

09 July 2020 at 7.00 pm

This meeting will be held virtually via Zoom
and livestreamed here

https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g

Despatched: 01.07.20

Cabinet



Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins
Cllrs. McArthur, Piper, Dyball and Thornton

Agenda

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 4 June 2020, as a correct record.	(Pages 1 - 2)	
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 (if any)		
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
5. Housing Options - Voluntary Housing Relocation Schemes	(Pages 3 - 10)	Hayley Brooks Tel: 01732 227272
6. Draft Tenancy Statement 2020	(Pages 11 - 24)	Gavin Missons Tel: 01732 227332
7. Reopening High Streets Safely Fund	(Pages 25 - 34)	Sarah Robson Tel: 01732227129
8. Supporting the recovery of Leisure in the District	(Pages 35 - 44)	Sarah Robson Tel: 01732227129



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|-----|---|-------------------|---------------------------------------|
| 9. | Supporting the recovery of Culture in the District | (Pages 45 - 54) | Sarah Robson
Tel: 01732227129 |
| |  | | |
| 10. | Community Infrastructure Levy (CIL) Spending Board - Review of Governance | (Pages 55 - 94) | Claire Pamberi
Tel: 01732227221 |
| 11. | Provisional Outturn 2019/20 | (Pages 95 - 144) | Alan Mitchell
Tel: 01732227483 |
| 12. | Earning Income from Council Owned Assets | (Pages 145 - 160) | Adrian Rowbotham
Tel: 01732 227153 |
| |  | | |

EXEMPT INFORMATION


Consideration of Exempt Information

Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendix F of Agenda Item 12 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

Appendix F

(pages 160-162)

 Indicates a Key Decision

 indicates a matter to be referred to Council

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 4 June 2020 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Dyball and Thornton

Apologies for absence were received from Cllrs. McArthur and Piper

Cllrs. Perry Cole, Maskell, McGarvey, Osborne-Jackson, Purves, Clayton and Dr. Canet were also present.

87. Minutes

Resolved: That the Minutes of Cabinet held on 16 April 2020, be approved and signed as a correct record.

88. Declarations of interest

There were no additional declarations of interest.

89. CHANGE IN AGENDA ORDER

The Chairman decided to allow questions under agenda item 3 at the end of the meeting (minute 92).

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

There were none.

91. Covid 19 - Draft Economic Recovery Plan and Actions

The Chief Officer for People & Places and Chief Officer for Finance & Trading introduced a presentation on the preparations being made moving from response to recovery.

The Chairman provided a comprehensive and detailed explanation of the Council's plan and allowed Members present to ask questions and comment throughout.

Members considered the presentation and indicated their priority areas for action, which included a desire to pro-actively work towards the safe re-opening of the high streets in the District. Members indicated that they understood Kent County Council to have certain duties relating to various relevant matters including roads

and other highways. All Kent local Members would be contacted in writing to ensure their involvement in the recovery. Towns, Parishes and businesses would also be contacted about the extra support that they could be given.

Members noted the extent of the powers held by the Council, the partners with whom the Council could work and the overall local and national context within which it was necessary to work. Members indicated their intention to pursue the economic recovery plan further and without delay.

Resolved: That the presentation be noted.

92. Questions from Members

Cllr Osborne-Jackson asked a question about the Council's out of hours service and whether the Cabinet had a view on its future. The Chairman and Cllr Maskell responded to say that the matter was being reported to the Housing and Health Advisory Committee next week.

THE MEETING WAS CONCLUDED AT 8.22 PM

CHAIRMAN

Item 5 - Housing Options - Voluntary Housing Relocations Schemes

The attached report was considered by the Housing & Health Advisory Committee on 9 June 2020. The relevant Minute extract is below.

Housing & Health Advisory Committee (9 June 2020, Minute 36)

The Head of Housing and Health presented the report which sought Members' approval of pursuing the opportunity to work with organisations offering voluntary housing relocation schemes. The scheme could be added to the range of housing options for suitable customers at risk of homelessness, which would help to reduce the pressure on temporary accommodation and affordable housing locally. The Chief Officer People and Places was able to offer her own experience of the relocation scheme and how it was working elsewhere in the County, and Members were reassured of the hand-holding service offered on any relocation scheme. It was made clear that it did not prevent a customer returning to the District and receiving housing advice and support.

A concern was expressed that this should only be offered as a voluntary option and that suitable customers should not feel obliged to choose it. The Head of Housing and Health advised that it was not a quick option and could be investigated in tandem with other housing options, it was merely an opportunity should a customer wish to make a fresh start and the Council would help them to explore it. Members would receive feedback on its operation, and any scheme closely monitored.

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 Council work with voluntary housing relocation schemes in other locations.

HOUSING OPTIONS - VOLUNTARY HOUSING RELOCATION SCHEMES

Cabinet - 9 July 2020

Report of Chief Officer People and Places

Status For Decision

Also considered by Housing & Health Advisory Committee - 9 June 2020

Key Decision No

Executive Summary: This report details the opportunity for this Council to work with organisations offering voluntary relocation schemes for people at risk of homelessness and, in doing so, helping to reduce the pressure on temporary accommodation and affordable housing locally.

This report supports the Key Aim of the District Council's Housing Strategy and related elements of the Community Plan.

Portfolio Holder Cllr. Robert Piper

Contact Officer Hayley Brooks Ext. 7272

Recommendation to Housing and Health Advisory Committee: That Members support and recommend to Cabinet that the Council works with voluntary housing relocation schemes in other locations; and

Recommendation to Cabinet: That, subject to comments from Housing and Health Advisory Committee, support the Council working with voluntary housing relocation schemes in other locations.

Reason for recommendation: To enable the Council to work with dedicated voluntary housing relocation schemes in other locations, to provide more housing options available to customers facing homelessness.

Introduction and Background

1 The District has been experiencing a growth in homelessness approaches and, inevitably, an increase of the use of Temporary Accommodation (TA). There are several reasons for this, including:

- Local property prices being amongst the most expensive in the South East and wider UK;

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- A lower than average percentage of low-end private rented accommodation;
 - A limited supply of local affordable housing;
 - Local private sector rents typically well above the two relevant Local Housing Allowance (LHA) levels, thereby further limiting accessibility; and,
 - The introduction of new homelessness legislation.
- 2 These combined factors have contributed to an increase of over 36% (comparing 2018/19 and 2019/20) in the use and cost of emergency and temporary accommodation. It is anticipated that this situation will only grow - and potentially significantly in the next year as effects from the national emergency start to show.
- 3 There has been a steady growth in the use of TA, with 90 households currently in such accommodation (as at March 2020). This compares to 73 at the same time last year and 50 in the year previous to that. Consequently, TA cost to the District Council were £132,167 in 2018/19 and £260,247 in 2019/20 (subject to the Council's Final Accounts being approved). The Council received £264,630 from MHCLG in 2019/20 for homelessness. This funding covers housing advice staff salaries as well as fund TA for those in priority need, therefore it is essential to explore a range of housing options to reduce TA expenditure going forward.
- 4 Although TA provides emergency accommodation for households facing homelessness, it is by no means a suitable housing solution, with almost half of the TA located outside the District. The Team have put several measures in place to tackle this issue however, the District Council must explore new and alternative housing options to meet existing and newly-arising housing needs to prevent/relieve homelessness.
- 5 This report details Voluntary Housing Relocation Schemes for this Council to consider as one of the range of housing options for suitable customers at risk of homelessness. Other options being explored and developed include working with Quercus Housing to obtain more affordable housing for customers within the District, landlord incentives and help with upfront payments for renting in the private sector and supporting people into house shares and also social housing.
- 6 The Chief Officer, People and Places has discussed with the Housing and Health Portfolio Holder (and his deputy), who are supportive of offering schemes as one of the housing options available to our customers.

Voluntary Housing Relocation Schemes

- 7 This proposed scheme, which has been successfully introduced by other local authorities, is a voluntary relocation option for homeless households. This opportunity offers eligible households a new start in a new location, where the cost of living and properties are more affordable, with greater availability of work opportunities. The Scheme is offered on a voluntary

basis only. Based on similar schemes in the county, it is anticipated that this may be provided for no more than ten suitable customers per annum and will form part of a range of housing options available to customers.

