grant or New

Homes Bonus. Any funding received from these sources will be put into the Financial Plan Reserve which can be used to support the 10-year budget by funding invest to save initiatives and supporting the Property Investment Strategy. One of the aims of the Property Investment Strategy is to achieve an income yield of 3%+ above the Council's average treasury management return (currently 0.9%) when not borrowing or internally borrowing, and 3%+ above the borrowing rate (currently 2.8% for 30 years). Therefore, using funding for this purpose will result in additional year on year income that is not impacted by Government decisions.

- 10 Cabinet are keen to remain financially self-sufficient and be ahead of the game. This will include a new target to replace reliance on Business Rates income over the coming years. This will allow this Council to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents need into the future.

Updates to the Financial Prospects Report

- 11 The Financial Prospects report considered in September raised a number of financial risk areas for the Council. These were updated in the December report, but further information has been received since which is explained below.
- 12 ***The Provisional Local Government Finance Settlement*** has not yet been announced at the time of writing this report. Changes that could be contained within the settlement include:
 - The Council Tax increase referendum limit.
 - Business Rates Retention.
 - New Homes Bonus.
- 13 ***Government Support: Revenue Support Grant (RSG)*** (£nil received in 2019/20) - As previously assumed, this council no longer receives Revenue Support Grant from 2017/18.
- 14 ***New Homes Bonus (NHB)*** (£1.2m received in 2019/20 but not used to fund the revenue budget) - the Government started this new funding stream in 2011/12 with the intention that local authorities would be rewarded for new homes being built over a six-year period. The basis of NHB was changed with effect from 2017/18. Previously it was based on cumulative figures for 6 years, but this has been reduced to 5 years from 2017/18 and 4 years from 2018/19. In addition, NHB is only received on tax base growth above 0.4% instead of on all growth (known as the deadweight).
- 15 In the same way as RSG, the attached 10-year budget assumes no NHB resulting in there being no reliance on this funding source to support the revenue budget. Any amounts received will be put into the Financial Plan Reserve for the same purpose as noted above.

Agenda Item 5

16 **Council Tax** (£10.9m) - in the Local Government Finance Settlement is expected to include the referendum limit for 2020/21. In 2019/20 it was 3% (or £5 for Band D if higher).

17 Band D Council Tax in 2019/20 is £215.01 and the following table shows the potential changes if the same referendum limit is set.

2020/21 Council Tax	Original Assumption	Possible Referendum Limit
% increase	2.00%	2.97%
£ increase (Band D pa)	£4.30	£6.39
£ (Band D pa)	£219.31	£221.40

18 Due to the uncertainty of future Council Tax increase referendum limits, if maximum increases are not taken there will be an ongoing detrimental impact on the ability to increase Council Tax in future years.

19 The Council Tax Base has increased from 50,772.3 to 51,207.9 Band D equivalent properties. That is an increase of 435.6 (0.86%) which is below the assumed increase of 580 (1.14%).

20 The Collection Fund position, which is where Council Tax and Business Rates income is initially held before being distributed, will be reviewed in January. It is currently estimated that there will be no impact in 2019/20.

21 **Business Rates Retention** (£2.1m) - The basis for allocating Government Support from 2013/14 changed to the Business Rates Retention Scheme. This scheme initially allows billing authorities, such as this council, to keep 40% of Business Rates received. However, tariffs and top-ups are applied to ensure that the funding received by each local authority is not significantly different to pre 2013/14 amounts.

22 There has been a commitment from Government to introduce Business Rates Retention since before the 2015 General Election.

23 There is a Kent and Medway Business Rates Pool in 2019/20. This Council and Dover Borough Council are not part of the pool but following negotiations it was agreed that Sevenoaks and Dover would benefit as if they were in the pool. It is not yet known whether there will be a pool in 2020/21.

24 The assumption in the 10-year budget assumes Business Rates at the safety net level of £2.1m but it is expected that a higher amount will be retained if there is a pool agreement.

25 The previous Local Government Finance Settlement continued to include an indicative 'tariff adjustment' (known as negative RSG) amount of £1.083m in

2019/20. The Local Government Finance Settlement is not expected to include negative RSG for 2020/21 but this remains a threat going forward.

- 26 **Interest receipts** (£0.2m) - Returns are continuing to be significantly lower than they were a few years ago due to low interest rates and the Council's Investment Strategy taking a low risk approach.
- 27 The Treasury Management Strategy is currently being reviewed with a different risk approach anticipated. This is expected to result in the interest receipt assumptions increasing from £250,000 to £300,000 per annum.
- 28 **Property Investment Strategy** - The strategy was approved by Council on 22 July 2014 with the intention of building on an approach of property-based investment in order to deliver increased revenue income. This was set against a background of reducing Government Support and continued low rates of return through existing treasury management arrangements.
- 29 To date six assets have been purchased or built by the Council and three by Quercus 7 at a cost of £29.2m. Therefore £21.1m of the £50.3m approved by Council remains unspent.
- 30 The income assumptions are proposed to be updated as follows:

Property Investment Strategy Income		
	Previous Assumption	Proposed Assumption
2019/20	£1.258m	£1.258m
2020/21	£1.311m	£1.428m
2021/22	£1.311m	£1.468m
2022/23	£1.311m	£1.508m
2023/24	£1.411m	£1.558m
2024/25 - 2025/26	£1.455m	£1.558m
2026/27 - 2028/29	£1.655m	£1.655m
2029/30	£1.696m	£1.696m

- 31 These assumptions result in an increase of £300,000 from 2019/20 to 2023/24.
- 32 A Property Investment Strategy Update report will be presented to the Finance and Investment Advisory Committee on 23 January 2020 and Cabinet on 6 February 2020.
- 33 **Pay costs** (£16m) - Discussions between the National Employers for Local Government Services and the unions regarding the national pay award for 2020/21 are ongoing.

Agenda Item 5

- 34 The assumption in the attached 10-year budget is a 2% increase in all years. Work on a new workforce strategy may have an impact on assumptions and will be monitored as it progresses.
- 35 Members previously agreed that a budget would be set aside to address the Council's recruitment and retention difficulties and challenges going forward.
- 36 The Council's latest Council Plan was launched in 2018. In order to ensure the effective delivery of the Council Plan, some services are being redesigned so that they are better aligned to customer needs and with a much stronger emphasis on wrapping services around the customer.
- 37 In order to achieve this, the Customer Solutions Centre is in operation. The Customer Solutions Centre is resourced with a wider skill set in order to deal with more interactions at first point of contact and in parallel more effective processing is being investigated. It is anticipated that the cost of these changes will continue to be met within approved budgets and therefore a SCIA will not be required.
- 38 **Superannuation fund** - the last pension fund triennial valuation, which was the fourth by the actuaries Barnett Waddingham, took place in November 2019.
- 39 The funding level has increased from 75.5% to 86.6% since the previous valuation in 2016 and the deficit recovery period for the fund has reduced from 17 years to 14 years. The 10-year budget includes the contribution amounts set by the actuaries for 2020/21 to 2022/23 and includes an additional £100,000 from 2023/24 when the next triennial valuation will come in to effect. The contributions for the primary rate (current staff) have increased and reduced for the secondary rate (funding deficit). There is a nil overall impact on the 10-year budget.
- 40 **Non-pay costs** - The budget assumes non-pay costs will increase by an average of 2.25% in all years. In practice, items such as rates and energy costs often rise at a higher rate, so other non-pay items have been allowed a much lower inflation increase. Inflation is currently at 1.5% (CPI) and 2.1% RPI (as at October 2019).
- 41 **Asset Maintenance** - Any asset maintenance expenditure is funded by the revenue budget each year. Asset maintenance expenditure can fluctuate as the demand for programmed and ad hoc work varies across sites. A review of the asset maintenance requirements for council owned properties was carried out last year which resulted in the budget being increased by £100,000. This resulted in the average yearly liability covered increasing from 54% to 67%.
- 42 **Welfare reform changes** - The next phase of Universal Credit commenced in the district on 21 November 2018. This is known as 'Full Service' but mainly affects new working age customers. The rest of our working age customers still remain on Housing Benefit. The next step is currently being piloted by

DWP who still intend to move all customers across to Universal Credit by 2023. The delays in Universal Credit and the phased approach continues to bring many challenges to the administration of Housing Benefit. However, the Council agreed a new working age Council Tax Reduction scheme which came into effect from 1 April 2019 which addresses challenges to both administration of Council Tax Reduction and also the collection of Council Tax.

- 43 **Unavoidable service pressures** - One of the lessons to be learnt from previous financial strategies is that there is always a likelihood of unavoidable service pressures and there needs to be a clear strategy for dealing with these. These are identified in the Service Change Impact Assessments (SCIAs) that can be reported to the Advisory Committees between October and November or to Cabinet in later budget reports.
- 44 These additional service pressures will where possible be absorbed within existing budgets however, there is some likelihood that some pressures will be difficult to absorb, and Members will need to give these consideration as part of the budget process. However, it should be recognised that by having a 10-year budget there is greater scope to deal with these pressures and therefore have less impact on current services where as other councils who only have single year budgets would have to make larger immediate savings.
- 45 **Use of Reserves** - Ensuring the adequacy and sustainability of the Council's reserves continues to be a key part of the budget process. A detailed review of reserves will be included in the February Cabinet report.
- 46 **Progress on the savings plan** - 2020/21 will be the tenth year of using the 10-year budget. During this period, 164 savings items have been identified totalling £7.6m. The majority of these savings have already been achieved and Portfolio Holders, Chief Officers, Heads of Service and Service Managers have worked closely to deliver these savings.
- 47 **Changes since the 10-year budget started** - The table below shows how the Net Service Expenditure has changed since 2010/11. This shows that the budget has reduced by £4.7m (28%) in real terms.

Net Service Expenditure	£000
2010/11 (budget)	16,711
2019/20 (2010/11 budget +2% inflation per year)	19,971
2019/20 (budget)	15,251
Difference	4,720

Agenda Item 5

Current Budget Position

- 48 The following table shows the differences between the 10-year budget agreed by Council on 26 February 2019 and the version included in the Budget Update report to Cabinet on 5 December 2019.

10-Year Budget (total changes for the 10-year period)	£000
Base changes:	
Base figures updated to 19/20 budget	(11)
Assumption changes:	
None	-
Savings / Growth:	
Net savings assumption	930
SCIA's 1-10:	
Savings/additional income	(1,076)
Growth	1,150
Total 10-year budget change gap/(surplus)	993
	i.e. £99,000 per annum

- 49 Changes made to the 10-year budget (**Appendix B**) since Cabinet on 5 December 2019 are shown in the following table:

10-Year Budget (total changes for the 10-year period)	£000
Total 10-year budget change gap/(surplus) see above	993
Council Tax Base (actual figures)	337
Property Investment Strategy (revised assumptions)	(824)
Total 10-year budget change gap/(surplus)	506
	i.e. £51,000 per annum

- 50 The Advisory Committees made a number of further growth and savings/additional income suggestions which were discussed by Cabinet on 5 December 2019. Cabinet resolved that the following items be considered for

this budget cycle and for Service Change Impact Assessments (SCIAs) to be presented to this Cabinet where appropriate. Those suggestions with comments are listed below:

51 Growth:

- i) **Extending the contract for the Urban Design Officer** (Development and Conservation) - This 1-year post was to be funded from Planning Performance Agreement (PPA) Payments, however, the cost has been met by an overachievement on application fee income and an underspend on salaries. As such the PPAs can be drawn against to fund a second year.
- ii) **Reviewing Enforcement resources to maintain recent improvements to the service** (Development and Conservation) - The temporary contracts of the senior investigation officer and the compliance officer have been funded from the overachievement of application fee income and the underspend on salaries - as above. The Housing & Planning Delivery grant (reserve) that was to be used can therefore be drawn against to fund extensions to both contracts, to maintain the recent improvements in the planning enforcement function.
- iii) **Establishing a programme of suitable tree planting** (Cleaner and Greener) - SCIA11.

52 Savings/Additional income:

- i) **Maximising the potential of leisure facilities in Edenbridge** (People and Places) - The Council is investigating whether it is possible to build an enabling development to fund improvements. As this is at an early stage it would not be prudent to build a financial assumption into the budget.
- ii) **Reducing paper and print** (Improvement and Innovation) - SCIA12.
- iii) **Electric Car Project** (Improvement and Innovation) - SCIA13.
- iv) **Reviewing Treasury Management Strategy constraints** (Finance and Investment). A Treasury Management Strategy 2020/21 report will be presented to the Finance & Investment Advisory Committee and Cabinet.
- v) **Reviewing Property Investment Strategy constraints** (Finance and Investment) - a Property Investment Strategy Update report will be presented to the Finance & Investment Advisory Committee and Cabinet.
- vi) **Advertising income opportunities** including at Sevenoaks Bus Station (Finance and Investment) - SCIA14.

53 Members are asked to give consideration to the growth and savings/additional income proposals (SCIAs) in **Appendix D** and decide if they wish them to be included in the budget.

54 The Treasury Management Strategy is currently being reviewed with the aim of increasing average returns. It is therefore proposed that Interest Receipts assumptions are increased by £50,000 per annum from £250,000 to £300,000.

Agenda Item 5

10-Year Budget (total changes for the 10-year period)	£000
Total 10-year budget change gap/(surplus) see above	506
SCIAs 11-14:	
Savings/additional income	(100)
Growth	55
Treasury Management Strategy (revised assumptions)	(500)
Total 10-year budget change gap/(surplus)	(39)
	i.e. (£4,000) per annum

- 55 Therefore, if all of these changes are approved, **this Council will once again have a balanced 10-year budget.**

Consultation

- 56 An article on the Council's budget was included in the Autumn and Winter editions of In Shape which included asking for views on the Council's spending priorities. Details will be provided at the meeting.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

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

Current and future challenges together with risks were included in the Service Dashboards presented to the Advisory Committees and each Service Change Impact Assessment (SCIA) includes the likely impacts including a risk analysis.

An effective integrated policy and priority driven long-term financial and business process is required for the Council to deliver on its priorities and maintain a sustainable budget. It is also essential that continuous improvements are identified and implemented in order to take account of the changing climate within which the

Council operates and to meet the expectations of both Government and the public on the quality of service demanded from this Council.