- 8 One example of this type of scheme is AMRP, a property lettings and tenancy management agent based in County Durham, covering the North East of England. The scheme operates the nationally recognised 'Housing First' model - first providing a permanent affordable home to people facing homelessness, then provides person-centred additional support services as needed, to support them to sustain a tenancy.
- 9 Homes offered by AMRP Relocations are available to households from across the UK, assisting local authorities and charities around the country. They help to address the problem of empty properties in the North East, whilst helping to reduce issues elsewhere in the country such as overcrowding, unaffordable housing and homelessness. The scheme enabling households to voluntary relocate into private rented accommodation in the North East, in locations such as Durham and Sunderland.
- 10 AMRP's Scheme provides property, employment and support opportunities to households who would like to voluntary relocate to another area. They will not accept anyone who has a history of violent crime, anti-social behaviour or causes damage to properties. AMRP is a pet-friendly scheme.
- 11 The Chief Officer for People and Places has previously used AMRP at another council, confirming they provided good housing standards through the scheme. Other similar voluntary relocation schemes who have expressed an interest in working with local authorities include Oak Housing Group in Leeds and Cedar Housing Solutions Limited in Bradford.

The Relocation Process

- 12 Suitable customers are offered the Scheme on a voluntary basis as a potential housing option. The first step is filling in an application form to the Scheme. AMRP require a five year housing history with contact details for their previous landlords and two forms of ID. The application and assessment process is carried out in partnership with the relevant local authority where the applicants will be relocated.
- 13 Once the form is completed, they are sent to the relevant council (e.g. Durham County Council) who carry out references and an assessment on behalf of AMRP, which take about two weeks.
- 14 Once it comes back and the customer is suitable for the scheme, the customer is then offered a tenancy for a rental property. AMRP will match properties to each customer ensuring it is affordable and is matched to meet their needs.

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- 15 Once a property is found, the client can view the property in person or a video viewing can be arranged. The customer may be required to pay a month's rent in advance and/or a month's deposit.
- 16 AMRP offer a Tenancy Settlement Support Service, which is a one off fee of £350 including VAT. This provides a straightforward trusted service that allows clients to live in their homes comfortably. The Council could pay this as part of our landlord incentive scheme.
- 17 The client will have to pay their own removal and travel costs, but this could also be covered by the Council, DHP or sourced from other external funding.
- 18 As part of this research, we have not found any cases where the relocation has not worked and the person has returned to the original location. It is a voluntary scheme and customers are making the choice to relocate. If it does not work out and they decided to return and approached the Council for housing support, they would receive housing advice and homelessness support, as per our normal homelessness duties.

Key Benefits

- 19 This Council's Housing Strategy (2017) supports a range of housing and support services that match the ambition and needs of our residents. Other local authorities currently use these Schemes as part of housing options available to homeless customers. Some of the key benefits include:
 - More households assisted quicker into suitable and affordable housing, giving them an opportunity for a fresh start in a new location, not previously offered to customers in this District;
 - Reduced pressure on the Sevenoaks District Housing Register (SDHR) and other housing-related and support services;
 - Fewer households placed into emergency accommodation by this Council and in turn reduced pressure on associated budgets; and
 - Supporting other areas of the UK, in need of economically active households, to contribute to building sustainable communities.

Other Options Considered and/or Rejected

- 20 The Council could choose to do nothing. However, in light of the increased workload and financial demands the Homelessness Reduction Act has placed on councils to support homeless households, the District Council needs to be in a position to offer a range of suitable housing options to homeless households.

Key Implications

Resource (non-financial)

- 21 Housing advice officers will incorporate this as a housing option to customers who may benefit and are suitable for the scheme to prevent homelessness. Communications Team would also assist to promote this opportunity using promotional materials for customers during homelessness assessments with customers and details in reception.

Financial

- 22 Finance, as and when necessary, to support households to relocate would be the cost of the Tenancy Settlement Support Service per household relocated at a one off fee of £350 (including VAT) per household. The Council may also be required to help financial with removal and transport costs if needed. It is anticipated that this may be suitable for no more than ten customers per annum.
- 23 This would be a reduced cost compared to providing temporary accommodation for around 80 days per customer (56 days for the Homelessness Relief Duty then a further 28 days' notice). On average, this costs £3,600 per household. However, many households remain in accommodation for longer periods due to the limited local affordable move-on housing options.
- 24 The Council received £264,630 from MHCLG in 2019/20 for homelessness services (£364,043 for 20/21). This funding is used to prevent homelessness, contributing towards housing advice staff costs and funding TA for those in priority need. It is proposed that the cost associated to this scheme would be funded from this allocation.

Legal Implications and Risk Assessment Statement

- 25 As a local housing authority, this Council has a legal duty to comply with Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002), the Equalities Act 2010, Localism Act 2011 and the new Homelessness Reduction Act 2017 to reduce and prevent homelessness, taking those with priority need into consideration.

Equality Assessment

- 26 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. The introduction of the Homelessness Reduction Act have already been subject to a full EQIA.

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Conclusion

- 27 The District has been experiencing a growth in the use and cost of Temporary Accommodation (TA) for customers facing homelessness. It is proposed that the Council works with recognised Voluntary Housing Relocation Schemes as one of the housing options for suitable customers, who wish to voluntarily relocate to another location to prevent homelessness.

Appendices None

Background Papers AMRP Relocations - <http://www.amrp.co.uk>

Sarah Robson
Chief Officer People and Places

Item 6 - Draft Tenancy Statement 2020

The attached report was considered by the Housing & Health Advisory Committee on 9 June 2020. The relevant Minute extract is below.

Housing & Health Advisory Committee (9 June 2020, Minute 37)

The Housing Policy Manager presented the report which set out the changes to the draft document following a recent review in line with the District Council's Housing Strategy. Recommendations broadly followed those of the previous document with additions to cover pet-friendly policies, Community Land Trusts (CLT) and Quercus Housing.

It was noted that these were recommendations only and there was no legal requirement for social housing providers to adhere to them. However, there was evidence that they were broadly followed and they were also beneficial in enhancing the District Council's partnership working with local Registered Providers. Key social housing providers had been consulted with no objections raised.

Members raised some issues regarding the pet-friendly policies and the potential to alienate residents already in a tenancy, which was counter balanced with the need to be able to downsize an older resident with a pet. It was considered that this should be something looked at by Providers' on a case by case basis.

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 Draft Tenancy Statement 2020 be adopted as District Council policy, with a proviso that the pet-friendly scheme be exercised with appropriate controls.

DRAFT TENANCY STATEMENT (2020)

Cabinet - 9 July 2020

Report of	Chief Officer People and Places
Status	For Decision
Also considered by	Housing & Health Advisory Committee - 9 June 2020
Key Decision	No

This report supports the Key Aim of the District Council's Housing Strategy and related elements of the Community Plan.

Portfolio Holder Cllr. Robert Piper

Contact Officer Gavin Missons, Ext. 7332

Recommendation to Housing and Health Advisory Committee: That Members support the recommendations contained within the Draft Tenancy Statement 2020 (Appendix A) and recommend that Cabinet adopts the document as District Council policy.

Recommendation to Cabinet: That, subject to comments from the Housing and Health Advisory Committee, Members adopt the Draft Tenancy Statement 2020 as District Council policy.

Reason for recommendation: To support the District Council's Housing Strategy and Community Plan with particular relevance to making best use of the District's limited social housing stock.

Introduction and Background

- 1 Back in 2011, the Localism Act introduced new provisions in relation to the way in which local housing register lists could be managed and priority awarded. As a result, local authorities and Registered Providers (RPs) of social housing have the discretion to consider a greater range of factors when letting properties and considering the type of tenancy to be awarded.
- 2 In 2013, the District Council adopted its first Tenancy Strategy and this set out a framework which its partner social housing providers should have regard to when letting social housing properties.

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Updated version

- 3 As is routine, a review of the original document has taken place and with a new version subsequently produced (Appendix A) in line with the District Council's Housing Strategy. Recommendations broadly follow those of the previous document and with additions to cover pet-friendly policies, Community Land Trusts (CLT) and Quercus Housing.
- 4 Again, it should be noted that these are recommendations only and there is no legal requirement that social housing providers adhere to them. That said, evidence shows that recommendations have been broadly followed and are used to enhance the District Council's partnership working with local RPs.
- 5 The District Council's key social housing providers have been consulted and with no objections raised.

Key Implications

Financial

There are no financial implications to consider.

Legal Implications and Risk Assessment Statement.

Although the District Council is not a stockholding authority, it is recognised as good practice for each local housing authority to have a tenancy statement in place and as outlined in the Government's social housing code of guidance.

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 recommend the adoption of the updated Tenancy Statement, which sets out the principles for social housing tenancies in partnership with local RPs.

Appendices Appendix A - Draft Tenancy Statement

Background Papers Housing Strategy (2017)
https://www.sevenoaks.gov.uk/downloads/download/308/housing_strategy_2017
Tenancy Strategy 2013
[file:///wkip-sost-02/personal_areas\\$/gmissons/SDC_Tenancy_Strategy_2013.pdf](file:///wkip-sost-02/personal_areas$/gmissons/SDC_Tenancy_Strategy_2013.pdf)

Sarah Robson

Chief Officer People and Places

Sevenoaks District Council

Tenancy Statement (2020)

Draft v3 (12/05/20)

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DRAFT

Note: This guidance specifically applies to Registered Providers (those housing associations registered with and governed by Homes England). Although non-registered social housing providers are not required to have regard to this guidance, it is still considered good practice to do so and would help to standardise approaches to social housing tenancies across the Sevenoaks District.

This publication is available in large print

For a copy, call 01732 227414

This publication can be explained in other languages by calling the Language Line officer in Housing Services on 01732-227000

www.sevenoaks.gov.uk

Additional copies of this publication can be obtained on the District Council's website or by calling the District Council on 01732-227000

Address: Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG

Introduction

Having transferred its affordable housing to West Kent Housing Association back in 1989, the District Council is a Large Scale Voluntary Transfer (LSVT) authority and acts as an enabler of affordable housing as part of its role as strategic housing authority. As at 01/05/20, there were 8,078 affordable homes in the District, all of which are owned and managed by a number of partner housing associations and with West Kent Housing Association being the majority stock holder. Of those properties, around 91% are for social or affordable rent and with the remainder as intermediate housing.

The Localism Act 2011 requires that local authorities develop a tenancy strategy to guide Registered Providers (RPs) of social housing in their area in developing tenancy policies for their own stock and it requires RPs to have regard to those tenancy strategies.¹

The Localism Act 2011 requires local authorities to provide information that RPs must have regard to in relation to:

- The type of tenancies they grant;
- The circumstances in which they will grant a tenancy of a particular kind;
- The duration of the term of tenancy; and
- The circumstances in which they will grant a further tenancy on the expiry of a fixed-term tenancy.

In response to the above legislation and related good practice, as well as priorities set out in the District Council's Housing Strategy 2017, this revised Tenancy Statement sets out the District Council's expectations with regard to social housing tenancies. Partner housing associations should have regard to this when issuing any in the District, whether through new-build, refurbishment and/or reconfiguration, or existing relets of social housing.

Adopted back in 2019, the District Council's latest Housing Allocations Policy sets out more detailed allocations criteria and priorities and this is actioned by relevant social housing providers signed up to the 'Kent HomeChoice' Choice-Based Lettings (CBL) system.² It should be noted, therefore, that this document specifically refers to RPs' own in-house tenancy policies and as additional guidance.

¹ <http://www.legislation.gov.uk/ukpga/2011/20/part/7/chapter/2/crossheading/tenancy-strategies/enacted>

² https://www.sevenoaks.gov.uk/downloads/file/1742/housing_register_allocation_policy

Types and length of tenancies

Fixed-term

With a need to make best use of the limited social housing stock, the District Council supports and encourages the use of fixed-term tenancies on nominations made through the Sevenoaks District Housing Register.³

The District Council also supports the use of starter tenancies for a period of 1-year, which is considered a suitable trial period before a fixed-term tenancy is issued. This is considered to be a useful tool to help tackle any issues such as anti-social behaviour and/or rent arrears.

The District Council would expect fixed-term tenancies to be issued for a minimum period of 5-years to provide a reasonable period of stability for new tenants whilst also enabling housing associations to make best use of stock.

The District Council would support tenancies of less than 5-years in the following circumstances:

- Where the tenancy is offered in a property which is due to be decanted for site redevelopment, reconfiguration and/or neighbourhood regeneration purposes;
- Where a tenant has had previous tenancy issues and/or has a history of anti-social behaviour and/or rent arrears; or
- Any exceptional circumstances deemed appropriate by the housing association.

Vulnerable households

The District Council supports the use of longer tenancies to vulnerable households, if deemed appropriate by the relevant provider. In such circumstances, a longer fixed-term tenancy would be supported or, again if deemed appropriate by the provider, a lifetime tenancy would be supported.

The District Council would support this approach in cases such as, but not limited to, the following:

- People with chronic physical and/or learning disabilities and/or mental health conditions where circumstances are unlikely to improve;
- People in sheltered accommodation or other accommodation designated for those aged 55 and over;

³ Housing Strategy 2017 (Priority 2.22, p30)

- Families with disabled children and where a longer tenancy would help to provide stability;
- People leaving care; and
- Ex-service personnel.

Domestic abuse

The Secure Tenancies (Victims of Domestic Abuse) Act 2018 contains measures to ensure that lifetime tenants of social housing who are victims of domestic abuse are granted a further lifetime tenancy where, either:

- They need to leave or have left their home to escape domestic abuse and are being re-housed by a local authority; or
- Where they are a joint tenant and wish to remain a tenant of their social home after the perpetrator has left or been removed and the local authority decides to grant them a further sole tenancy in their current home.

The Act extends to those who have lost their lifetime tenancy after fleeing their home as well as to those with an existing tenancy applying to move and applies to all lifetime tenants of social housing whether the person being re-housed and offered a new tenancy has a tenancy agreement with a local authority or a housing association.

Where a tenant fleeing domestic abuse has a lifetime tenancy and applies for a new property, a tenancy with the same security of tenure must be offered if the housing association is satisfied that the person or member of the person's household is or has been the victim of domestic abuse carried out by another person and the housing association grants a new tenancy for reasons connected with that abuse.⁴

Under-occupation

With limited social housing stock, a key priority of the District Council's Housing Strategy (2017) is to promote and enable down-sizing. In doing so, this not only helps to free-up housing for others in need, including overcrowded households, but also helps older and more vulnerable people to move to safer and more suitable accommodation. The District Council would support secure tenancy rights of existing housing association tenants so as not to discourage downsizing or movement within the housing association stock, therefore.⁵

Adapted properties

Where properties have been adapted through measures such as Disabled-Facilities Grants (DFGs), the District Council would support relets aimed at tenants with

⁴ Housing Strategy 2017 (Priority 3, p46)

⁵ Housing Strategy 2017 (Priority 2.9, p26)

disabilities where such measures already installed would suit. This would contribute to making best use of limited stock whilst also reducing the need for publicly-funded grant assistance via DFGs etc.

Mutual exchanges

The Localism Act 2011 contains a specific right for a tenant with a lifetime tenancy (secure or assured) to take this form of tenancy with them on exchange. For example, the lifetime tenant would receive a lifetime tenancy and a tenant who was previously on a fixed-term tenancy would be offered a further fixed-term tenancy. This protection only applies to existing tenants granted secure/assured tenancies before 01/04/12.⁶

Review of fixed-term tenancies

Generally, the District Council would expect tenancies to be renewed and fixed-term tenancies not at odds with strategy aimed at supporting sustainable communities. In determining whether to extend a fixed-term tenancy, the District Council would expect housing associations to take into account:

- Whether the household income has increased and could be assisted to purchase a suitable property on the open market or on a shared-ownership basis;
- Any tenancy breaches and or other issues or concern during the previous tenancy period;⁷
- Whether the household is under-occupying the property;
- Whether the household is making a positive contribution to the local community;
- Whether there are children in the household and being schooled locally etc;
- Whether there are family and support networks nearby;
- Any input from health/social care professionals; and/or
- Whether the tenant is occupying a property no longer suitable for their household needs that may be suitable for other households, e.g. if a tenant is living in an adapted home and no longer has a household member with a disability.⁸

Non-renewal of fixed-term tenancies

⁶ Housing Strategy 2017 (Priority 2.11, p26)

⁷ Housing Strategy 2017 (Priority 2.23, p30)

⁸ Housing Strategy 2017 (Priority 3.13, p37)

Where a housing association does not intend to renew a tenancy, it should provide adequate time for the household to find alternative accommodation and offer housing options advice. Tenancy reviews should take place no later than 6-months prior to the end of the tenancy, allowing enough time for information to be collated and considered as well as allowing time for appeals. The District Council recommends earlier reviews in certain circumstances such as under-occupation and where a housing association is likely to need to source suitable alternative accommodation.