The risks associated with the 10-year budget approach include uncertainty around the level of shortfall and the timing of key announcements such as future changes to Business Rates Retention. The risk will be mitigated by continuing to review assumptions and estimates and by updating Members throughout the process.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

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

Community Impact and Outcomes

Members' early consideration of the issues raised in this report would be beneficial to residents in that a planned approach to achieving a balanced budget should produce the best outcome for the community in limiting the level in budget reductions.

Appendices

Appendix A - Budget Timetable

Appendix B - 10-year Budget

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

Appendix D - Service Change Impact Assessment forms (SCIAs) for new growth and savings proposals

Background Papers

[Report to Cabinet 14 February 2019 - Budget and Council Tax Setting 2019/20](#)

[Report to Cabinet 12 September 2019 - Financial Prospects and Budget Strategy 2020/21 and Beyond](#)

Agenda Item 5

[Report to People and Places Advisory Committee 1 October 2019, Improvement and Innovation Advisory Committee 3 October 2019, Housing and Health Advisory Committee 8 October 2019, Development and Conservation Advisory Committee 15 October 2019, Cleaner and Greener Advisory Committee 29 October 2019, Finance and Investment Advisory Committee 21 November 2019 - Budget 2020/21: Service Dashboards and Service Change Impact Assessments \(SCIAs\)](#)

[Report to Cabinet 5 December 2019 - Budget Update 2020/21](#)

Adrian Rowbotham

Chief Officer Finance and Trading

2020/21 Budget Setting Timetable

	Date	Committee
Stage 1		
Financial Prospects and Budget Strategy 2020/21 and Beyond	3 September	Finance & Investment AC
	12 September	Cabinet
↓		
Stage 2		
Review of Service Dashboards and Service Change Impact Assessments (SCIAs)	1 October	People & Places AC
	3 October	Improvement & Innovation AC
	8 October	Housing & Health AC
	15 October	Development & Conservation AC
	29 October	Cleaner & Greener AC
	21 November	Finance & Investment AC
↓		
Stage 3		
Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)	5 December	Cabinet
↓		
Stage 4		
Budget Update (incl. Government Settlement information)	9 January	Cabinet
↓		
Stage 5		
<i>Budget Update and further review of Service Change Impact Assessments (if required)</i>	<i>January - February</i>	<i>Advisory Committees</i>
↓		
Stage 6		
Budget Setting Meeting (Recommendations to Council)	6 February	Cabinet
↓		
Stage 7		
Budget Setting Meeting (incl. Council Tax setting)	25 February	Council

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

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Ten Year Budget - Revenue

Appendix B

	Budget 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23	Plan 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	14,687	15,251	15,671	16,042	16,423	16,847	17,240	17,638	18,043	18,557	19,078
Inflation	608	656	472	481	487	493	499	505	513	521	530
Superannuation Fund deficit and staff recruitment & retention	0	100	0	0	0	0	0	0	0	0	0
Net savings (approved in previous years)	(181)	(358)	44	0	0	0	(1)	0	1	0	(1)
New growth	256	150	0	0	(50)	0	0	0	100	100	100
New savings/Income	(119)	(128)	(145)	(100)	(13)	(100)	(100)	(100)	(100)	(100)	(100)
Net Service Expenditure b/f	15,251	15,671	16,042	16,423	16,847	17,240	17,638	18,043	18,557	19,078	19,607
Financing Sources											
Govt Support: Revenue Support Grant	0	0	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(10,917)	(11,230)	(11,584)	(11,947)	(12,320)	(12,704)	(13,097)	(13,502)	(13,892)	(14,292)	(14,703)
Business Rates Retention	(2,132)	(2,139)	(2,182)	(2,226)	(2,271)	(2,316)	(2,362)	(2,409)	(2,457)	(2,506)	(2,556)
Collection Fund Surplus	0	0	0	0	0	0	0	0	0	0	0
Interest Receipts	(200)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)
Property Investment Strategy Income	(1,258)	(1,428)	(1,468)	(1,508)	(1,558)	(1,558)	(1,558)	(1,655)	(1,655)	(1,655)	(1,696)
Contributions to/(from) Reserves	(353)	(353)	(353)	(179)	(179)	(635)	148	148	148	148	148
Total Financing	(14,860)	(15,400)	(15,837)	(16,110)	(16,578)	(17,463)	(17,119)	(17,668)	(18,106)	(18,555)	(19,057)
Budget Gap (surplus)/deficit	391	271	205	313	269	(223)	519	375	451	523	550
Contribution to/(from) Stabilisation Reserve	(391)	(271)	(205)	(313)	(269)	223	(519)	(375)	(451)	(523)	(550)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Assumptions

Revenue Support Grant:	nil all years
Business Rates Retention:	Business Rates Retention safety-net in 19/20 plus 2% in later years
Council Tax:	2% in all years
Council Tax Base:	Increase of 438 Band D equivalent properties in 20/21, 580 from 21/22, 480 from 27/28
Interest Receipts:	£250,000 in all years
Property Investment Strategy:	£1.428m in 20/21, £1.468m in 21/22, £1.508m in 22/23, £1.558m from 23/24, £1.655m from 26/27, £1.696m from 29/30
Pay award:	2% in all years
Other costs:	2.25% in all years
Income:	2.5% in all years except for off-street car parks which are an average of 3.5% per annum from 19/20 - 23/24

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SCIA		Description	2011/12 -	2020/21	Later Years	Total
Year	No.		2019/20 £000	£000	£000	£000
		Cleaner and Greener Advisory Committee				
2016/17	8	Playgrounds: reduction in asset maintenance (reversal of temporary saving item)			7	
2016/17	9	Public Conveniences: reduction in asset maintenance (reversal of temporary saving item)			8	
2019/20	3	Bradbourne Lakes - Consultancy (reversal of temporary growth item)		(60)		
2019/20	7	Car Parking - Enforcement for Tandridge DC (reversal of temporary saving item)			30	
		Development and Conservation Advisory Committee				
		No savings or growth agreed from 2020/21 onwards				
		Finance and Investment Advisory Committee				
2011/12	62,63	Staff terms and conditions - savings agreed by Council 18/10/11		(187)		
		Housing and Health Advisory Committee				
		No savings or growth agreed from 2020/21 onwards				
		Improvement and Innovation Advisory Committee				
2017/18	10	Apprenticeship Levy (reversal of temporary growth item)		(45)		
2018/19	3	Swanley Local Office contract		(15)		
2018/19	13	IT Developers: funding for two years (reversal of temporary growth item)		(51)		
		People and Places Advisory Committee				
		No savings or growth agreed from 2020/21 onwards				
		Minor movements between years			(1)	
		Total Savings	(7,366)	(202)	44	(7,524)
		Total Growth	2,201	(156)	0	2,045
		Net Savings	(5,165)	(358)	44	(5,479)

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SERVICE CHANGE IMPACT ASSESSMENT

SCIA 11 (20/21)

Chief Officer:	Adrian Rowbotham	Service:	Direct Services
Activity	Parks - Rural: Tree Maintenance	No. of Staff:	3 FTE

Activity Budget Change	Year: 2020/21 Growth £000	Later Years Comments (ongoing, one-off, etc.)
Establishing a programme of suitable tree planting	5	Ongoing

Reasons for and explanation of proposed change in service

Establishing a programme of suitable tree planting is essential to ensure that the district retains its character. There is not currently a tree planting schedule. This can be incorporated into a Council Tree Policy or Tree Strategy.

Currently we remove trees for health and safety reasons and do not replace them. With Chalara affecting Ash trees and a number of pests and diseases attacking Horse Chestnuts at the moment, it is important that trees are replaced.

Issues to consider:

- Costs of the tree - Depending on species and age approx. £200 - £400 (this tends to buy 3-4m high tree). A small tree is cheaper but is more prone to damage and vandalism.
- Costs of materials - Tree stakes/ guards/ irrigation (all dependent on location) some trees will just need a stake. However, planting a tree in a high street or car park will require more expensive guards and root protection infrastructure.
- Costs of planting - Digging a tree pit and planting the tree it in the ground.
- Cost of maintenance - Watering throughout the first few seasons to get the tree established, protecting it from competing vegetation and formative pruning. Formative pruning removes co-dominant stems and parts of the tree that will become a nuisance in later life. If done correctly, this will save the Council money in the future as

SERVICE CHANGE IMPACT ASSESSMENT

the tree should not need major works at a mature age.

The proposed growth item will aim to identify sources of funding for tree planting and ongoing maintenance.

Key Stakeholders Affected

Visitors/users of woodlands ex-housing estates land and commons.

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

A Council Tree Policy or Tree Strategy would help protect the Council and officers from legal prosecution and ease the complaints/enquiries from residents.

The Council should be mindful of the species of trees that are planted in certain locations. For example, an oak tree should not be planted next to a property on clay soil as may will lead to subsidence.

Risk to Service Objectives (High / Medium / Low)

Low

2019/20 Budget*	£'000	Performance Indicators		
		Code & Description	Actual	Target
Operational Cost	148			
Income	(13)	n/a		
Net Cost	135			

*This is the budget for 'Parks - Rural'

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 12 (20/21)

Chief Officer:	Jim Carrington-West	Service:	N/A
Activity	Print	No. of Staff:	N/A

Activity Budget Change	Year: 2020/21 (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduction in print/paper usage	(5)	Ongoing

Reasons for and explanation of proposed change in service

A review of paper usage and print will be carried out with a view to generating a reduction and the associated savings. There may be potential through the Customer Redesign work currently being carried out to reduce outgoing printed material. This may also include looking to whether more Members would be happy to take their documents electronically with the support of the Modern.Gov mobile app.

Key Stakeholders Affected

All staff and Councillors

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

Low impact expected as other methods of content delivery are available. Any decrease in internal print expenditure would first need to be offset against expected income for the Print Studio.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2019/20 Budget	£'000	Performance Indicators		
Operational Cost	199	Code & Description	Actual	Target
Income	(229)	n/a		
Net Cost	(30)			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 13 (20/21)

Chief Officer:	Adrian Rowbotham	Service:	Finance
Activity	Special Projects	No. of Staff:	-

Activity Budget Change	Year: 2020/21 Growth £000	Later Years Comments (ongoing, one-off, etc.)
Electric Car Project	5	One-off

Reasons for and explanation of proposed change in service

Investigate options for the Council to operate an electric car scheme to benefit residents and generate income. It would also support the Council’s ambition to achieve net zero carbon emissions.

This proposed growth item is for one-off funding to investigate this proposal.

If the project is progressed, an income SCIA would be included in a future budget process.

Key Stakeholders Affected

Residents

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

Thorough due diligence would be required for this project to increase the chances of it being income generating and reducing carbon emissions.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Medium

2019/20 Budget	£'000	Performance Indicators		
Operational Cost	-	Code & Description	Actual	Target
Income	-	n/a		
Net Cost	-			

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 14 (20/21)

Chief Officer:	Adrian Rowbotham	Service:	Finance
Activity	Income Generation	No. of Staff:	-

Activity Budget Change	Year: 2020/21 (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Advertising income	(5)	Ongoing

Reasons for and explanation of proposed change in service

Obtaining advertising income from Council owned properties and land.
Only £5,000 income has been included as feasibility work has not yet been carried out.

Key Stakeholders Affected

Residents and visitors

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

Planning permission may be required.
Decisions on which advertising would be suitable on a Council owned asset.

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2019/20 Budget	£'000	Performance Indicators		
Operational Cost	-	Code & Description	Actual	Target
Income	-	n/a		
Net Cost	-			

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.

CALCULATION OF COUNCIL TAX BASE AND OTHER TAX SETTING ISSUES

Cabinet - 9 January 2020

Report of the: Chief Officer Finance & Trading

Status: For Decision

Also considered by: Council - 25 February 2020

Key Decision: No

Executive Summary:

This report sets out details of the calculation of the District’s tax base for council tax setting purposes. These figures are used to determine tax rates for each of the council tax bands once the Council’s budget requirement is known. The report also advises Members of the timetable for setting the 2020/21 council tax.

This report supports the Key Aim of efficient management of the Council’s resources.

Portfolio Holder Cllr. Matthew Dickins

Contact Officer Roy Parsons, Principal Accountant - Ext 7204

Recommendation to Cabinet: That it be recommended to Council that:

- (a) the report of the Chief Officer Finance & Trading for the calculation of the Council’s tax base for the year 2020/21 be approved;
- (b) pursuant to the report of the Chief Officer Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2020/21 shall be 51,207.88;
- (c) pursuant to the report of the Chief Officer Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2020/21 for the calculation of local precepts shall be:

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,459.75
Badgers Mount	334.98

Agenda Item 6

Brasted	778.10
Chevening	1,456.01
Chiddingstone	604.75
Cowden	449.88
Crockenhill	659.12
Dunton Green	1,321.92
Edenbridge	3,697.28
Eynsford	948.87
Farningham	666.28
Fawkham	292.04
Halstead	778.40
Hartley	2,556.57
Hever	620.75
Hextable	1,698.15
Horton Kirby & South Darenth	1,302.24
Kemsing	1,853.31
Knockholt	634.27
Leigh	961.50
Otford	1,720.71
Penshurst	837.74
Riverhead	1,247.77
Seal	1,303.53
Sevenoaks Town	9,690.61
Sevenoaks Weald	617.77
Shoreham	683.97
Sundridge	937.54
Swanley	5,663.91
Westerham	2,066.03
West Kingsdown	2,364.13

- (d) any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.

Recommendation to Council: That the various calculations detailed above be approved.

Reason for recommendations: As part of the tax setting process for 2020/21, the Council needs to formally approve the tax base at individual town and parish level as well as for the District as a whole.