Affordable Rent levels

As a general rule, the District Council would expect housing associations to let properties at up to 80% of market rents to generate increased revenue to support new housing development, but only up to the Local Housing Allowance (LHA) level within the relevant Broad Housing Market Area (BHMA). This is to ensure that welfare-reliant households could claim 100% Housing Benefit, should it be required, and without any shortfall arising. Where possible, the District Council would support the use of Social Rent tenancies to provide the most affordable housing options for households in need and to support the delivery of genuinely affordable homes.

The District Council would consider affordable rents at 80% of market rents and in excess of the relevant LHA if a particular situation required it, but this should be agreed between the District Council and relevant housing association beforehand.

LHA rates per week: High Weald (£)		LHA rates per week: NW Kent (£)	
Shared	100.11	Shared	88.85
1-bed	159.95	1-bed	155.34
2-bed	207.12	2-bed	195.62
3-bed	260.05	3-bed	241.64
4-bed	345.21	4-bed	299.18

LHA rates as at 01/05/20

Pet policies

The District Council fully supports pet-friendly tenancy policies as it is recognised that pets can be an important element in supporting a person's health, welfare and happiness, as well as tackling social isolation and loneliness. This is particularly the case for older people and, for those downsizing, moving to suitable housing which also allows pets can be key to a decision to move. It is recognised, however, that certain housing schemes may be unable to accept pets for practical reasons.⁹

⁹ Housing Strategy 2017 (Priority 3.44, p49)

Community Land Trusts (CLTs)

Where housing associations enter into partnerships with CLTs, either as development partners and/or managing agents, the District Council would support direct nominations through the Sevenoaks District Housing Register and/or sustainable lettings plans that are broadly in line with housing need priority as set out in the Sevenoaks District Allocations Policy.¹⁰

Quercus Housing

In 2018, the District Council set up its new affordable housing company, Quercus Housing, in order to deliver additional affordable housing for households in need. A key aim of this company is to support housing association development programmes on a small scale, with the majority of new development still expected to come via that route. Allocations made through this company will also be made in accordance with this document, therefore.

Glossary

Affordable Rent	Housing owned by housing associations or other Providers approved by the District Council (e.g. Quercus Housing). Homes are let on an Assured Tenancy and are allocated to applicants from the Sevenoaks District Housing Register. Homes are expected to be provided at a rent which does not exceed the relevant Local Housing Allowance, inclusive of service charges, i.e. Genuinely Affordable Housing.
Allocations Policy	Sets out the rules for allocating social housing through the local housing register.
Community Land Trust (CLT)	Community land trusts are set up and run by local people to develop and manage homes as well as other assets.
Disabled-Facilities Grant (DFG)	A Disabled Facilities Grant is available from local authorities to pay for essential housing adaptations to help disabled people stay in their own homes.
Fixed-term tenancy	A fixed-term tenancy agreement lasts for a set period of time.
Genuinely affordable housing	Homes provided as social rent housing and most homes provided locally as affordable rent housing are considered to be 'genuinely affordable', as rents (including any service charge) are within Local Housing Allowance levels. This means those in receipt of housing benefit/Universal Credit can afford to live in their home, as their housing costs are covered in full. It also ensures those in low-paid work can afford the rent.

¹⁰ Housing Strategy 2017 (Priority 1.35, p21)

Housing association	A non-profit organisation that rents houses and flats to people on low incomes and/or those with particular support needs - also referred to as Registered Provider.
Housing Strategy (2017)	Further details here
Intermediate housing	Intermediate housing are homes for part-sale and rent provided at a cost above social rent, but below market levels.
Large-Scale Voluntary Transfer (LSVT)	Large Scale Voluntary Transfer involves the local authority transferring the ownership of its social housing to a housing association.
Lifetime tenancy	A lifetime tenancy means that a person has the right to live in their property indefinitely.
Localism Act 2011	Further details here
Local Housing Allowance	The allowance (housing benefit/Universal Credit) paid to claimants, set by the Valuation Office Agency, which takes into account the size and make up of a claimant's household and the location of the home.
Mutual exchange	The ability of two or more tenants in social housing to move by swapping their homes.
Over-crowding	Statutory overcrowding is when there are too many people living in a home.
Sevenoaks District Housing Register	The District Council's housing register that allocates social housing.
Social Rent	Social rents are pegged to local incomes to keep rents more affordable and are controlled by Central Government.
Sustainable lettings policy	A scheme-specific lettings policy that adds additional allocations priorities and rules to create a sustainable mix of households.
The Secure Tenancies (Victims of Domestic Abuse) Act 2018	Further details here
Under-occupation	A household assessed as having more bedrooms in their home than is necessary, e.g. a single person household occupying a 3-bed property.

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Item 7 - Reopening High Streets Safely Fund

The attached report was considered by the People & Places Advisory Committee 16 June 2020. The relevant Minute extract is below.

People & Places Advisory Committee (16 June 2020, Minute 55)

The Chief Officer for People & Places presented the report and gave a [presentation](#) which outlined the Reopening High Street Safely Fund (RHSSF) which would provide the Council with access to an allocated fund of up to £107,106 from the European Regional Development Fund (ERDF) to put in place measures to establish a safe trading environment for businesses and customers.

The fund would cover support to develop an action plan, communications activity, activities to raise awareness to businesses on how to be managed safely and temporary public realm changes. The fund would not cover capital expenditure, grants to businesses or already committed expenditure.

Following queries from Members on restricting traffic in the high street, the Chief Officer for People & Places advised that Kent County Council Highway Authority would make a final decision. With further questions raised on whether on street hand sanitisers could be set up in rural areas with many tourists, the Chief Officer for People & Places advised that could be arranged if parish or town councils ask for the support.

Public Sector Equality Duty

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

Resolved: That the Reopening High Streets Safely Fund and proposed action plan, be noted.

REOPENING HIGH STREETS SAFELY FUND

Cabinet - 9 July 2020

Report of	Sarah Robson, Chief Officer, People & Places
Status	For Consideration
Also considered by	People & Places Advisory Committee - 16 June 2020
Key Decision	No

Executive Summary: The Reopening High Streets Safely Fund (RHSSF) provides Sevenoaks District Council access to an allocated fund of up £107,106 from the European Regional Development Fund (ERDF) to put in place measures to establish a safe trading environment for businesses and customers, particularly in high streets.

This report supports the Key Aim of the District Council's Economic Development Strategy and related elements of the Community Plan.

Portfolio holder	Cllr Lesley Dyball
Contact Officer	Sarah Robson, Ext. 7129

Recommendations to People and Places Advisory Committee: For Members to note the Reopening High Streets Safely Fund and proposed action plan.

Recommendations to Cabinet: That, subject to comments from the People and Places Advisory Committee, Members approve the action plan to support the delivery of the Reopening High Streets Safely Fund.

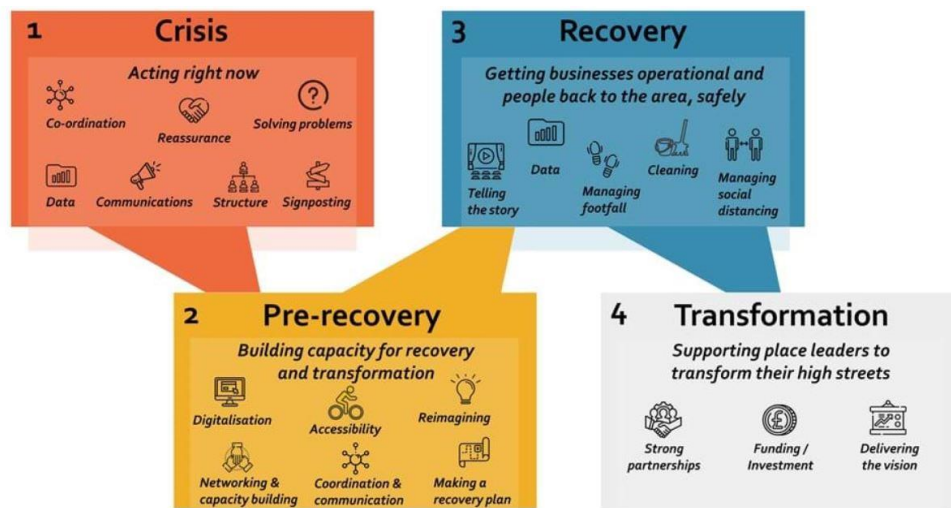
Reason for recommendation: The economic impact for the District is at the heart of recovery planning. It is therefore more important than ever that the Council considers its response to mitigate the impact of the pandemic on the District's economy. The Reopening High Streets Safely Fund enables the Council to put in place urgent measures to support recovery, by establishing a safe trading environment for businesses and customers, particularly in high streets.

Introduction and background

- 1 The Reopening High Streets Safely Fund (RHSSF) provides Sevenoaks District Council access to an allocated fund of up £107,106 from the European Regional Development Fund (ERDF) to put in place measures to establish a safe trading environment for businesses and customers, particularly in high streets.

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- 2 Government recommends using the High Street Task Force COVID-19 Recovery Framework as a guide to help formulate and deliver the recovery plan. This framework is made up of four phases, but for the purpose of this grant allocation, the pre-recovery and recovery phases would be applicable:



What the fund covers

- 3 **Support to develop an action plan for how the local authority may begin to safely reopen their local economies.**
An action plan not essential, but LAs are encouraged to engage relevant stakeholders when considering how to use this award.
- 4 **Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely:**
The local authority will want to effectively communicate publically their role in ensuring that the local economy can reopen safely. This fund can be used for additional activity beyond that already underway. ERDF publicity rules apply, see guidance.
- 5 **Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.**
For SMEs the LA may want to communicate to retail businesses alongside public spaces on how to make temporary adjustments to their business premises and good practice for social distancing. The fund can be used to expand any existing activity or increase its scope i.e. by providing information officers to go directly to SMEs to provide advice. ERDF publicity rules apply, see guidance.
- 6 **Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.**
Limited to public spaces that are next to businesses. This funding can be used to enhance existing offers to increase the level of safety measures, improve their attractiveness and ensure consistency of approach across individual and multiple public spaces including high streets.

Activities that cannot be funded

- 7 **Activity that provides no additionally** - this fund cannot fund already committed expenditure/activity. For example, if there is already a communications officer on staff then this funding cannot be used to subsidise their salary, but it can support a new temporary post/role to support the implementation. Similarly, if the authority's own in-house public works department undertakes works (e.g. additional road markings) the staff costs associated with this activity would not be eligible, although additional materials purchased for this purpose would be eligible.
- 8 **Capital expenditure** - This funding is intended to help local authorities address the short-term issue of re-opening their local economies. It can support some temporary changes to the physical environment, but those changes should not be anticipated to last beyond 12 months, or until no longer required for social distancing.
- 9 **Grants to businesses** - Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.

Claiming expenditure

- 10 Local authorities will be able to spend money on eligible activities from 1 June 2020 to 31 March 2021 and claim it back from Cities and Local Growth Unit (CLGU) in arrears. Up to 4% administration costs can be claimed from the fund amount. Claims will be paid quarterly. Evidence of each transaction must be retained, and include;
- Invoices/receipts, purchase orders/contracts, payroll records, bank statements and accounting records;
 - Employment and salary costs must be evidenced by job descriptions; contracts of employment, payroll records and bank statements;
 - Core documents for any procurement carried out; and copies of all publicity materials
 - Details of procurements included in the claim
 - A progress report for the claim period
 - Additional reporting including footfall should be retained

Proposed approach

- 11 It is proposed to focus the Council's RHSSF grant allocation on all district town centres, although there may need to be flexibility on other high street locations, with the level of intervention in each location being proportionate to scale. These locations are:
- Edenbridge
 - Sevenoaks
 - Swanley
 - Westerham

Action Plan

Workstream	Activity	Lead	Departments
Communications (Public/Business)	<ul style="list-style-type: none"> - Communications plan - Design content type <ul style="list-style-type: none"> o Banners o Posters o Business pack - Press release - Media relations - Social media management - Website management - Stakeholder management 	Communications	Communications Economic Development Community Safety Direct Services Parking EH & Licensing
Public realm interventions <ul style="list-style-type: none"> • Transport/ highway signage • Enhanced street cleansing • Pedestrian movement & people flow 	<ul style="list-style-type: none"> - Signage <ul style="list-style-type: none"> o Content development o Identify locations o Risk assessments o Procurement o Installation <ul style="list-style-type: none"> ▪ Lampposts ▪ Car parks ▪ Town centre locations ▪ Parks o Updates 	Parking	Parking Communications
	<ul style="list-style-type: none"> - Pavement markers <ul style="list-style-type: none"> o Identify locations o Risk Assessments o Procure materials o Mark out distance o Apply markers o Maintain markers 	KCC	KCC Town and Parish Councils Parking Communications
	<ul style="list-style-type: none"> - One-way pedestrianised systems <ul style="list-style-type: none"> o Risk assessment 	KCC	KCC Town and Parish Councils

	<ul style="list-style-type: none"> ○ Identify locations ○ Procure temporary barriers 		Parking
	<ul style="list-style-type: none"> - PPE bins and hand sanitiser stations <ul style="list-style-type: none"> ○ Identify locations ○ Procure goods ○ Install ○ Maintain - Enhanced street cleansing 	Direct Services	Direct Services
	<ul style="list-style-type: none"> - Café culture (use of outside space/pavements) 	Economic Development	Planning Licensing KCC
Community safety	<ul style="list-style-type: none"> - Town centre presence <ul style="list-style-type: none"> ○ High visibility patrols ○ Engagement with public/traders ○ CCTV monitoring ○ Monitor footfall at town centre train stations ○ Identify and RAG assess licensed premises and hot spot locations (underage drinking/public disorder) ○ Contact licensed premises to support safe re-opening 	Community Safety Unit	Community Safety Unit Kent Police Licensing CCTV British Transport Police Southeastern / Southern Trains
Business engagement	<ul style="list-style-type: none"> - B2B engagement <ul style="list-style-type: none"> ○ Launch of Business Advisory Board ○ Interaction with traders open for business ○ Promote guidelines for a safe re-opening 	Economic Development	Economic Development Licensing Environmental Health

Programme delivery	<ul style="list-style-type: none">- Programme Delivery<ul style="list-style-type: none">o Monitoring & reporting progress against plan- Data analytics<ul style="list-style-type: none">o Baseline footfallo Monitoring real-time footfall- Stakeholder engagement<ul style="list-style-type: none">o SDC Memberso Town/Parish Councilso Town Teamso Business Advisory Boardo Visitor Economy Forum	Economic Development Economic Development Economic Development	Economic Development Communications Parking Direct Services CCTV
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RHSSF Grant Allocation

Activity that requires procurement funded via the RHSSF will need to conform to the ERDF procurement guidelines and relative evidence of expenditure must be made available. The indicative cost envelopes are shown below, which may be subject to adjustment as the project is delivered.

Activity	Estimated Cost £
Project support resource to 31 March 2021	4,284
Communications 'safe place to shop and do business' information/materials (public and business)	20,000
Place 'recovery' communications campaign (work, visit, invest)	25,000
Sanitiser dispenser stations and refills	17,822
Transport / Highway signage (print or rental costs)	11,000
Pedestrian movement (social distancing & people flow)	12,000
Data Analytics (business engagement, baseline footfall data and progress report)	17,000
Projected Total	£107,106

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Key Implications

Resource (non financial)

The project will impact many Council departments, including Economic Development, Communications, Direct Services, Parking, Licensing, Environmental Health, Planning, CCTV and Community Safety. Staffing resources will need to be drawn upon to help support the delivery of action plan. Some actions are the responsibility of external organisations, including Kent County Council.

Financial

The funding is external funding, but will need to be monitored closely, as any expenditure can only be claimed in retrospect.

Legal Implications and Risk Assessment Statement

None.

Equality Assessment

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

Conclusions

It is essential that the Council move quickly to help support the economic recovery of the district. Following discussion with Members and political support for the proposals officers will engage with Town & Parish Councils. Throughout the delivery of the programme there will be regular updates on progress for Members and stakeholders. The Economic Development team will manage the delivery of the project and monitoring tools will be applied throughout delivery to ensure ERDF grant requirements are met.

Members are therefore asked to recommend the approval of the RHSSF Action Plan for the Sevenoaks District.

Appendices

None.

Background papers

High Street Task Force COVID-19 Recovery Framework

Sarah Robson

Chief Officer People & Places

Adrian Rowbotham

Chief Officer Finance & Trading

Item 8 - Supporting the Recovery of Leisure in the District

The attached report was considered by the People & Places Advisory Committee 16 June 2020. The relevant Minute extract is below.

People & Places Advisory Committee (16 June 2020, Minute 57)

The Chief Officer for People & Places presented the report which outlined the impact of the Covid-19 pandemic on the leisure industry and set out a request from Sencio Community Leisure for financial assistance to mitigate financial difficulties related to Government's temporary closure of all leisure facilities due to the coronavirus outbreak.