Introduction and Background

- 1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992, made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.
- 2 The council tax base is a measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and other precepting authorities' band D council tax.
- 3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the Council's estimated collection rate for the year.
- 4 The Council is required to calculate a tax base figure for the Ministry of Housing Communities & Local Government (MHCLG). This is based on the valuation list as at 9 September 2019 and occupancy information at 7 October 2019. The tax base for tax setting purposes is based on information available in December 2019. In addition, other factors may be taken into account to reflect likely changes to the tax base during 2020/21. These factors include:-
 - An allowance for changes in the amount of disabled relief
 - An allowance for changes in the number of exempt properties
 - An estimate of the number of new properties liable to council tax
 - An estimate of the number of properties ceasing to be liable to council tax
 - An allowance for changes in the number of single person discounts
 - An allowance for the effect of appeals by taxpayers on the banding of their properties
- 5 It has always been the practice to assume that these items will be self-balancing and hence no adjustment to the overall tax base was made other than the usual allowance for non-collection. Over the last few years the tax base has been rising due to new properties being built.

Detailed Tax Base Calculations

- 6 The current year’s tax base calculation assumes a 99.4% collection rate, which also allows for some movement in the items mentioned in Paragraph 4. Having assessed previous years’ collection rates plus the effect of changes to council tax support, it is considered prudent to maintain the assumed collection rate at 99.4% for 2020/21.
- 7 The second column of the table below sets out the number of band D equivalents based on the valuation list and occupancy information at 1 December 2019 for each parish, together with a summary for the District. The figures are then subjected to the collection rate adjustment in column 3 to arrive at the tax base for council tax setting purposes appearing in column 4. The corresponding figures for 2019/20 appear in column 5.

<u>(1)</u> <u>Parish</u>	<u>(2)</u> <u>Band D</u> <u>Equivalents</u>	<u>(3)</u> <u>Collection</u> <u>Rate</u> <u>Multipliers</u>	<u>(4)</u> <u>Tax base</u> <u>2020/21</u>	<u>(5)</u> <u>Tax base</u> <u>2019/20</u>
Ash-cum-Ridley	2,474.60	0.994	2,459.75	2,460.65
Badgers Mount	337.00	0.994	334.98	334.28
Brasted	782.80	0.994	778.10	778.50
Chevening	1,464.80	0.994	1,456.01	1,450.74
Chiddingstone	608.40	0.994	604.75	602.66
Cowden	452.60	0.994	449.88	435.77
Crockenhill	663.10	0.994	659.12	660.41
Dunton Green	1,329.90	0.994	1,321.92	1,323.31
Edenbridge	3,719.60	0.994	3,697.28	3,556.04
Eynsford	954.60	0.994	948.87	945.99
Farningham	670.30	0.994	666.28	664.59
Fawkham	293.80	0.994	292.04	283.39
Halstead	783.10	0.994	778.40	782.28
Hartley	2,572.00	0.994	2,556.57	2,555.38
Hever	624.50	0.994	620.75	610.42
Hextable	1,708.40	0.994	1,698.15	1,666.94
Horton Kirby & South Darent	1,310.10	0.994	1,302.24	1,299.56
Kemsing	1,864.50	0.994	1,853.31	1,839.00
Knockholt	638.10	0.994	634.27	634.77

Leigh	967.30	0.994	961.50	948.18
Otford	1,731.10	0.994	1,720.71	1,709.88
Penshurst	842.80	0.994	837.74	835.95
Riverhead	1,255.30	0.994	1,247.77	1,249.06
Seal	1,311.40	0.994	1,303.53	1,253.83
Sevenoaks Town	9,749.10	0.994	9,690.61	9,637.63
Sevenoaks Weald	621.50	0.994	617.77	615.09
Shoreham	688.10	0.994	683.97	685.46
Sundridge	943.20	0.994	937.54	932.07
Swanley	5,698.10	0.994	5,663.91	5,607.45
Westerham	2,078.50	0.994	2,066.03	2,068.71
West Kingsdown	2,378.40	0.994	2,364.13	2,344.35
TOTALS	51,517.00		51,207.88	50,772.34

- 8 The Council has previously resolved that its expenses are to be treated as general expenses. In addition the Council has formally to approve what are to be regarded as special expenses now that parish precepts are treated as part of the District Council's general fund and therefore its budget requirement.

Timetable for Setting the Tax

- 9 The County Council, Police & Crime Commissioner and Fire and Rescue Service have advised me of their budget meeting dates for 2020/21:

County Council	13 February 2020
Police & Crime Commissioner	6 February 2020
Fire and Rescue Service	14 February 2020

- 10 The council tax for the Sevenoaks area cannot be set before the County, Police and Fire precepts have been ratified. There are several dates laid down in regulations on, or by which, certain tasks in relation to the budget process and tax setting have to be carried out. These key dates appear in the Appendix.
- 11 As part of the tax setting process, the Council is required to make an estimate of the collection fund surplus or deficit at 15 January 2020 or the first working day after this, for the year ending 31 March 2020.
- 12 The amount of any surplus or deficit which a billing authority estimates in its collection fund will not remain in the collection fund but will be shared and taken into account by both billing and major precepting authorities in calculating their basic amounts of council tax for 2020/21.

Agenda Item 6

- 13 In estimating any surplus or deficit, items relating to community charge will not be taken into account. These are to remain with the billing authority and will be taken into account by it in calculating its basic amount of council tax for the year.
- 14 An authority's share of any surplus or deficit relating to council tax is to be in the same proportion as its demand bears to the total demand and precepts on the collection fund for 2019/20. Payment is to be made during 2020/21 on the same dates as precept payments.

Key Implications

Financial

There are no financial implications.

Community Impact and Outcomes

There are no community impacts arising from this report.

Legal Implications and Risk Assessment Statement

Calculation of the tax base for the District is a statutory requirement. The information is used by other authorities in setting their precepts. The actual tax base will vary during the year as new properties are built and exemptions and discounts are granted or withdrawn. Any difference in the revenue raised to that needed to pay precepts remains in the collection fund to be distributed to or collected from major precepting authorities in the following year.

Equality Assessment

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

Conclusions

Members are asked to approve the calculation of the District's tax base for council tax setting purposes and to note the timetable for setting the 2020/21 council tax.

Appendix: Key dates in the council tax setting process

Background Papers: None

Adrian Rowbotham
Chief Officer Finance & Trading

APPENDIX

KEY DATES IN THE COUNCIL TAX SETTING PROCESS

- | | | |
|-------|---|---|
| i) | By 11 October 2019 | Notify tax base for grant settlement purposes to the Ministry of Housing Communities & Local Government (MHCLG) |
| ii) | During December 2019 | MHCLG notifies schedule of payment dates for Revenue Support Grant (RSG) and Non-Domestic Rates (NDR). DCLG notifies the NDR multiplier (rate in £) for 2020/21 |
| iii) | By 31 December 2019 | Issue proposed schedule of payment dates to precepting authorities |
| iv) | By 31 January 2020 | Agree actual schedule of precept payment dates |
| v) | Between 1 December 2019 and 31 January 2020 | Notify tax base for tax setting purposes to KCC, Fire & Rescue Service and Police & Crime Commissioner |
| vi) | On 15 January 2020 | Estimate collection fund surplus or deficit for year and calculate the amount to be shared between SDC, KCC, Fire and Police (where applicable) |
| vii) | By 22 January 2020 | Notify KCC, Fire and Police of their shares of the surplus or deficit and when amounts are to be paid or transferred during 2020/21 (where applicable) |
| viii) | During January and February 2020 | Notify Town/Parish Councils of tax bases for their areas within 10 days of them making such a request |
| ix) | During February 2020 | MHCLG notifies entitlements and payment dates of Formula Spending Share (FSS), RSG and NDR |
| x) | By 1 March 2020 | KCC, Fire & Rescue Service, Police & Crime Commissioner and Town/Parish Councils issue their precepts |
| xi) | By 11 March 2020 | District sets council tax for 2020/21, taking account of its own budget requirement and those of the precepting authorities. |

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Item 7 - Sevenoaks District Community Safety Strategy & Action Plan

The attached report was considered by the People & Places Advisory Committee on 10 December 2019. The relevant Minute extract is below:

People & Places Advisory Committee (10 December 2019, Minute 29)

The Community Safety Manager presented the quarter 2 monitoring report which outlined the success measures and actions of the Sevenoaks District Community Safety Strategy & Action Plan 2019-20. She advised that of the success measures, 7 were green and 2 were amber. Of the actions, 44 were green, 4 were amber and 1 was red.

In response to queries, the Community Safety Manager advised that youth work to prevent drug misuse is conducted by Kenward Trust who are funded by the Community Safety Partnership via the Police Crime Commissioner funding who did bespoke detached work via the daily tasking held at the Community Safety Unit (CSU).

On a response to the Mental Health Drop in Service in Swanley, she advised that take up was low at the mental health drop-in, but she was working alongside partners to address this.

The Chairman thanked the Community Safety Manager for the presentation and Members showed their appreciation.

Resolved: That the report be noted.

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SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2019-20

Cabinet - 9 January 2020

Report of	Chief Officer People & Places
Status	For Information
Also considered by	People and Places Advisory Committee - 10 December 2019
Key Decision:	Yes

Executive Summary: The 2019-20 Sevenoaks District Community Safety Strategy and Action Plan is set out. The plan responds to the community safety priorities identified in the most recent Strategic Assessment.

This report supports the Key Aim of delivering a low crime rate in the District and supporting vulnerable and repeat victims of crime and anti-social behaviour.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Kelly Webb Ext. 7474

Recommendation to People & Places Advisory Committee: that report be noted.

Recommendation to Cabinet: that the Community Safety Strategy & Action Plan for 2019-20 be approved.

Reason for recommendation: This Action Plan will determine multi-agency work undertaken in the District to reduce crime and anti-social behaviour and increase feelings of safety.

Introduction and Background

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council, Kent Fire & Rescue Service, Health, Probation and Kent Police, together with other key partners, to undertake an audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.
- 2 The Strategic Assessment was undertaken in December 2018. The seven priorities, as ranked in the Strategic Assessment, are:
 - Domestic Abuse

Agenda Item 7

- Serious and Acquisitive Crime including Organised Crime Groups, emerging trends and County Lines
 - Anti-Social Behaviour including Environmental Crime
 - Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children
 - Substance Misuse
 - Doorstep Crime including Scams and Cyber Crime
 - Road Safety
- 3 A presentation about the Strategic Assessment will be made at the Economic & Community Development Advisory Committee on 5 March 2019.
- 4 The draft 2019-20 Sevenoaks District Community Safety Strategy and Action Plan attached at the Appendix. It sets out Partnership activity aimed at addressing the above priorities. The Action Plan is a multi-agency document and is monitored on a quarterly basis by the Community Safety Partnership, to ensure that actions are on target and are helping to meet the identified success measures.

Key Implications

Financial

The funding required to deliver the Action Plan comes from the Police and Crime Commissioner and existing SDC core Budgets, core budgets of participating agencies and other external funding sources as they become available. No additional District Council funding is required to deliver the plan.

Legal Implications and Risk Assessment Statement.

There are no legal issues for the Council arising from this action plan.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Community Safety Strategy & Action Plan assists with the provision of services to support District residents, including victims of crime.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Community Safety Strategy & Action Plan addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

The Community Safety Strategy & Action Plan have been prepared following a strategic assessment of crime and disorder issues and provides a multi-agency approach to those issues.

Appendices

Appendix A - The draft Sevenoaks District Community Safety & Action Plan 2019-20

Background Papers

The 2018 Strategic Assessment

<https://cds.sevenoaks.gov.uk/documents/s33670/09%20SDC%20Strategic%20Assessment%202017.pdf?J=1>

Lesley Bowles

Chief Officer for People & Places

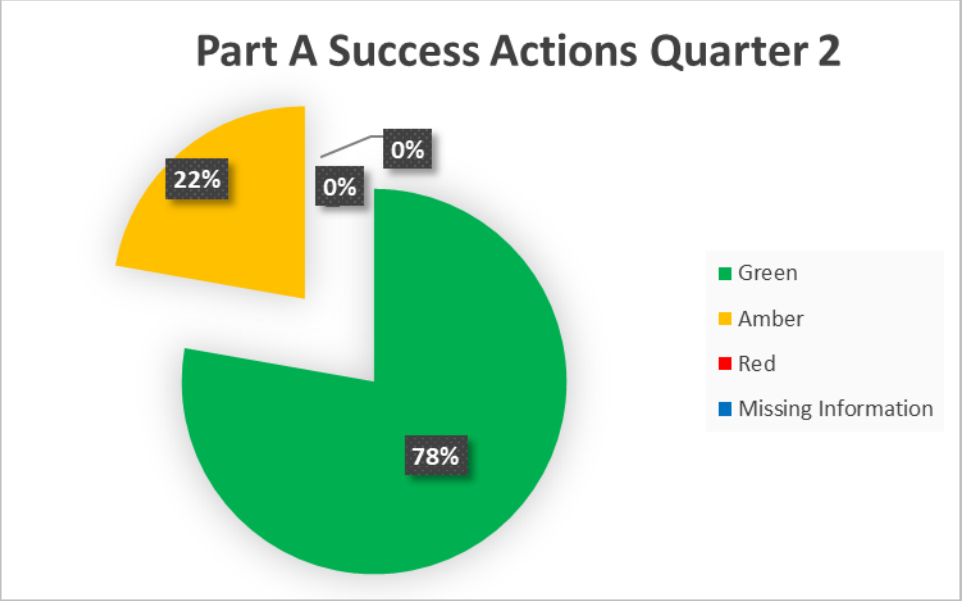
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SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2019-2020

Quarter 2 Monitoring Report 1st July 2019-30th September 2019

Part A Success Actions Quarter 2

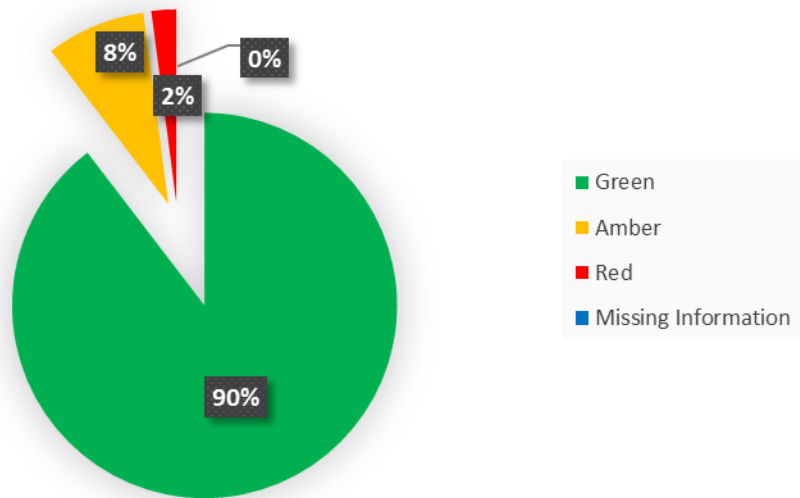


Success Measures	Number
Green (Targets achieved)	7
Amber	2
Red	0
Missing Information	0