Sencio was forced to suspend all direct debits and memberships due to lockdown closures. During closures, Sencio had followed guidance on essential maintenance on leisure facilities including the water treatment and filter cleansing of swimming pools. Leisure operators are facing particular challenges accessing Government support during the pandemic and are largely ineligible for emergency response packages.

The gym and fitness industry will have a vital role in ensuring the ongoing health and wellbeing of the district following the lifting of Covid-19 restrictions.

Sencio had commenced recovery work in line with national strategy. It is predicted it could take 8-12 months for leisure trusts to recover. Sencio's Recovery Business Plans were based on the leisure centres opening on a phased approach from 5 July 2020. A 10 month period for income to recover, starting at 30% of previous levels and achieving 80% by the end of the financial year had been projected. This was based on restrictions to their services to ensure the safety of staff and customers. Marketing campaigns would be in place to promote health and wellbeing as well as provide reassurance to customers on health and safety provision. Training for staff on new safe working procedures would be provided.

Sencio is confident that their recovery business plan will enable them to fully recover over the next 10 months, subject to Government's awaited guidance on reopening leisure centres and social distancing requirements

Sencio had asked the Council to consider the following:

- To extend the current payment holiday on Sencio's loan repayments to the Council by a further 3 months to September 2020.
- To provide a loan of up to £120,000 over the next 3 months towards essential utility costs. The loan would be interest free, but with the stipulation that it would be paid back to the Council in financial year 2021/22.

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The Chief Officer for People & Places clarified that in part a) of the recommendation as set out in the report, it should read that the extension would be to 30 September 2020.

Members expressed concerns over part b) of the recommendation as set out in the report, including doubts that members of the public would return to using leisure centres due to personal financial strain. In response to queries over lack of data from Sencio and the impact on the new leisure centre in White Oak, the Chief Officer for People & Places advised that Sencio were confident in their recovery plans, which fall in line with Government guidance to the leisure industry.

Members highlighted from the report that due to lack of firm guidance on re-opening leisure centres from the Government, it would be difficult to assess the level of risk associated with loans to Sencio with high levels of accuracy, and therefore the Council should be prepared to potentially burden the costs in full. The Chief Officer for People & Places advised that Sencio's golf club reopened on 1 June 2020, with the leisure centres opening on a phased approach from 5 July 2020 in line with emerging Government guidance.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that

- a) the information provided in the report, financial implications and risk assessments on the request for an extension to the current payment holiday on Sencio's loan repayments to the Council by a further 3 months to 30 September 2020, be considered; and
- b) should Cabinet agree to part b) of the recommendation as set out in the report, the loan would be interest free with the stipulation that it would be paid back to the Council in the financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance would accrue and be charged a rate of 6% interest with effect from April 2022.

(Having declared an interest, Cllr Osborne-Jackson left the room during consideration of this item and did not take part in the debate or voting thereon.)

SUPPORTING THE RECOVERY OF LEISURE IN THE DISTRICT

Cabinet - 9 July 2020

Report of	Chief Officer - People & Places
Status	For Decision
Also considered by	People & Places Advisory Committee - 16 June 2020
Key Decision	Yes

Executive Summary: The report outlines the impact of the COVID-19 pandemic on the leisure industry and sets out a request from Sencio Community Leisure for financial assistance to mitigate current financial difficulties related to the closure of their facilities due to the Coronavirus outbreak.

This report supports the Key Aim of related elements of the District Council's Community Plan.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Sarah Robson, Ext. 7129

Recommendation to People & Places Advisory Committee:

- (a) To consider the information provided in the report, the financial implications and risk assessment and advise Cabinet on the request for an extension to the current payment holiday on Sencio's loan repayments to the Council by a further 3 months to 30 September 2021.
- (b) To consider the information provided in the report, financial implications and risk assessment and advise Cabinet on the request from Sencio for a Council loan of up to £120,000 over the next 3 months towards essential utility costs.
- (c) To advise Cabinet on the loan terms, it is proposed that the loan will be interest free, but with the stipulation that it will be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

Recommendation to Cabinet:

- (a) To consider the information provided in the report, the financial implications and risk assessment and advice from People & Places Advisory Committee and reach a decision on the request for an extension to the
-

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current payment holiday on Sencio's loan repayments to the Council by a further 3 months to 30 September 2021.

- (b) To consider the information provided in the report, the financial implications and risk assessment and advice from People & Place Advisory Committee and reach a decision on the request from Sencio for a Council loan of up to £120,000 over the next 3 months towards essential utility costs.
- (c) If it is decided to provide a loan, to approve that the loan will be interest free, but with the stipulation that it will be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.
- (d) If the decision is reached to provide further financial assistance to Sencio, to delegate authority to the Portfolio Holder for People and Places in consultation with the Chief Officer People and Places to undertake any minor amendments.

Reason for recommendation: Access to leisure services will play an essential role in reconnecting with communities and bringing people together through sport and physical activities once the current lockdown position changes. It is therefore important that the Council urgently considers the support Sencio Community Leisure may require to mitigate significant financial difficulties and risk during this difficult time.

Introduction and Background

- 1 The leisure sector across the country has been massively effected by the COVID-19 pandemic. Nationally it expected that the impact will be felt not only in the short term, but also for the medium to long term. Locally, we are seeing considerable pressure being placed on our partner organisation Sencio Community Leisure.
- 2 Councils across the country are working hard to keep supporting leisure providers and facilities during the coronavirus crisis. This includes introducing a range of emergency measures such as relaxing performance requirements, advance payments, waiving management fees and offering financial support. This is despite the impact coronavirus has had on councils own finances and their ability to generate income.
- 3 Leisure operators are facing particular challenges accessing Government support during the pandemic and are largely ineligible for emergency response packages.
- 4 Local authorities and leisure operators alike should anticipate that once lockdown restrictions are lifted, it will take some time to reach full operating capacity due to social distancing requirements.

- 5 The current challenge is to consider support that can alleviate the negative impacts in the short term.

Leisure

- 6 The gym and fitness industry will have a vital role in ensuring the ongoing health and wellbeing of the nation following the lifting of COVID-19 restrictions. Whilst the industry awaits firm guidelines from the Government regarding the timing and mechanism for re-opening there is some advice already filtering through to support this process.
- 7 Leisure facilities across the country are exploring many options to ensure they are able to maximise attendance within the centres as soon as restrictions are lifted. Practical measures currently being considered by leisure operators nationally include moving equipment from fitness suites to sports halls to increase spacing between users, limiting numbers that can attend exercise classes in studios, keeping changing rooms closed and only allowing access to toilet facilities. It is unclear at this stage what actions will be required for wetside activities.
- 8 The Government has however lifted some restrictions on activities taking place outside, this includes golf courses, although does not include driving ranges at this stage.

Local partners

- 9 Lockdown has had a significant impact on our partner organisations, in particular Sencio Community Leisure, in terms of its ability to realise any income to support its operations. Consequently, the organisation has requested urgent assistance with the cash flow challenges and implications resulting from lockdown as they look toward the future and business recovery.

Sencio Community Leisure

- 10 Sencio Community Leisure (Sencio) became responsible for providing leisure services on a 25 year lease, with Sevenoaks District Council as Landlord, and currently have the following facilities:
 - Sevenoaks Leisure Centre
 - White Oak Leisure Centre
 - Edenbridge Leisure Centre
 - Lullingstone Park Golf Course
- 11 On 20 March 2020, due to the COVID-19 pandemic and Government instruction, Sencio closed all of its centres and the golf course.
- 12 Sencio was forced to suspend all direct debits and memberships in light of the situation, resulting in a lost income of approximately £320,000 per month, which includes front of house income. However, Sencio has

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continued to be liable for monthly outgoings of approximately £160,000 per month, which includes utilities, supplier costs, salary costs (for non-furloughed staff) and some pension and PAYE costs.