Ref	Success Measures	By When	Lead Agency	Status	Quarter 2 1 st July 2019 - 30 th Sept 2019
CSAP 1	All recorded Crime All Victim Based Crime reduced compared with the previous year	March 2020	Kent Police	Green	There were 4560 victim based crime from April - September 2019. This is a reduction of 60 crimes (-1.3%) for this period as last year.
CSAP 2	Domestic Abuse Domestic Abuse Action Plan to be 80% on target	March 2020	CSU	Green	The West Kent Domestic Plan is reviewed at every quarterly meeting and at the end of Sept was 84% on target.
	Reduction in the percentage of repeat victims. DAVSS Stats only			Green	Out of 69 cases for the District in Qtr 2 there were 2 repeat victims.
CSAP 3	Serious & Acquisitive Crime Create a baseline of OCG's	March 2020	Kent Police	Green	Kent Police use a Matrix to determine Serious Crime Groups. Currently Sevenoaks District have two groups being monitored.
CSAP 4	Anti Social Behaviour An improvement in behaviour achieved in 80% of cases accepted by the Community MARAC.	March 2020	Kent Police	Green	10 cases were referred to the Community MARAC meeting this quarter. 11 Community MARAC cases were closed showing an improvement in their behaviour within this period.
CSAP 5	Safeguarding Determine a baseline figure for CSE, Prevent, Gangs, Human Trafficking and Modern Slavery cases in the	March 2020	Kent Police	Amber	We have received some data from KCC/Kent Police on Prevent and safeguarding statistics but it is minimum and has not been broken down into the categories. The Community Safety Manager will take this forward in the next quarter
CSAP 6	Substance Misuse 100 frontline workers trained in	March 2020	CSU	Green	Substance Misuse Training will take place in February 2020

Ref	Success Measures	By When	Lead Agency	Status	Quarter 2 1 st July 2019 - 30 th Sept 2019
	current misuse concerns				
CSAP 7	Doorstep Crime Reduction in the number of repeat victims (baseline to be established)	March 2020	SCAM working group	Green	KCC have employed an analysis that will be able to deter a baseline for repeat victims of scams and door stop callers. This position will hopefully be filled in Jan 2020
CSAP 8	Road Safety Increased number of speedwatch volunteers	March 2020	Kent Police	Amber	All Speedwatch Training is given via an online website. All established Speedwatch groups have been informed that they have to re-register online and any new volunteers have been informed of how training is given. There are 175 volunteers trained in Speedwatch, however there are only 3 currently active groups. The CSU Sergeant will be looking to develop this.

Part B Success Actions Quarter 2



Actions	Number
Green (Targets achieved)	43
Amber	4
Red	1
Missing	0

						Quarter 2 1 st July 2019 - 30 th Sept 2019
Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	
Domestic Abuse						
CSAP 1.1 Page 54	Raise public and professional awareness of Domestic Abuse. Show the whole spectrum from control and cohesion to domestic abuse homicides. Focus on early intervention education	On-going	DAVSS WK Domestic Abuse Forum KCC Commissioned Service	All Partners	Green	<p>We have tweeted regarding campaigns and in our CSP Newsletter regarding Domestic Abuse and the services that are available to residents.</p> <p>We will be working with protection against Stalking as well to address all aspects of Domestic Abuse.</p>
CSAP 1.2	Deliver a minimum 3 of young people's programmes through schools and youth groups across the District	On-going	DAVSS CSU	WK Domestic Abuse Forum	Green	DAY Programme in Q2: no sessions due to Summer break.
CSAP 1.3	Focus on addressing perpetrators behaviours by increasing Community Domestic Abuse Programme referrals through new pilot with Police	On-going	Kent Police CDAP	DAVSS WK Domestic Abuse Forum All	Amber	<p>Tonbridge custody / CDAP initiative, focusing on male perpetrators cautioned or cases NFA'd, has yet to yield any referrals since going live in September 2018, which is disappointing.</p> <p>PS Oakshott is attempting to resurrect the project with the help & support of West Kent DA forum.</p>

CSAP 1.4	Include standard and medium risk and repeat domestic abuse referrals in the Community Multi Agency Risk Assessment Conference	On-going	Kent Police Mental Health Services KFRS KCC Services Housing Associations	All Partners	Green	The Domestic Abuse PCSO refers cases into the Community MARAC when required.
CSAP 1.5	Focus on joined up working to deliver cohesive support.	December 2019	DAVSS	All Partners WK Domestic Abuse Forum	Green	Through the service level, agreement with DAVSS there has been joined up working to deliver DA support programmes such as; Freedom, Recovery Toolkit and the Day programme.
CSAP 1.6	Empower victims of Domestic Abuse through breaking the cycle education.	March 2020	WK Domestic Abuse Forum DAVSS	Kent Police	Green	Working in schools via the Day programme run by DAVSS.

							Quarter 2 1st July 2019 - 30th Sept 2019
Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status		
Serious and Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines							
CSAP 2.1	Develop a partnership intel and referral form to measure against OCG Police national scoring matrix	May 2019	CSU	Kent Police	Green	This has been completed and is used by partner agencies.	
CSAP 2.2	Through media campaigns and use of social media address perception of Crime across the District. Work with residents and Town and Parish Councils	March 2020	CSU	All Partners	Green	<p>We use Social Media to highlight local concerns and also highlight arrests in order to address the perception of Crime.</p> <p>We have published leaflets around acquisitive crime.</p>	
CSAP 2.3	Work in Partnership to disrupt recognised OCGs emerging trends and county lines (using Protect, Pursue, Prevent and Prepare)	On-going	Serious Crime & Tactical Group Police - SCD	CSU All	Green	<p>The Serious Crime & Tactical Group meets on a monthly basis. We currently have two OCGs and there is discussion on how partners can disrupt these.</p> <p>We also monitor up and coming trends as well as nominal of interest and prison releases</p>	
CSAP 2.4	Deliver training around OCGs and County Lines to frontline workers, schools and colleges	March 2020	Kent Police CSU		Green	This is still to be developed and will arrange In 2020	

	<p>Police to liaise with CSU regarding Serious & Acquisitive crime to reduce repeat victims. CSU to follow up by making reassurance visits and providing crime reduction devices.</p>	<p>April 2019</p>	<p>Kent Police CSU</p>	<p>KCC Wardens PCSOs Housing Associations CCTV</p>	<p>Green</p>	<p>Monthly meetings take place with Partner agencies such as SDC, KCC, KFRS to combat and address issues of this nature. Those recognised as a repeat victim will be contacted by the CSU and communications maintained to provide support and reassurance, an example would be within the Ash area and a local Farmer who has been subjected to crime for many years which those responsible being recognised as an OCG.</p> <p>While working with Partner agencies we have recognised opportunities to provide support to other agencies by means of CCTV devices in order to address other concerns that crime groups are involved in.</p> <p>Opportunity's continue to be recognised for repeat victims of crime or areas which have seen increased activity which could have a negative effect on the local community, in these cases Local officers will conduct a follow up visit, provide reassurance and look at preventative measures such</p>
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						as shed alarms or advice on CCTV equipment.
CSAP 2.6	Work with the Integrated Offender Management Hub to reduce the number of repeat offenders (young and adult) for Burglary and Vehicle Crime ensuring that support is offered for offenders just released from prison.	June 2019	Kent Police	CSU All Partners	Green	IOM are being actively engaged with persons in prison and due for release.
CSAP 2.7 Page 58	Targeted campaign to promote specific messages to address crime trends	March 2020	CSU	All Partners	Green	Operation Castle is the county campaign to tackle the increase in burglaries experienced during the winter months. Current trends have shown an increase in the Sevenoaks and Edenbridge areas. More resources and default taskings are being used to tackle this.
CSAP 2.8	Promote events and arrests through Social Media including Twitter and Street Life	On-going	Kent Police	CSU	Green	All successful Partnership working is publicised on Twitter. Twitter account has 733 followers and 5531 tweets have been submitted to date
CSAP 2.9	North West Kent Crime Prevention Panel to attend village days/fetes across the District promoting home and	March 2020	CSU	Kent Police KCC Community Wardens	Green	North West Kent Crime Prevention Panel attended a number of village events over the summer months.

	vehicle security					An email will be sent to all Town & Parish councils to offer their attendance at events during 2020 in January 2020.
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Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st July 2019 - 30 th Sept 2019
Anti-Social Behaviour Incl Environmental Crime						
CSAP Page 60 3.1	Increase number of prosecutions for fly tipping using all actionable evidence. Increase more Partnership and community action in repeat locations.	March 2020	SDC Direct Services CSU	KCC Wardens PCSOs Housing Associations	Green	<p>There are current prosecutions taking place regarding fly tipping across the District.</p> <p>During the last quarter:</p> <ul style="list-style-type: none"> • 13 investigations were undertaken, • 4 S34 Environmental Protection Act 90 letters sent, • S108 Environmental Protection Act 95 letters, • 1 Op assist day • 3 Fixed Penalty Notice for S5 Control Of Pollution Act 89 issued. • 3 Camera deployments.
CSAP 3.2	Develop working practices around information sharing (GDPR) with key partners	On-going	CSP	All Partners	Green	Most agencies are aware of GDPR, we have put a process in place especially around when we are taking court action forward as a Partnership.
CSAP 3.3	Increase number of referrals to Community MARAC	March 2020	CSU	Social Landlords Mental Health Services	Green	10 cases were referred to the Community MARAC meeting this quarter.

<p>CSAP 3.4</p>	<p>Increased use of ASB Powers such as Closure Orders, Community Protection Notices and Criminal Behaviour Orders.</p>	<p>March 2020</p>	<p>Kent Police CSU</p>	<p>All Partners</p>	<p style="text-align: center;">Green</p>	<p>Police initially provided support to partner agencies who would take the lead in dealing with on-going issues allowing them to pursue their own course of action.</p> <p>Since June 2019 Police have begun taking the lead on several of our own cases with a total of 10 CPW's being issued to date.</p> <p>A total of 4 CBO's have been progressed, of these one was confirmed and 3 were dealt with by others means.</p> <p>Within the Police three officers are now taking ownership of cases and progressing with ASB powers available to us and have undergone extensive training to better equip ourselves with the knowledge surrounding the best use of ASB's powers for any particular case.</p> <p>Police continue provide support to partner agency as and when required for their own cases.</p> <p>A partial Closure Order was</p>
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						successful by SDC in August 2019, for a property in Edenbridge.
CSAP 3.5	Continue to set up Task and Finish Groups to deliver a focused approach to reducing repeat ASB	March 2020	CSU	All Partners	Green	<p>There were 6 Task and Finish Groups held during Quarter 2:</p> <ul style="list-style-type: none"> •Caxton Close, Hartley •Kemsing Recreation •Wellingtonia Way, Edenbridge •Abbeyfield, Shoreham Lane, Riverhead •Oak Tree Farm, Halstead •Hever Road, Edenbridge.
CSAP 3.6	Deliver work within schools to address ASB, to include impact on local residents and community effect and consequences	March 2020	CSU (ASB Officer - SDC & PCSO Youth Officer)	KCC Community Wardens	Green	<p>During Quarter 2 the following school visits took place by the PCSO Youth Officer:</p> <p>10th July-West Heath school-Spoke to student from Cadets, problems at home, school and Cadets.</p> <p>22nd of July-Kemsing Primary school-Spoke to 5 pupils with the head and PCSO Wilders, ref throwing items over a bridge onto the motorway, had to speak with all parents too.</p>
CSAP 3.7	Deliver Themis ASB database to all partners	March 2020	Kent Police	KCC Community Wardens Housing Associations SDC	Amber	Kent Police are reviewing data protection and will then roll this out.
CSAP	Investigate powers of	March 2020	WKHA	All Partners	Green	There have been no Ground 7A

<p>3.8</p> <p>Pages 63</p>	<p>Housing Section 7a following convictions to help reduce ASB within the community</p>		<p>CSU</p>			<p>possession proceedings in the 2nd quarter.</p> <p>The most recent and that was in June 2019.</p> <p>West Kent will continue to use the legislation to tackle antisocial behaviour and where appropriate, use Ground 7A in Part 1 of the Schedule 2 to the Housing Act 1988 (assured tenancies, grounds on which the court must order possession) as amended by section 97 Antisocial Behaviour Crime and Policing Act</p>
<p>SAP 6.9</p>	<p>Reduce repeat offenders in WKHA by 20% by support, education or enforcement.</p>	<p>March 2020</p>	<p>WKHA</p>	<p>CSU</p>	<p>Green</p>	<p>West Kent have recently an Employability & Enterprise Manager.</p> <p>Together with our Training & Employment Officer, she will be focusing on Employability support in the Swanley area in the New Year.</p> <p>West Kent are partnering with RBLI who is an employment provider & the DWP to run a weekly support service from the Swanley Link every Tuesday from mid-January.</p>

						<p>The service will offer 1-1 support in CV's, interview techniques, on line application forms, job search and career advice.</p> <p>This free service is open to all even those in Employment who are seeking better paid work. This service will run for 3 months as a pilot project.</p> <p>West Kent are also looking to develop a similar service in Edenbridge in early Spring.</p>
Page 64	<p>AP.10</p> <p>Deliver a process for overt cameras to deter ASB across the District</p>	<p>June 2020</p>	<p>CSU (Police Sgt & Community Safety Manager)</p>		<p>Green</p>	<p>4 cameras are deployed within the community with the greatest risk recognised.</p>