- 13 Unfortunately, leisure trusts/operators are not eligible for Sport England funding and an application to Government's Business Interruption Loan for £1.5 million has been unsuccessful.
- 14 Information provided by Sencio has also confirmed that although they have no further access to borrowing at this current time, the bank has agreed to support their current overdraft facilities based on Sencio's recovery plan scenarios for reopening the golf course and leisure centres.
- 15 It is also known that a request for a loan to Big Issue Invest has been made, but no decision on that loan had been received at the time of writing.
- 16 The majority of Sencio's 343 staff have been furloughed under the government's Job Retention Scheme (JRS). The remaining staff are used to undertake daily building and plant checks, particularly relating to the swimming pools, alongside Human Resources, Payroll and Marketing support.
- 17 During closure, Sencio has negotiated reduced costs with its utility suppliers, organising payment holidays on leases/rentals for equipment such as fitness gym equipment, golf grounds maintenance equipment, golf buggies and photocopiers. It has also secured 3 month loan payment holidays from Big Issue/Co-operative and Sevenoaks District Council. Sencio has continued to provide their customers with access to online workouts and exercises to support their customers through this difficult time. Sencio also provided the use of Sevenoaks Leisure Centre for the Community Hub and storage of emergency food parcels organised by Sevenoaks District Council up until 17 April 2020.
- 18 The leisure centres are large, complicated buildings to operate and maintain and it is not possible to turn the key, walk away and then expect to return to open the buildings and become immediately operational. Sencio has followed Sport England guidance on essential maintenance on leisure facilities during the pandemic, in particular swimming pool and changing facilities. All non-essential plant, such as air conditioning units have been switched off, but some pieces of plant have to continue to operate in order to maintain services, for example, the water treatment and filter cleansing of the swimming pools, which will ensure that when the centres can re-open they can return to full functionality as quickly as possible. The golf course has also been maintained, including site maintenance and grass cutting.
- 19 The pandemic has had a severe effect on Sencio and to date the District Council has agreed the following support:
 - Released the Management Fee of £26,950 for the whole year up front.

- Provided a 3 month payment holiday on Council loan¹ repayments up to the end June 2020, equating to £22,000 for the quarter. The terms of which, defers payment of the loan without penalty for late payment.
- 20 With effect from 13 May 2020, Government removed restrictions on some outdoor facilities, including golf courses. Sencio successfully re-opened their golf facility on 1 June 2020, albeit in a limited capacity in accordance with social distancing guidelines.
- 21 Industry wide, Community Leisure UK and UK Active have been working with the government and leisure trusts on formulating a corporate strategy regarding recovery for the leisure industry. It is predicted it could take 8-12 months for leisure trusts to recover and even then some programmes/activities that were previously offered may no longer be offered for certain groups of people such as the vulnerable/over 70s.
- 22 Members may also wish to note that some other local authorities have been able to provide financial and other support to their leisure trusts. Locally this includes Tonbridge and Malling Borough Council, who have awarded their leisure trust a direct grant of £300,000 towards core costs as part of a recovery package, rather than a loan.
- 23 Sencio has commenced work in line with the national strategy to identify the impact on re-opening their leisure centres and reshaping the business. The plan has been based on:
- Reopening the golf club on 1 June 2020, with the leisure centres opening on a phased approach from 5 July 2020.
 - Projecting a 10 month period for income to recover, starting at 30% of previous levels and achieving 80% by the end of the financial year. This is based on a reduction in classes/activities, restrictions on events/mass gatherings, reduction of membership fees if activities/facilities are not available and potential staffing redundancies.
 - Risk assessments and safe working practices in place for social distancing for staff and customers.
 - Marketing campaigns promoting health and wellbeing and providing reassurance on health and safety provision for customers.
 - Training for staff on new safe working procedures.
- 24 Sencio is confident that their recovery business plan will enable them to fully recover over the next 10 months, subject to Government's awaited guidance on reopening leisure centres and social distancing requirements.

¹ In 2018 the District Council provided Sencio with a loan of £600,000 repayable over ten years at a rate of 6% interest.

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- 25 Once operational, Sencio will need to meet full operating costs, whilst operating at reduced customer and therefore income capacity. Given the extraordinary circumstances, Sencio's ask of the Council is to consider the following:
- To extend the current payment holiday on Sencio's loan repayments to the Council by a further 3 months to 30 September 2021.
 - To make available to Sencio access to draw down from a Council loan of up to £120,000 over the next 3 months towards essential utility costs. The loan will be interest free, but with the stipulation that it will be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.
 - The loan will support utility and staffing/engineer costs being incurred during the current COVID-19 closures, for example, the water treatment and filter cleansing of the swimming pools, in order to protect and minimise any future maintenance to the Council's property assets and ensure that when the centres can re-open, they can return to full functionality as quickly as possible.

Other Options Considered and/or Rejected

- 26 The Council could chose not to support Sencio Leisure Community Leisure. However, the organisation will have an essential role to play to reconnect with communities and bring people together through culture, sport and physical activities once the current lockdown position changes.

Key Implications

Financial

To date, the District Council has paid the Management Fee of £26,950 to Sencio for the whole year up front. It has also delayed £22,000 of loan repayments due between April and June 2020.

Sencio has requested a further loan repayment holiday of 3 months for the period of July to September 2020. Should this be approved, the Council will have delayed the receipt of a further £22,000 of payments.

Sencio has further requested an interest free loan amount of up to £120,000, which would be paid back during the 2021/22 financial year. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

The total potential financial exposure to Sencio could therefore potentially amount to £164,000. This is in addition to the outstanding loan repayments that remain due for the extension to Sevenoaks Leisure Centre which total £546,186.37.

The likelihood of the financial assistance that Sencio are requesting being repaid to the Council is dependent on the success of its recovery business plan and customers returning to the leisure sector over the next 10 months and beyond.

At the time of writing there is no firm guidance on the re-opening of leisure centres from the Government. It is therefore difficult to assess the level of risk associated with loans to Sencio with high levels of accuracy.

It is therefore advised that in making any further financial assistance to Sencio that the Council should be prepared to burden the costs in full, should the Leisure Trust become unable to return to profitability.

Legal Implications and Risk Assessment Statement.

Sencio Community Leisure operate three leisure centres and a golf course across the District on a 25 year lease, with Sevenoaks District Council as Landlord. There are requirements under the lease for the Council to pay a management fee each year and for Sencio to meet service and performance targets in respect of their management of the centres.

From early 2022 Sencio will cease to become the operator of one of those leisure centres.

Coronavirus has had a profound effect on the leisure industry and there is a high risk to the ongoing operation of many leisure trusts, including Sencio, across the country.

This report related to the request to provide financial assistance to Sencio, based on their immediate need to meet costs for the next three months. The financial risks associated with this decision are set out in financial implications above.

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.

Community Impact and Outcomes

Failure to provide support could result in the ultimate closure of Sencio, which would require the Council to act quickly to continue the provision of leisure services for the District. Significant costs are likely to be associated with this.

Conclusions

In line with Government guidance, Sencio Community Leisure has temporarily shut down its facilities. This has had a significant impact on its ability to achieve any income to support their operations. Consequently, Sencio Community Leisure has requested assistance from the Council to help with the cash flow challenges and implications resulting from recent COVID-19 related closures.

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We are advised that failure to support could result in severe difficulties for Sencio, which could impact the services provided to our residents, therefore, Sencio's request is clearly one of considerable urgency.

At this stage, due to the lack of Government guidance on the lifting of lockdown restrictions and health and safety measures that will need to be put in place, it is difficult to predict when Sencio will return to full operational capacity and income levels. Therefore, any decision, needs to be mindful of the current instability of the leisure sector, which may impact future organisational recovery and stability and thus any loan repayment terms to the Council.

Appendices None.

Background Papers None.

Sarah Robson

Chief Officer, People & Places

Item 9 - Supporting the Recovery of Culture in the District

The attached report was considered by the People & Places Advisory Committee 16 June 2020. The relevant Minute extract is below.

People & Places Advisory Committee (16 June 2020, Minute 58)

The Chief Officer for People & Places presented the report which outlined the impact of the Covid-19 pandemic on the culture industry and sets out a request from Sevenoaks Town Council for financial assistance to mitigate current financial difficulties related to the closure of The Stag due to coronavirus outbreak.

The culture sector across the country has been affected by the Covid-19 pandemic. The Stag had been closed since 21 March 2020. No grants had been supplied by Government for theatres and Government briefings have suggested that the theatres and cinemas would be one of the last sectors to re-open.

Although there had not yet been any Government guidance or timelines on the re-opening of theatres and cinemas, The Stag had commenced work to identify the impact of re-opening and reshaping the business. The plan was based on social distancing measures, seeking external capital input, investigating the cost and feasibility of the auditorium to show film, safe working practices, marketing campaigns to reassure customers of health and safety provision, and training for staff on new safe working procedures.

Sevenoaks Town Council asked the Council to consider the following:

- To make available to Sevenoaks Town Council access to draw down from a Council load of up to £220,000 over the next 8 months towards The Stag's essential recovery, building security, liability insurance and utility costs. The loan would be interest free with the stipulation that it would be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance would accrue and be charged a rate of 6% interest with effect from April 2022.