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st July 2019 - 30 th Sept 2019
SAFEGUARDING (incl Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)						
CSAP 4.1	Multi-agency and voluntary organisations Prevent & Chanel Panel training to be reviewed and delivered and update Prevent action plan	March 2020	CSU	KCC All Partners	Green	KCC attended the Partnership meeting in September and updated Partners. The Counter Terrorism District profile is due to be updated and sent back to Police by 31.10.19
CSAP 4.2	Targeted delivery to prevent or deter Child Sexual Exploitation from Police data	June 2019	Kent Police CSU	All Partners	Green	We are using Twitter to retweet from local and national agencies and taking part in National Campaigns. The Community Safety Manager attends the CSE Forum and is also a designated Safeguarding Officer for the Council
CSAP 4.3	Work with Police to address Modern Slavery and Human Trafficking eg car washes, nail bars, pop up brothels. Address evidence based issues	June 2019	Police SCD	CSU All Partners	Green	Community policing team are tasked to locate and engage with all nail bars and car washes on the area. Speaking with workers individually to ensure that there are no modern day slavery issues. We also take action based on intelligence received as with

Agenda Item 7

						Oak Tree Farm, which has resulted in a multi occupancy property being found and enforcement action being taken.
CSAP 4.4	Co-ordinate training on Safeguarding concerns such as CSE, Modern Slavery & Human Trafficking	March 2020	CSU	Kent Police	Green	<p>Safeguarding Training has been arranged until Dec 2020 this consists of 8 sessions.</p> <p>The first 2 sessions were delivered in September for front line workers and Managers and was well received.</p>
CSAP Page 66	Continue to develop Mental Health Crisis Drop In Service in Swanley	March 2020	SDC	CSU	Green	The mental health drop in service has been open 7 months at the end of June. Referrals are low, but all GPs, Libraries, Leisure Centres, Pharmacist, and schools have been written to, to promote the service

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st July 2019 - 30 th Sept 2019
Substance Misuse						
CSAP 5.1	Deliver outreach work to designated areas to address substance misuse using CSU reports via the Daily Tasking	On-going	Kenward	CSU Schools Youth Groups	Green	During Quarter 2 there were 3 hot spot areas highlighted for the team to visit. Westerham, New Ash Green and Bat and Ball Railway Station. Hartley and West Kingsdown will be looked at in the next Quarter.
CSAP 5.2	Session work to be delivered in schools and other intervention programmes. Targeted work on individuals.	September 2019	CSU Kenward Trust Addaction	All Partners	Green	Session service took place in schools in July and September
CSAP 5.3	Deliver training on all issues around substance misuse for partner agencies	September 2019	CSU	Addaction Kenward Trust CGL	Green	Training sessions for substance misuse will be arranged for February 2020.
CSAP 5.4	Work with communities to increase reporting in accordance with local intelligence	March 2020	CSU (Daily Tasking) Kent Police	KCC Community Wardens	Green	KCC Community Wardens attend the Daily Tasking meetings and pass on any relevant community information. They also regularly submit Intel reports after receiving information from residents.

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st July 2019 - 30 th Sept 2019
Doorstep Crimes incl Scams and Cyber Crime						
CSAP 6.1	Communicate effective messages and develop public awareness around scam activity / cyber-crime; effective use of conventional communication mechanisms inc. social media, newsletters. Consider 'hard to reach' individuals and how to encourage them to engage.	On-going	CSU	KCC Community Wardens PCSOs Housing Officers	Green	All tweets via KCC Trading Standards are retweeted. We are currently drafting a leaflet designed specifically for young people and cyber crime and loan sharks.
CSAP 6.2	Develop frontline professionals' awareness and promulgate best practice (esp. around initial encounters with scam victim).	December 2019	CSU	New County Group	Green	The new County Group have secured funding for an analysis to look at best practice and one reporting system that partners can have access to. This will give district and ward data regarding victims of scams. We are looking to hold a training event for frontline staff by the end of 2019.
CSAP 6.3	Use local stakeholders and community-based 'Ambassadors' to monitor susceptible and	March 2019	KCC Community Wardens CSU	All Partners GP Staff Community Nurses Postal Workers	Green	KCC Community Wardens routinely monitor and support vulnerable / repeat scam victims; resilience advice

	repeat victims. Ensure constant reinforcement of message to build individuals and community resilience. Adopt a 'Train the Trainer' approach.			Carers and Befrienders		serves to mitigate future financial loss.
CSAP 6.4	Work with administrators of local Facebook and Neighbourhood websites to promulgate safety messages; promote events; and identify local incidents / victims.	March 2020	KCC Community Wardens CSU	Town and Parish Clerks	Green	We are working with a number of administrators to send out information regarding scams and bogus callers
CSAP 6.5	Audit resources of existing services providing scam and cyber-crime advice. Complement and adapt successful schemes; identify 'gaps'; avoid duplication of effort.	December 2019	SCAMS Working Group	CSU	Amber	PCSO Vulnerable Adults Officer is taking this forward. This role has now been filled and this will be taken forward during quarter 3.
CSAP 6.6	Build on proven success of community-based presentations (Community Wardens, Nat West Bank) e.g., multi-agency Scam, Cyber-Crime Awareness Roadshows. Invite schools, businesses, bank representatives, silver surfer, computer	December 2019	SCAMS Working Group CSU	All Partners	Green	Emails have be sent to all youth and older people groups offering them community based presentations on scam awareness delivered by NatWest Bank, Community Banker.

Agenda Item 7

	groups, U3A etc. Link to national campaigns.					
CSAP 6.7	Incorporate repeat victims and specific scam tactics routinely into CSU briefings; consider repeat victims (with additional or complex needs) as MARAC nominations; use Task & Finish process to address susceptibility concerns (factors being age, isolation, believability of scam, online involvement etc, verses geography).	April 2019	CSU	All Partners	Green	During the daily tasking process residents for are victims of possible scams are discussed to ensure the right agencies are involved. Repeat victims are referred to the Community MARAC.
CSAP 6.8	Continuity of attendance at County-level processes starting in 2019 to deliver good practice	April 2019	SDC KCC Community Wardens	CSU	Green	KCC attended the Community Safety Managers in June to discuss funding for a new analysis. No new meeting dates have been set at a County level
CSAP 6.9	Consider how to manage and use knowledge of vulnerable persons and repeat victims via a database (consider GDPR implications).	June 2019	SCAMS Working Group CSU		Amber	PCSO Vulnerable Adults Officer is taking this forward. This role has now been filled and this will be taken forward during quarter 3.
CSAP 6.10	Pursue funding streams to facilitate events such as internet safety day. Purchase devices for most susceptible with	December 2019	SCAMS Working Group	CSU	Green	A small amount of funding has been allocated by the CSP via the PCC funding for devices to try to combat repeat and vulnerable scam victims

	least means e.g., Trucall, CCTV.					

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2
						1 st July 2019 - 30 th Sept 2019
Road Safety						
CSAP 7.1	Promote Speedwatch across the District via Town and Parish Councils and deliver training to residents	June 2019	PCSOs CSU Kent Police	CSP	Green	All local officers have been briefed to inform local parishes and community groups about the scheme which has sadly seen a decline in volunteers in recent years. It has been recognised that the audience for this scheme tend to be mature and retired and the training system which is now purely on-line has seen many put off, that said we continue to point complainants of road traffic issues towards the scheme but with limited success.
CSAP 7.2	Deliver multi-agency road safety events with partners	December 2019	Kent Police KFRS	CSU		Red
CSAP 7.3	Promote Road Safety Experience through schools and youth groups	Marc 2020	CSU (PCSO Young People)	Kent Police Youth Groups	Green	Most impactful road safety event is run by KFRS in Rochester. This deals with the real life situation and aftermath of a Road traffic collision and is delivered to children of school

						<p>age to provide education.</p> <p>Our youth engagement officer continues to promote this experience when engaged with School visits.</p> <p>We will explore this being delivered to other groups outside of the education system in the coming months.</p>
CSAP 7.4	Use Crash Map data to ID hotspots and target resources	December 2019	Kent Police	CSU	Green	<p>This tool is used to pin point key locations of road traffic issues, which has resulted in serious or fatal collisions.</p> <p>Once targets are recognised officers from our Specials Traffic department are requested and local officers conduct speed checks of the location.</p> <p>If concerns are raised directly with us via email or phone call it is addressed in the same manner and those raising concerns are updated as to the results.</p> <p>We also promote our attendance by means of social media to address concerns occasionally raised by the community</p>

Item 8 - Statement of Community Involvement

The attached report was considered by the Development & Conservation Advisory Committee on 17 December 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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STATEMENT OF COMMUNITY INVOLVEMENT

Cabinet - 9 January 2020

Report of: Chief Officer Planning and Regulatory Services

Status: For Decision

Also considered by: Development and Conservation Advisory Committee - 17 December 2019

Key Decision: No

This report supports the Key Aim of the Community Plan

Portfolio Holder Cllr. Julia Thornton

Contact Officer Emma Coffin, Ext. 7315

Recommendation to Development and Conservation Advisory Committee: That the recommendation to Cabinet is endorsed.

Recommendation to Cabinet: That Cabinet adopts the Statement of Community Involvement in Planning.

Reason for recommendation: To update the previously adopted Statement of Community Involvement to provide an up-to-date reflection of our consultation methods for community involvement in planning.

Introduction and Background

- 1 This report explains the background to the production of a new Statement of Community Involvement (SCI) and includes a revised version of the document for consideration.
- 2 The SCI is a statutory document that provides a guideline framework for development management and strategic planning consultations undertaken by the Council. It sets how and when residents and other stakeholders are engaged, focusing specifically on ensuring that consultation takes place during the early stages of the planning process. A variety of methods of engagement are put forward in the SCI, which the Council is required to review on a five yearly basis.
- 3 The current SCI was adopted in 2014 and, since then, there have been a number of significant changes to the planning system, in particular the revision of the National Planning Policy Framework (NPPF) in 2018 and 2019. This

Agenda Item 8

refreshed version of the SCI reflects the requirements of the most up to date legislation and a number of ‘new’ methods of consultation and engagement.

- 4 Since the SCI was adopted in 2014, the Council has implemented a variety of new and innovative methods of consultation, including the increasing use of technologies. In particular, the revised SCI highlights the increased use of social media platforms, text notifications and technologies such as interactive tools and videos within planning consultations. All of these methods of consultation and engagement are now included in the document, which has been updated in conjunction with the Communities team.

Conclusion and Next Steps

- 5 Once the Statement of Community Involvement (SCI) is adopted, it will be posted on the Council’s website and used to inform strategic planning and development management consultation processes. It is important to note however, that this does not restrict consultation, and the Council are always looking for new and innovative methods of consultation to improve engagement with the community.
- 6 As set out in legislation, the Council is required to review the Statement of Community Involvement every 5 years.

Other Options Considered and/or Rejected

The Council could continue to rely on and adhere to the existing Statement of Community Involvement from 2014, however this is out of date, and does not reflect a number of consultation methods which are currently used. Therefore, this option is not recommended.

Key Implications

Financial

No additional costs to the Council arise from the adoption of the SCI.

Legal Implications and Risk Assessment Statement.

All local authorities are required to produce an SCI to set out their vision and strategy for effective community participation.

Equality Assessment

Consideration of impacts under the Public Sector Equality Duty		
Question	Answer	Explanation/Evidence
a. Does the decision being made or recommended	No	The Statement of Community Involvement is designed to ensure that Sevenoaks District Council effectively involves the

<p>through this paper have the potential to disadvantage or discriminate against different groups in the community?</p>		<p>community in the development of all documents, SPDs and DPDs that make up the Local Plan. The SCI also details how the Council consults on planning applications. The SCI aims to consider the needs and priorities of the whole community, and attempts to overcome any barriers which may prevent groups or individuals within the community from being involved in the planning process.</p>
<p>b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity</p>	<p>Yes</p>	
<p>c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?</p>	<p>N/A</p>	<p>No potential impacts have been identified.</p>

Appendices

Appendix A - Draft Statement of Community Involvement in Planning 2019

Background Papers

None

Richard Morris

Chief Officer Planning and Regulatory Services

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Draft Statement of Community Involvement

November 2019

Agenda Item 8

Contents

		Page
1	Foreword	3
2	Introduction	4
3	Community Involvement in Strategic Planning	8
4	Consultation Methods	13
5	Communicating Effectively	16
6	Community Involvement in Development Management	18
7	Planning Enforcement	24
8	Tree Preservation Orders	25
9	Overcoming Barriers	26
10	Appendix A – Implementing Consultation Methods	28
11	Appendix B – Statutory Consultation Bodies	35
12	Appendix C – General Consultation Bodies	36
13	Appendix D – Other Consultees	39

1. Foreword

“There is no power for change greater than a community discovering what it cares about.”

Margaret J. Wheatley

Sevenoaks District Council is a **Seriously Different Council**. We have the busiest planning department in Kent and we go above and beyond what we are required to do, in terms of community consultation and engagement. We have a culture of openness and transparency, where evidence base documents, consultation feedback and plan drafts are all considered through public committees. We have sought to engage with new technologies and automated processes to increase involvement and improve communication in planning. This has involved the increased use of social media platforms, text notifications and technologies such as interactive mapping tools and videos within planning consultations.

Community involvement and participation is key. Our aim is to improve opportunities for the community to get involved in shaping the planning policies in our District and to ensure that our residents have a greater sense of ownership in planning decisions and outcomes. Together we will help shape the District for future generations, ensuring that all groups in the community are able to engage in the planning process. This will also help to promote enhanced physical and mental well-being through people feeling a sense of place and connection to the District.



Councillor Julia Thornton

Portfolio Holder for Development and Conservation

2. Introduction

What is a Statement of Community Involvement?

- 2.1. Planning shapes the future of the places in which we live, work and play, and it is therefore important that all of our residents have the opportunity to engage with the process, through the formulation of local planning policy documents and decisions on planning applications.
- 2.2. Sevenoaks District Council wants to help people to get involved in planning the future of the District, and is driven to improving opportunities for engagement in planning processes.
- 2.3. This Statement of Community Involvement (SCI) has been produced to ensure that the Council is able to involve the local community effectively.
- 2.4. The previous SCI was adopted in November 2014. Since then there have been significant changes to the planning system, as well as the way in which the Council engages with local communities. This new version of the SCI has been revised to reflect the most up to date legislation and regulations.
- 2.5. The Council understands that in order to try to reach agreement within communities, people need to be involved from the early stages of the planning process. The SCI is therefore a public statement that lets communities and stakeholders know when and how they can be involved.

Why prepare a Statement of Community Involvement?

- 2.6. It is a key objective of the planning system to strengthen community and stakeholder involvement in the planning and development process. Planning affects all communities, so it is important that local people understand the process and are given the opportunity to get involved.
- 2.7. As set out in Regulation 10A of the Town and Country Planning Regulations 2012 (as amended), all local authorities are required to produce a SCI, which sets out their vision and strategy for effective community participation.
- 2.8. Greater community participation and empowerment is also high on the national agenda, as outlined in the Localism Act 2011 and the National Planning Policy Framework 2019 which states that the planning system should provide “a platform for local people to shape their surroundings” (paragraph 15).
- 2.9. Engaging communities early in the plan-making process should ensure that plans reflect the needs and aspirations of local people, and will allow communities to fully understand the process from start to finish.

2.10. Some of the benefits of community involvement include:

- Outcomes that better reflect local needs and aspirations;
- Improved quality and efficiency of decisions by drawing on local knowledge and minimising conflict;
- Education and communication amongst the community of different sectors' needs and the planning process;
- Promotion of social cohesion – making real connections with and between communities; and
- Enhanced buy-in and a greater sense of ownership for decisions and outcomes.

The Council Plan 2018

“We’re a Seriously Different Council. This means going beyond the traditional remit of a district council by putting the wellbeing of our residents and businesses at the heart of everything we do.

Everything we do is built on...

Excellence – Outstanding services to all our residents and customers

Value for money – The highest quality for the best price

Innovation – Finding even better ways to deliver the services you need”.

Corporate Linkages

- 2.11.** The Council Plan 2018 (www.sevenoaks.gov.uk/councilplan) sets out that we are committed to the communities we serve, stating:

“We know that a great deal of what we already do makes a significant contribution to our residents’ quality of life and sense of wellbeing. But we are ambitious for our communities and we want to do more”.

It is important for us to keep our Statement of Community Involvement (SCI) up-to-date and relevant, in order to clarify how people can get involved in shaping local planning policy.

- 2.12.** The Council also has its own policies and aims relating to community engagement and places a great deal of emphasis on ensuring that the community has the opportunity to get involved in all areas of Council work.
- 2.13.** The Sevenoaks District Community Plan ‘Making it Happen Together’ was adopted in 2013 and creates a long-term vision (2013-2028) for the Sevenoaks District. The Sevenoaks District Community Plan Priorities presents the priorities for the next three years 2019-2022. Both documents are based on widespread consultation with local people and our partners.
- 2.14.** The Community Plan is delivered by the Sevenoaks District Local Strategic Partnership. This is made up of public sector organisations, together with voluntary, community and faith sector representatives. It is coordinated by Sevenoaks District Council.
- 2.15.** The Community Plan contains a number of themes and priorities for action that are required to successfully deliver the vision for the District. The Council’s planning policy documents will build upon these objectives and will be the principal mechanism for delivering the land management elements of the Community Plan.
- 2.16.** The SCI has been produced in accordance with these corporate policies, and all consultation activities will aim to meet their objectives. The Council will work with other departments to ensure that a consistent approach is taken to consultation on planning policy documents. Where appropriate, public consultations may also be linked with events and activities organised by other council departments and vice versa.

How can I get involved?

2.17. There are three main areas of planning that you can get involved in:

Strategic Planning (Local Plan)	Setting the policy framework against which planning applications will be assessed, including the Local Plan, Neighbourhood Plans, Conservation Areas and Supplementary Planning Documents (SPDs).	See Chapter 3 for more information.
Development Management (Planning Applications and Trees)	<p>Most types of development require a planning application to be submitted and approved, and anyone can comment on a planning application.</p> <p>Protecting trees and woodlands that offer amenity value.</p>	<p>See Chapter 6 for more information</p> <p>See Chapter 8 for more information</p>
Enforcement	Investigating alleged breaches of planning control	See Chapter 7 for more information

2.18. Planning applications are determined in accordance with the Local Plan, so it is essential to get involved with strategic planning policy as well as specific planning applications.

3. Community Involvement in Strategic Planning

The Planning System

- 3.1. The National Planning Policy Framework (NPPF) sets out the Government’s planning policies and how these should be applied. The Planning System requires local authorities to produce planning policy documents, which set out what, where and when development will occur in the District. Once formally adopted, these documents provide the basis on which planning applications are determined.
- 3.2. Planning legislation sets out which documents must be produced and which are optional. Regulations also exist to set out which of the documents must be developed with community input, and which must then be examined by an independent planning inspector.
- 3.3. There are two types of planning policy document: development plan documents (DPDs) and supplementary planning documents (SPDs). DPDs set out planning policies to manage land use within a local area, and SPDs provide further detail on the implementation of these policies. Together they form the Local Plan.
- 3.4. Further information regarding the Council’s work programme for preparing planning policy documents is contained in the Local Development Scheme (LDS). The LDS is a timetable which lists the planning policy documents that the Council will produce, explaining how they will be prepared and when they will be published. Copies of the LDS are available from the Council’s offices and website: www.sevenoaks.gov.uk (insert LDS in the search-box).
- 3.5. The Statement of Community Involvement will be used by the Council to guide the development of its planning policy and supporting documents.

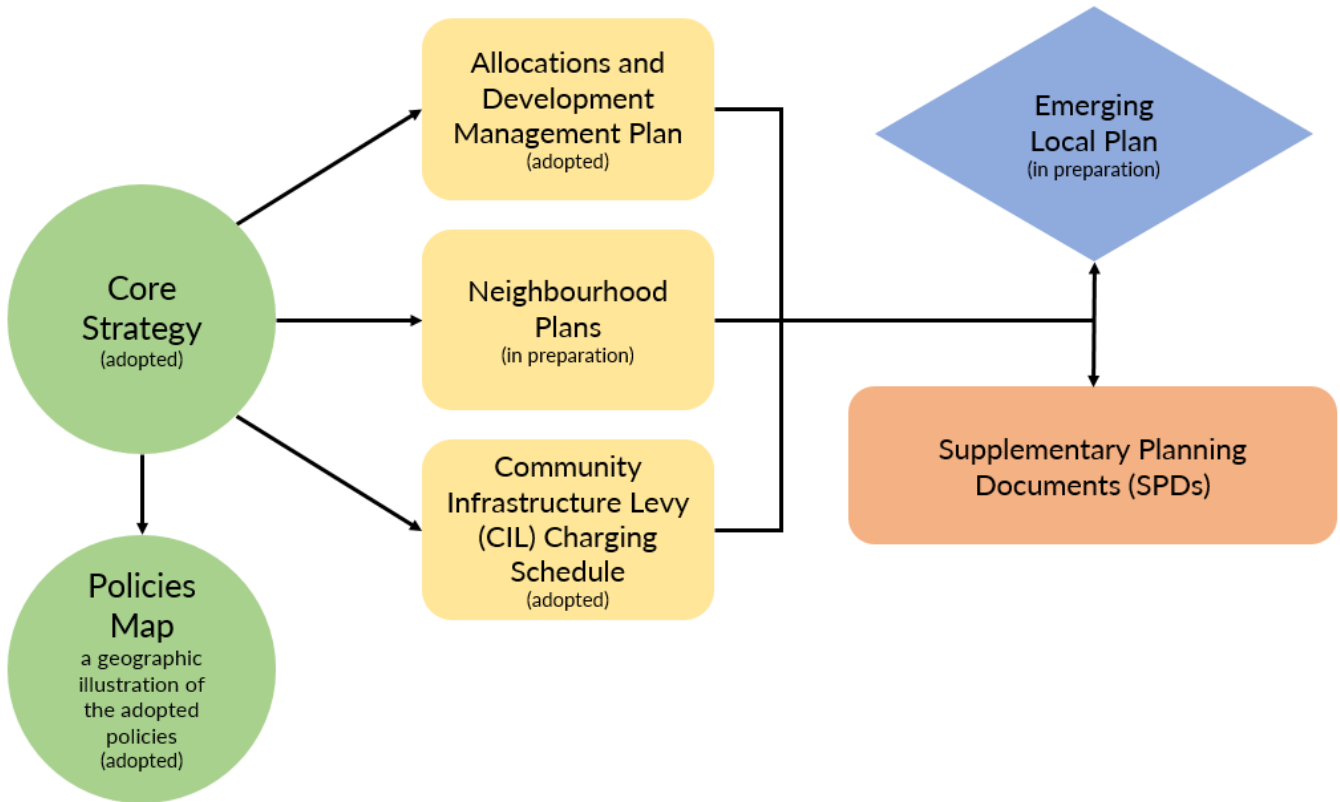
Planning Policy

National	National Planning Policy Framework (NPPF) 2019
Local	Local Plan Other Development Plan Documents
Town and Parish	Neighbourhood Plans

- 3.6. Other supporting documents include:
 - Conservation area appraisals
 - Village Design Statements
 - Supplementary Planning Documents (SPDs)

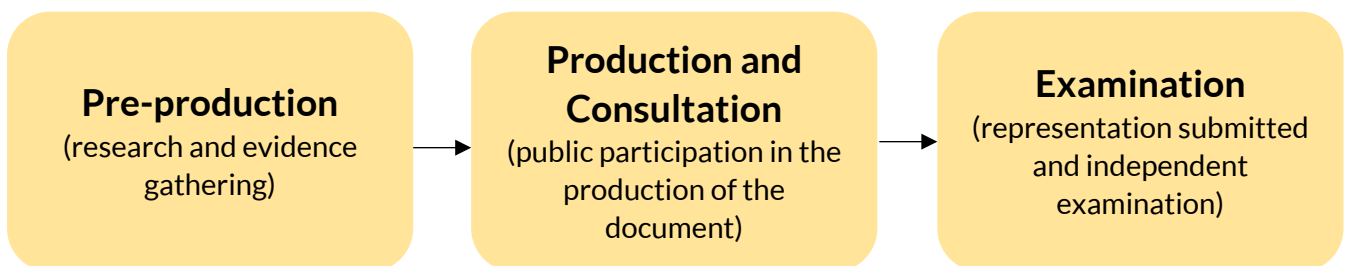
The Local Plan

3.7. The below diagram outlines the relationship between planning policy documents which will be, or have already been, produced.



Planning Policy Documents

3.8. The community will be involved throughout the different stages of production for each document prior to adoption, which can be summarised as follows:



3.9. The regulations require the Council to publicise consultations on the website and to provide documents for inspection at the Council’s offices and local libraries, as well as sending emails and/or letters to statutory, general and other consultees.

3.10. The Council recognises the value of including more of the community in the development process – not least, that the documents will more closely reflect local needs and priorities. Therefore, there is a commitment by the Council to go “above

Agenda Item 8

and beyond” the minimum requirements, to ensure active, widespread and effective community engagement in the planning process.

Stages of consultation for Development Plan Documents

3.11. DPDs go through eight stages of plan making. The below table identifies what the Council will do at each stage, and how the community can get involved.

Stage 1	Evidence Base	The Council collects up to date information on a range of social, economic and environmental matters.
Stage 2	Public participation in the preparation of a DPD (Regulation 18*)	<p>The results of stage 1 are used to identify the main issues that the plan needs to address and the options that are available. An assessment of the plan’s social, economic and environmental impacts is also produced at this point, called a Sustainability Appraisal (SA). At this stage the Council is required to notify each of the statutory consultees that may have an interest in the proposal, and any appropriate general consultation bodies as to the subject of the proposed plan, and invite them to make representations. Local residents and businesses may also be informed and invited to comment. The Council maintains a consultation database of interested parties.</p> <p>The Council must take into account any representations received as a result of preparing the plan.</p> <p>The Council will undertake a public consultation for a minimum of six weeks. The Council will endeavour to run consultations for up to 8 weeks, where possible.</p>
Stage 3	Preparation of the DPD	The Council continues to develop the plan. This includes considering any comments from Stage 2 and the findings of any new studies.
Stage 4	Publications of the DPD (Regulation 19*)	<p>The Council publishes the final draft of the plan. A more detailed Sustainability Appraisal (SA), and a draft proposals map showing any changes that would result from the adoption of the plan are also published.</p> <p>The Council will undertake a public consultation for a minimum of six weeks.</p> <p>A statement of consultation will be produced, which provides a summary of the main issues raised by the representations. This allows Officers and District Councillors to review the</p>

		representations and to consider what, if any, changes should be made to the plan before submission.
Stage 5	Consider Representations	The Council will consider any points raised in the consultation. If there are significant issues the Council may review the plan and return to Stage 3. Once all issues raised have been addressed, the plan can move to Stage 6.
Stage 6	Submission (Regulation 22*)	The Council will send the plan and any supporting documents to the Secretary of State to be examined. The Council will make all documents relating to Submission available to the public.
Stage 7	Examination (Regulation 24*)	An inspector appointed by the government will carry out an independent examination of the 'soundness' of the plan. Those who objected to the plan during Stage 4 may be allowed to appear in front of the inspector in person, at the discretion of the inspector.
Stage 8	Receipt of inspector's report and adoption (Regulations 25 and 26*)	The inspector writes a report of the examination and decides what changes (if any) need to be made. Once the Council receives the inspector's report the plan has to be changed in line with their recommendations, if the Council wishes to adopt it. It is this version of the plan that will be adopted.

* <http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

Regulation 18: Preparation of a local plan

Regulation 19: Publication of a local plan

Regulation 22: Submission of documents and information to the Secretary of State

Regulation 24: Independent examination

Regulation 25: Publication of the recommendations of the appointed person

Regulation 26: Adoption of a local plan

Agenda Item 8

Stages of consultation for Supplementary Planning Documents (SPDs)

- 3.12.** SPDs go through four stages of plan making. The below table identifies what the Council will do at each stage, and how the community can get involved.

Stage 1	Development of evidence base	The Council collects up to date information on a range of social, economic and environmental matters.
Stage 2	Preparation of the draft SPD	The Council produces a draft version of the SPD based on the evidence collected at Stage 1.
Stage 3	Consultation on the draft SPD (Regulation 12*)	Once the draft document has been produced, the Council will undertake a public consultation for a minimum of six weeks Any representations made will be considered and amendments will be made to the document where required.
Stage 4	Adoption (Regulation 14*)	The Council will consider the revised document and councillors at Cabinet will adopt the SPD in line with regulation 14 requirements.

* <http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

Regulation 12: Public participation

Regulation 14: Adoption of supplementary planning documents

4. Consultation Methods

- 4.1. Since the publication of the last Statement of Community Involvement in 2014, the ways in which the Council engages with community have developed and improved. One of the main changes is the increased use of technology, both for consultation and notification purposes. Over the past year, the Council has increased its use of social networking sites, such as Facebook, Twitter and Instagram, to communicate with residents. Approximately 6,000 people now receive regular updates from the Council through these sites.
- 4.2. A variety of methods will be used at various stages of the planning process to engage community involvement in planning. These methods include, but are not limited to:

The Website	<p>All consultation activities will be publicised through the Council’s website, on both the planning policy pages and the news page. The consultation portal will be available for people to read the documents and submit comments online.</p> <p>Where possible The Council will publish interactive forms of consultation, such as Interactive Maps and online questionnaires.</p>
Social Media (Facebook, Twitter and Instagram)	<p>All consultation events will be advertised on the Council’s corporate Facebook and Twitter pages.</p> <p>Social Media will be used where possible to publish photos and videos in relation to planning matters, to keep residents informed and up to date.</p> <p>Social Media campaigns will be used where possible to inform hard to reach groups such as young people and commuters.</p>
Local newspapers	<p>Often, the Council will advertise in the local press. Advertisements will include details on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. In addition, the Council often issues press releases at the time of consultations.</p>
Leaflets	<p>Leaflets, flyers and brochures may be distributed separately, or with other council correspondence (such as the Council’s ‘In Shape’ magazine), to summarise detailed information.</p> <p>Leaflets will be distributed in various places around the District, such as Libraries, Town and Parish Council Offices and Train Stations, as appropriate.</p>

Agenda Item 8

Emails / letters	Notifications will be sent to statutory bodies, stakeholders, relevant groups and other individuals and organisations on the Council's consultation database, in line with the GDPR. Organisations and individuals interested in becoming more involved in preparation of planning policy documents should contact the Planning Policy team by phone on 01732 227000 or by email to planning.policy@sevenoaks.gov.uk to register on the consultation database.
Inspection points	Documents will be made available for inspection at the Council's offices, Town and Parish Council offices and local libraries, where appropriate.
Presentations	To groups, organisations and stakeholders as appropriate, to target particular people in the community who may be interested in a specific issue, for example the Agents Forum, Interest Groups Forum or the Town and Parish Councils Forum.
Questionnaires / Surveys	Use of questionnaires, surveys and/or focus groups to determine attitudes towards particular issues and options. Such research can target groups and individuals with particular interests or citizens panels with multiple interests.
Public exhibitions / displays / roadshows	<p>For larger consultations, the Council may promote events at a public exhibition, display or a roadshow, during the day and in the evening. This has the ability to target members of the community who may not get involved through more formal methods. These include, but are not limited to:</p> <ul style="list-style-type: none"> - Town and Parish Council forums. - Agents/Developers Forum - Interest Group Forums - Family Fun Days - School Presentations - Drop-in Events - Commuter engagement at railway stations
Interactive workshops	Use of interactive workshops to identify and focus discussion around difficult issues and key themes. These can reach people who might not get involved in more formal groups but who may respond to this kind of contact, for example Placemaking, Drop in Sessions or an Interest Group Forums
Community / resident meetings and groups	Use of pre-existing community/resident meetings and meetings of community groups to target people with particular characteristics/interests, for example Drop-in Sessions and Interest Group Forums, in conjunction with the Council's Communities team.

<p>Council meetings</p>	<p>Where appropriate, documents will be taken to relevant council meetings (below) for feedback from District Councillors.</p> <p>DCAC – Development and Conservation Advisory Committee DCC – Development Control Committee Cabinet Full Council</p>
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5. Communicating Effectively

Who the Council consults

- 5.1. The planning regulations require local authorities to meet a minimum level of community involvement and specify a number of organisations which must be consulted if it is considered that they will be affected, known as statutory consultees and general consultation bodies.
- 5.2. In addition to meeting statutory obligations, the Council is committed to ensuring that local groups, organisations and individuals are given the best possible opportunity to become involved in the preparation of planning policy documents.
- 5.3. The Council maintains a consultation database of approximately 10,000 consultees who have either commented on, or expressed an interest in being involved with, the production of planning policy documents. This database is used to keep registered individuals, organisations and groups informed on the production of any planning policy documents and complies fully with the GDPR. New consultees can be added to the consultation database as requested, organisations and individuals interested in registering on the consultation database should contact the Planning Policy team by phone on 01732 227000 or by email to planning.policy@sevenoaks.gov.uk.
- 5.4. The Council will continue to consult with elected Members of the District Council, as well as, wherever possible, Members of Parliament for the District, and seek their input into the preparation of planning policy documents.
- 5.5. Where possible, the Council will take further action to encourage involvement in the planning process from hard to reach groups, such as Young People, the Gypsy and Traveller Community and Commuters.
- 5.6. A list of statutory consultees, general consultation bodies and other organisations and groups the Council involves in the plan making process are included at Appendix B, C and D.

Sustainability Appraisal

- 5.7. Local planning authorities must undertake a Sustainability Appraisal (SA) of each of the DPDs they produce, in accordance with the legislation.
- 5.8. A Sustainability Appraisal aims to ensure that the policies and proposals reflect the principles of sustainable development. A Sustainability Appraisal will be undertaken whilst preparing each stage of a DPD and a report will be consulted on through the plan making process, at the same time as the DPD itself, in accordance with the legislation.

5.9. A Sustainability Appraisal is not required for SPDs.

Feeding information into decisions

5.10. The information that the Council obtains through community involvement will be collated and used to inform the decisions made and/or to shape any documents that are produced.

5.11. A summary of the responses will be produced, showing how they were used to inform decisions or documents, and providing an indication of the resulting outcomes.

5.12. This will be made available on the Council's website

Feeding back

5.13. Each planning policy document will require a 'statement of consultation'. This will outline how the Statement of Community Involvement has been followed and how doing so has benefited document production. This will provide some indication of the benefits of involvement.

5.14. The Council will make all general feedback and summary outcomes available on the website and from the Council's offices on request.

5.15. In addition, the Council aims to feed back directly to those involved in either specific involvement activities such as workshops, or consultation processes associated with planning policy documents.

The Council's Feedback Commitment

The Council aims to provide feedback on any involvement activities or consultation processes associated with local plan development.

At a minimum, the feedback will include:

1. An acknowledgement of your comments;
2. A summary of how the process is going; and
3. How your information will be used.

When applicable and/or possible the Council will also:

1. Summarise the key information received;
2. Outline the decision made and why; and
3. Outline the benefits provided by community involvement.

Acknowledgments will generally be provided by email and summaries/updates will be made available on the Council's website.

6. Community Involvement in Development Management

- 6.1. The Statement of Community Involvement also outlines how the community will be involved in planning applications.
- 6.2. The Council is already required to consult with the community on all planning applications submitted. The table at paragraph 6.33 (page 22) sets out the legal minimum action that must be taken to provide you with an opportunity to put forward your views or concerns.
- 6.3. However, the Council recognises that, in some cases, it will be beneficial and appropriate to involve more people and/or involve them earlier in the process.

Greater community involvement

- 6.4. Involving people before an application is made allows them to influence developments as they are being designed, helping to deal with issues that may become major issues later.
- 6.5. For each stage of the planning application process, and for the different types of application, the Council will consider whether greater involvement is appropriate and how it can support developers in involving people more effectively.
- 6.6. The NPPF states that “Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community” (Paragraph 39).

General advice and assistance

- 6.7. A wealth of information on the Council’s development management functions including validation requirements can be obtained on the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning>
- 6.8. The Planning Portal is an online planning, appeals and building regulations resource for England and Wales and also provides advice and services for the public and professionals: www.planningportal.co.uk.
- 6.9. Additionally, Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. This service encourages people to become involved in the planning system: <http://www.rtpi.org.uk/planning-aid>.

Permitted Development

- 6.10.** In certain circumstances you can carry out minor extensions and alterations to your property without the need to apply for planning permission. This is known as permitted development and is derived from a general planning permission granted by Parliament.
- 6.11.** Permitted development applies to many common projects for houses, but bear in mind that it does not apply to flats, maisonettes or other buildings. In these circumstances, a planning application will need to be submitted.
- 6.12.** To check if your proposed works are covered by permitted development, the Council encourages all prospective applicants to view the interactive house guide, provided by the Planning portal:
https://www.planningportal.co.uk/info/200125/do_you_need_permission/90/interactive_house
- 6.13.** If you wish for the Council to confirm in writing whether or not planning permission is required for your proposals, you should submit an application for a Certificate of Lawful Development (LDC).

Pre-application Advice

- 6.14.** The Council encourages prospective applicants to consult at an early stage on potential developments before details are finalised. Consistent with the NPPF, the Council believes that early engagement with the local community offers potential benefit for all parties.
- 6.15.** Pre-application advice is of benefit to prospective applicants as:
- It gives an opportunity to understand how council policies will be applied to a development and potential issues can be identified and resolved before an application is submitted.
 - It may lead to a reduction in time spent working up the proposals in more detail; and
 - It can identify at an early stage whether any specialist advice is necessary (e.g. listed buildings, trees, landscape, transport, ecology or archaeology).
- 6.16.** Charges apply to requests for pre-application advice and these seek to cover some of the Council's costs of providing the service.
- 6.17.** When a pre-application enquiry is submitted, the Council will:
- Register the enquiry, allocate a Planning Officer and write to confirm the timescales within five working days;
 - Identify the main constraints;
 - Identify key planning policies;

Agenda Item 8

- Identify recent history;
 - Give a view on the principle of the development;
 - Inform the customer of the issues that will need to be addressed as part of a formal application; and
 - Identify any further studies or information that will be required to provide a more detailed pre-application view or that will be required as part of a formal planning application.
- 6.18.** The Council can give advice that can help in the preparation of a better planning application so that it can be processed more quickly and a decision can be made sooner. It is also valuable in assuring the best possible development outcomes for the community. Where relevant the Council can also give advice on effective ways of consulting with the local community, including neighbours who may be affected by development proposals.
- 6.19.** However, it should be noted that any advice given by Council Officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to a future planning application.
- 6.20.** For further information please see the website:
<http://www.sevenoaks.gov.uk/services/environment-and-planning/planning>.
- 6.21.** In addition to pre-application advice, the Council encourages prospective applicants to discuss their proposals with the local Town or Parish Council and the local District Councillor in order to ascertain their views and an early stage.

How Planning Applications are decided

- 6.22.** Applications submitted to the Council are registered and acknowledged by the Validation team. They aim to complete the process within five working days of receipt.
- 6.23.** Once an application is accepted as valid it is recorded on the planning register that the Council is required to maintain and make available for inspection, and is available on the website via the Public Access portal:
<http://pa.sevenoaks.gov.uk/online-applications>. It is possible to register for updates on the progress of applications, track specific applications and submit comments.
- 6.24.** A weekly list of planning applications received is sent electronically to the local press, District Councillors, Town and Parish Councils, amenity societies and anyone else who requests a copy. Requests can be made to:
planning.validation@sevenoaks.gov.uk.
- 6.25.** Applications are advertised in the local press and on site if they are major developments, affect a listed building, a conservation area, are not in accordance

with the adopted Local Plan, have a substantial impact on the area or if they affect a public right of way.

- 6.26. Notification letters are sent to immediate neighbours and may be sent to others who are invited to comment.
- 6.27. The statutory consultation period is 21 days. An application cannot be determined until this period has expired.
- 6.28. The Council aims to determine major planning applications within thirteen weeks and other planning applications within eight weeks.
- 6.29. Most planning applications are determined by the Chief Planning Officer under delegated powers. However, any application may be called to the Development Control Committee by a District Councillor if the Officer recommendation is contrary to the view of the Parish Council. District Councillors also have a general power to call an application to Committee before the overall expiration of the date for comments to be submitted. Applications of a significant controversial or sensitive nature may also be referred to the Committee by the Chief Planning Officer.
- 6.30. In cases where applications are reported to the Development Control Committee, the Planning Officer prepares a report for the Committee that outlines the proposal, sets out consultation replies, assesses the relevant issues and makes a recommendation regarding whether approval should be given.
- 6.31. Any person who comments on the proposal will be notified when an application is to be reported to Committee for determination, and there is an opportunity for an objector and a supporter of the proposal to put their views directly to the Committee. Applicants and objectors will be able to address Councillors for a maximum of three minutes speaking time. The relevant Town or Parish Council and the local District Councillor may also speak.
- 6.32. For further information please see the leaflet “Speaking on Planning Applications” available on the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/development-control-committee>.
- 6.33. The below table outlines the planning application process stage by stage, from pre-application discussions through to determination.

Pre-Application	The Council will:
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	<ul style="list-style-type: none"> • Encourage developers to contact the Planning team early on. • Encourage applicants, especially of larger schemes, to engage with the relevant Town/Parish Council, District Councillors, service providers and local groups as early as possible. • For smaller applications, encourage applicants to discuss their plans with neighbours before submitting a large application. • Encourage owners of larger sites to prepare management plans for their land and submit them to the Council.
Application	<p>As a minimum, the Council will:</p> <p>For all developments:</p> <ul style="list-style-type: none"> • Display a (orange) site notice for 21 days and/or • Write directly to any adjoining owners or occupiers giving 21 days to make comments. • Depending on the nature of the application, consult with appropriate statutory consultees, Town/Parish Councils and District Councillors. • Additional requirements apply to applications involving listed buildings, conservation areas or environmental impact assessments. • Where a mobile number is provided, text message notifications will be sent to the applicant/agent to keep them informed on the progress of the application. <p>For major developments:</p> <ul style="list-style-type: none"> • In addition to the above, place an advertisement in the local newspaper.
	<p>Additionally, the Council will:</p> <ul style="list-style-type: none"> • Notify immediate neighbours on every planning application. • Notify others that the Council considers may be affected by individual cases. • Allocate a case officer who will liaise with all stakeholders and attend a site visit. • If an application is substantially amended prior to a decision, the Council will re-consult all those who have expressed an interest in writing.

	<ul style="list-style-type: none"> You will be able to track the progress of planning applications through Public Access, available on the website.
Decision	<ul style="list-style-type: none"> If applications are taken to Committee (which are public meetings, open to all) for decision, applicants and objectors will be able to address Councillors (3 minutes speaking time). Everyone who responds in writing to an application will be informed in writing of the decision. Decision notices will be posted on the website. Any concerns about applications that may not have been implemented as agreed should be notified to the Council's Enforcement team for investigation. Any legal (Section 106 or 278 highways) agreement attached to a planning permission will be available for viewing through Public Access, available on the website.

7. Planning Enforcement

- 7.1. The Enforcement team is responsible for investigation alleged breaches of planning control, including unauthorised works to listed buildings, unlawful advertisements, works to protected trees and developments carried out without the necessary planning permission.
- 7.2. The Council's approach to enforcement is based on the following principles:
- Where a new complaint is received we will aim to visit the site in accordance with the timetable set out in our Enforcement Plan
https://www.sevenoaks.gov.uk/downloads/file/1007/planning_enforcement_plan
 - We will prioritise the investigation of complaints based on the degree of harm caused by unauthorised development.
 - We will seek to achieve solutions that remove harm caused by unauthorised development.
 - We will use our statutory powers where necessary and proportionate to remove harmful development.
 - Complainants and those who are the subject of complaints will be kept informed of the progress of enforcement investigations and of the outcome.
 - The identity of complainants will be kept confidential.
- 7.3. Further information about Enforcement priorities and principles are provided on the website and the Council is currently updating the Local Enforcement Plan:
http://www.sevenoaks.gov.uk/downloads/file/1007/planning_enforcement_plan

8. Tree Preservation Orders

- 8.1. Legislation is in place to afford protection to a percentage of those trees and woodlands that offer amenity value. The legislation is in the form of 42 Conservation Areas throughout the District and Tree Preservation Orders, of which there are currently in excess of 1000.
- 8.2. Sevenoaks District has many trees comprising of a range of diverse species and 11% of the District is classified as ancient woodland. The Council continues to assess and protect, where necessary, this rich biological inheritance for the people of the District today and tomorrow.
- 8.3. To help us balance the management of trees, the Council welcomes the help of local residents. This could include suggestions to protect certain important trees that you feel may be under threat or informing the Council about work to a protected tree that may be carried out without consent. For further information see the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/tree-management>.

9. Overcoming Barriers

9.1. The Council has identified several different, but connected, barriers to involvement. These include:

- Apathy and disinterest;
- Time (of meetings/activities to get involved);
- Mistrust and cynicism that it's worthwhile; and
- Ability to access and understand information.

9.2. The Council's approach to involving people will seek to overcome these barriers by...

...connecting people to planning

9.3. One of the Council's key priorities is to provide everyone with the opportunity to know what is going on and how they can get involved if they want to. To support this, the Council aims to provide information that is local and relevant and use methods of involvement that are accessible, interesting and, where appropriate, fun.

9.4. Alongside the specific involvement activities, the Council is committed to raising awareness of the planning system throughout the community. With this in mind, the Council is committed to placing more emphasis on going out into local communities to discover your needs and aspirations.

...seeking more active involvement

9.5. Although this document sets out the different levels and methods of involvement, it is the Council's aim to involve more people more actively if resources are available.

9.6. The Council will ask the community about their aspirations for the area and expectations for the future. This will help to generate ideas and scope particular documents.

...meeting everyone's needs

9.7. In line with the Equality Act (2010) and the West Kent Equality Partnership aims and commitments, the Council wants to ensure that all communities have the ability to respond to consultations and have their voices heard. The Council aims to pay particular regard to the needs of different ethnicity and disability groups. Documents are produced in different formats (e.g. large print and can be explained in other languages) where a need is identified and access arrangements are considered when organising involvement events.

9.8. Whilst the Council aims to increase participation from all sectors of the community, it is recognised that some groups are harder to engage with than others. These hard

to reach groups include rural communities, commuters, Gypsies and Travellers, Young People and those with lower literacy or language barriers.

- 9.9. To help improve representation and participation the Council will strengthen relationships with other Council departments, education establishments and community development organisations to learn from their experience, gain a better understanding of the needs of particular groups and ensure that the needs of all sectors of the community are met.

Review

- 9.10. The Council is committed to reviewing and amending the methods and level of engagement with the community in response to ongoing feedback on the effectiveness of the community engagement undertaken.
- 9.11. The Council is actively seeking new and innovative ways to communicate and engage with the community.

10. Appendix A – Implementing Consultation Methods

10.1. The Council recognises that there are different levels of interaction between the Planning team and the community:

- **Notification** – providing information, for example through text messages, leaflets, email and post, advertising and ongoing awareness programmes.
- **Consultation** – consulting you on your views, for example through surveys, interactive maps and portals, exhibitions and formal consultation processes.
- **Participation** – such as in workshops where you would be actively involved in identifying needs and priorities

10.2. The Council recognises the community’s expectation that everyone receives information and has an opportunity to participate and comment. However, where documents relate to a specific area or issue – such as a Neighbourhood Plan for a defined parish area – only organisations and individuals with specific relevance to this area or issue would be more actively involved.

10.3. The below table shows how you could be involved, for which documents and when in the process.

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Electronic resources (internet, email, online consultation, interactive map)	Allowing access to the latest information about progress and opportunities to contribute	All DPDs / SPDs / planning applications / reporting issues to enforcement	All Stages	All sectors	Electronic resources must be user friendly and intuitive. Items should be placed online in time for people to respond effectively.	Low – initially specialist skills will be required, but posting information online is low/no cost once established

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Social Media (Twitter, Facebook and Instagram)	Promoting and informing the community of consultations and opportunity for engagement	All DPDs / SPDs	All Stages	All sectors	Social Media posts must be user friendly and intuitive. Items should be placed online in time for people to respond effectively.	Low – use of existing social media channels, posting information online is low/no cost once established.
Local media (newspaper adverts and articles, newsletters, flyers, TV, radio)	Raising levels of awareness and publicising specific opportunities to get involved, reaching a wide audience.	All DPDs / SPDs	All stages	Local communities, developers and landowners, business sector, service providers	Information must be interesting and relevant. The Council needs to allow enough time for publication and set an appropriate timeframe for collecting responses.	Medium – whilst advertising in the local press can be free, broader advertising can be expensive.

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Publicity in community centres (e.g. libraries, shopping and sports centres)	Going out into the community to provide information and access views, reaching those who would not normally seek to be involved.	All DPDs / SPDs	All stages	Local communities	Information should be accessible to all in terms of mobility, understanding and times available	Medium – production of material can involve Significant costs. Staff time will also be needed.
Letter based consultation to people and organisations listed on the consultation database	Providing information specific to identified organisations and those requesting general updates on the local plan process.	All DPDs / SPDs	All stages	All those requesting to be added to the consultation database and statutory consultees	Must be clear and understandable, although most people on this list will have a good understanding of the planning system.	Low – supplementary to other consultation methods, re-using that information, but postage may be costly.

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Documents available for inspection at local council offices	Meeting minimum requirements in allowing everyone the opportunity to comment on draft documents	All DPDs / SPDs	All stages	Local communities, developers and landowners, business sector, service providers, additional authorities	It must be clear how and when people should respond. Information should be accessible to all in terms of mobility, understanding and times available.	Low – staff time may be needed to answer questions and collate any responses
Area/town forums and Town/Parish Council meetings	Reaching community groups through existing forums dealing with local issues. Gaining first hand views regarding a specific area.	DPDs	Pre-production, production and submission	Local communities, developers and landowners, business sector, service providers	The Council must be aware of the audience and any restrictions. The Council should also consider the time available for consultation on the local plan (alongside other agenda items).	Medium – attending existing forums requires staff time to attend meetings and to prepare any material.

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Qualitative research (e.g. questionnaire surveys)	Determining attitudes and identifying needs for improvement. Gaining views from people who would not otherwise express an opinion	DPDs	Pre-production, production and submission	All sectors	Surveys can reap a greater number of responses but require significant administration. Focus groups require specialist skills but can be used to target specific groups	Medium/high – specialist skills are required. Depending on scope, costs of venue hire or distributing surveys can be significant.
Public exhibitions	Outlining specific plans and proposals to target audience. Accessible to broad audience.	DPDs	Production and submission	Local communities, developers and landowners, business sector, service providers, additional authorities	Information should be accessible to all in terms of mobility, understanding and times available.	Medium – preparation costs and time needed can be significant. Additional staff time is needed if manned.

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Preparation of locally based documents (e.g. neighbourhood plans, parish plans and village design statements.	Locally prepared by the community as their aspirations. Provides the Council with information on what the community wants with the Council playing a supporting role in the process	Neighbourhood plans etc	All stages	Local communities	These outline community priorities and may differ from place to place. The Local Plan needs to be flexible enough to respond to this challenge	Low/medium – the Council offers support for communities developing these documents, which can be intensive, although using the documents for background is low.
Participation workshops	Bringing together representatives from different sectors of the community to be more actively involved in scoping documents and identifying priorities.	DPDs	Pre-production, production and submission	All sectors	Events require significant preparation and organisation. However they can be very useful for discussing important and/or difficult issues.	Medium/high – time is needed for preparation, specialist skills may be required. The costs of venue hire can be considerable.

Method of Involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Working groups / focus groups / panels	Bringing together representatives to provide ongoing support to local plan development and production	DPDs	Pre-production, production and submission	All sectors	Success is dependent on commitment from those involved. Regular or ongoing meetings can also have resource complications	Medium – ongoing support from staff has time implications. There are also costs in organising meetings

11. Appendix B – Statutory Consultation Bodies

11.1. The statutory consultee (specific consultation bodies) that the regulations require the Council to consult are:

- The Environment Agency
- English Heritage
- Natural England
- The Mayor of London
- The Civil Aviation Authority
- Homes and Communities Agency
- Primary Care Trust
- Office of Rail Regulation
- Transport for London
- Integrated Transport Authority
- Kent County Council Highways (as the Highways Authority)
- Marine Management Organisation

12. Appendix C – General Consultation Bodies

12.1. The general consultees (general consultation bodies) that the regulations require the Council to consult, where appropriate, are:

- Voluntary bodies
- Bodies which represent the interests of different racial, ethnic or national groups
- Bodies which represent the interests of different religious groups
- Bodies which represent the interests of disabled persons
- Bodies which represent the interests of persons carrying on business

12.2. For Sevenoaks, these bodies include, but are not limited to:

Local communities	<p>Individual residents</p> <p>Residents associations</p> <p>Community groups (interest, activity and belief)</p> <p>Community forums</p> <p>Town partnerships</p> <p>Local strategic partnerships</p> <p>Community development organisations</p> <p>The National Farmers Union (NFU)</p> <p>Other organisations for specific community groups (e.g. youth, women)</p>
Agencies	<p>Kent Association of Local Councils (KALC)</p> <p>Kent Rural Community Council</p> <p>Campaign to Protect Rural England (CPRE)</p> <p>Sport England</p> <p>Health and Safety Executive</p> <p>Network Rail</p>

	<p>Passenger Transport Authorities and Executives</p> <p>Areas of Outstanding Natural Beauty (AONB) Units</p> <p>Environmental, Heritage and Wildlife organisations</p> <p>National Playing Fields Association</p> <p>Age Concern / Help the Aged</p> <p>Sure Start</p> <p>Equal Opportunities Commission</p> <p>Voluntary organisations</p> <p>Other bodies which represent the interest of different groups within the community (e.g. racial, ethnic, religious, disability)</p>
<p>Service Providers</p>	<p>Health trusts</p> <p>Health Services</p> <p>Kent Fire and Rescue</p> <p>Kent Ambulance NHS Trust</p> <p>Transport providers (road, rail, air, water)</p> <p>Education establishments (state and private)</p> <p>Utilities Providers</p> <p>Sports organisations</p>
<p>Business sector</p>	<p>Chambers of commerce</p> <p>Town and shopping centre management</p> <p>Business, trade and industry associations / federations</p> <p>Economic development organisations</p> <p>Employment organisations</p>

Agenda Item 8

Developers and landowners	Registered social landlords (RSLs) Crown estates Defence estates The Home Builders Federation (HBF) National Trust Post Office Property Holdings Individual developers Development and building companies Regeneration organisations
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13. Appendix D – Other Consultees

13.1. The Town and Parish Councils in Sevenoaks District that the regulations require the Council to consult, where appropriate, are:

- Ash-cum-Ridley Parish Council
- Badgers Mount Parish Council
- Brasted Parish Council
- Chevening Parish Council
- Chiddingstone Parish Council
- Cowden Parish Council
- Crockenhill Parish Council
- Dunton Green Parish Council
- Edenbridge Town Council
- Eynsford Parish Council
- Farningham Parish Council
- Fawkham Parish Council
- Halstead Parish Council
- Hartley Parish Council
- Hever Parish Council
- Hextable Parish Council
- Horton Kirby & South Darenth Parish Council
- Kemsing Parish Council
- Knockholt Parish Council
- Leigh Parish Council
- Otford Parish Council
- Penshurst Parish Council
- Riverhead Parish Council
- Seal Parish Council
- Sevenoaks Town Council
- Sevenoaks Weald Parish Council
- Shoreham Parish Council
- Sundridge with Ide Hill Parish Council
- Swanley Town Council
- Westerham Town Council
- West Kingsdown Parish Council

13.2. The Neighbouring Authorities that the regulations require the Council to consult, where appropriate, are:

- Dartford Borough Council
- Gravesham Borough Council
- London Borough of Bexley
- London Borough of Bromley

Agenda Item 8

- Tandridge District Council
- Tonbridge and Malling Borough Council
- Tunbridge Wells Borough Council
- Wealden District Council
- Kent County Council
- Surrey County Council
- East Sussex County Council
- The Greater London Authority