Following queries from Members, the Chief Officer for People & Places advised that The Stag is able to receive business support and guidance from the Council. It was highlighted from the report that it was advised that any financial assistance to The Stag from the Council should safeguard the recovery of the loan by making it conditional on Sevenoaks Town Council entering an agreement to meet the costs of the loan payments and identify how this would be achieved.

Public Sector Equality Duty

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

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Resolved: That it be recommended to Cabinet that

- a) the information provided in the report, the financial implications and risk assessment on the request to make available to Sevenoaks Town Council, a Council loan of up to £220,000 over the next 8 months towards essential recovery, maintenance and utility costs, be considered; and
- b) the loan would be interest free with the stipulation that it would be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

(Having declared an interest, Cllr Raikes left the room during consideration of this item and did not take part in the debate or voting thereon. Having declared an interest, Cllr Dr Canet did not take part in voting but remained in the room.)

SUPPORTING THE RECOVERY OF CULTURE IN THE DISTRICT

Cabinet - 9 July 2020

Report of	Chief Officer - People & Places
Status	For Decision
Also considered by	People & Places Advisory Committee - 16 June 2020
Key Decision	Yes

Executive Summary: The report outlines the impact of the COVID-19 pandemic on the culture industry and sets out a request from Sevenoaks Town Council for financial assistance to mitigate current financial difficulties related to the closure of The Stag due to the Coronavirus outbreak.

This report supports the Key Aim of related elements of the District Council's Community Plan.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Sarah Robson, Ext. 7129

Recommendation to People & Places Advisory Committee:

- (a) To consider the information provided in the report, the financial implications and risk assessment and advise Cabinet on the request to make available to Sevenoaks Town Council, a Council loan of up to £220,000 over the next 8 months towards essential recovery, maintenance and utility costs.
- (b) To advise Cabinet on the loan terms, it is proposed that the loan will be interest free, but with the stipulation that it will be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

Recommendation to Cabinet:

- (a) To consider the information provided in the report, the financial implications and risk assessment and advice from People & Places Advisory Committee and reach a decision on the request to make available to Sevenoaks Town Council, a Council loan of up to £220,000 over the next 8 months towards essential recovery, building security, liability insurance and utility costs.
 - (b) To approve that the loan will be interest free, but with the stipulation that it will be paid back to the Council in financial year 2021/22. If the loan is
-

not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

- (c) If the decision is reached to provide financial assistance to Sevenoaks Town Council, to delegate authority to the Portfolio Holder for People and Places in consultation with the Chief Officer People and Places to undertake any minor amendments.

Reason for recommendation: Access to the Arts will play an essential role in reconnecting with communities and bringing people together through cultural activities once the current lockdown position changes. It is therefore more important than ever that the Council urgently considers the support The Stag may require to mitigate significant financial difficulties and risk during this difficult time.

Introduction and Background

- 1 The culture sector across the country has been massively affected by the COVID-19 pandemic. Nationally it is expected that the impact will be felt not only in the short term, but also for the medium to long term. Locally, we are seeing considerable pressure being placed on our partner organisations, in particular The Stag.
- 2 Councils across the country are working hard to keep supporting cultural facilities during the coronavirus crisis. This includes introducing a range of emergency measures such as relaxing performance requirements, advance payments, waiving management fees and offering financial support. This is despite the impact coronavirus has had on the ability of councils to generate income.
- 3 Cultural venues are facing particular challenges accessing Government support during the pandemic and are largely ineligible for emergency response packages.
- 4 Local authorities and cultural venue operators alike should anticipate that once lockdown restrictions are lifted, it will take some time to reach full operating capacity due to social distancing requirements.
- 5 The current challenge is to consider support that can alleviate the negative impacts in the short term.

Culture

- 6 By March 2020, most cultural venues were indefinitely closed with exhibitions, events and performances cancelled or postponed.
- 7 Through this pandemic we have seen the value of culture and creativity across society through drawing, poetry, music and more. The availability of cultural content contributes to mental health and wellbeing, and many

cultural institutions have provided online and free content in recent months for that purpose.

- 8 The culture sector has an important contribution to the economy, delivering activities which create jobs and encourage communities to get involved in their local culture and provide a sense of 'place' and identity. The sector has an important role in supporting communities throughout the year and many organisations are now exploring options to ensure they are able to maximise attendance as soon as restrictions are lifted. Sustainable business models will be imperative for the sector's survival.

Local partners

- 9 Lockdown has had a significant impact on our partner organisations, in particular The Stag, in terms of its ability to realise any income to support its operations. Consequently, Sevenoaks Town Council has requested urgent assistance with The Stag's cash flow challenges and implications resulting from lockdown as they look toward the future and business recovery.

The Stag

- 10 The District Council remains in ownership of the venue. Sevenoaks Town Council signed a 25 year lease to operate the venue in 2009.
- 11 The Stag Community Arts Centre, is an independent, charitable organisation, which adds cultural value to Sevenoaks as a place to live and visit, providing a 450 seat theatre with one of the largest stages in the South East. It shows around 200 touring and community productions per annum. The venue includes The Plaza multi-function space, a cinema with two screens and various bars and café provision. As well as these facilities, The Stag also supports a wide range of art forms through its programming and venue.
- 12 An independent economic impact assessment of The Stag (dated January 2017) shows that The Stag attracts around 250,000 to 300,000 visits¹ per annum, which helps to contribute to the wider local economy.
- 13 Due to the COVID-19 pandemic and Government instruction, The Stag initially closed from 16 March to 20 March and then took the decision to indefinitely close from 21 March 2020.
- 14 There were a number of shows that had to either be cancelled or rescheduled resulting in requests for refunds for participants, which resulted in a loss of income to The Stag. However, The Stag has continued to be liable for monthly outgoings of approximately £25,000 per month, which includes utilities, building security, liability insurance, salaries (for non-furloughed staff) and maintenance costs.

¹ Source: *Project Report: Economic impact assessment of The STAG Community Arts Centre (January 2017)*

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- 15 Most staff have been furloughed and it is currently operating with 3 people (2.6 FTE) with everyone else protected by the Government's job furlough scheme.
- 16 To date, there have been no grants supplied by Government for theatres throughout the pandemic.
- 17 In normal operation, The Stag (like many other theatres and virtually all cinemas) relies on ticket sales and secondary kiosk spend to operate. However, without footfall through the doors (in other words without permission to put on content) The Stag cannot operate.
- 18 It has been suggested that more than a thousand theatres in the UK will simply not re-open post-lockdown. This might represent an opportunity if The Stag was to find a route to remain open, or to remain in position to re-open in the future when social distancing rules begin to be relaxed - and as importantly, audiences return.
- 19 However, Government briefings have insinuated that theatres and cinemas will be one of the last sectors to re-open. The Stag has commenced work to identify the impact of re-opening and reshaping the business. The plan has been based on the following scenarios:
 - Government guidance. If a strict 2 metre spatial isolation rule is mandated and enforced then a worst case scenario would mean The Stag's capacity will be reduced to around 12% of its maximum.
 - Investigating the feasibility and cost of converting the auditorium back to show film.
 - A partial conversion (losing one cinema screen and using an existing projectors) would cost around £20,000. A full conversion (buying a third projector to give future flexibility in using the theatre as a cinema for the biggest films) would add another £40,000.
 - Seeking external capital input - such as a grant, donation or crowd-funding.
 - Risk assessment and safe working practices in place for social distancing for staff and customers.
 - Marketing campaigns providing reassurance on health and safety provision for customers.
 - Training for staff on new safe working procedures.
- 20 Unlike many arts organisations, The Stag does has some cash reserves - put aside year on year of successful operation for improvement projects, new equipment and as an emergency fund. However, the reserves have been reduced by this crisis and will only support the next few months.
- 21 It is understood that up to £220,000 funding is required for the current financial year to enable the long term protection for this community asset which helps to considerably underwrite the local economy. Sevenoaks Town

Council and The Stag have launched a crowdfunding and public awareness campaign to raise funds.

- 22 The Stag has in place a recovery business plan to support its recovery, which is subject to Government's awaited guidance on reopening theatres and social distancing requirements. At this stage, they are unable to predict when the business will be able to recover, due to the potential Government restrictions that will be put in place, which may hinder a return to full income recovery.
- 23 Conversion work will likely need to be undertaken to meet the emerging Government guidelines and once operational, The Stag will need to meet full operating costs, whilst operating at reduced customer and therefore income capacity. Given the extraordinary circumstances, Sevenoaks Town Council's ask of the Council is to consider the following:
- To make available to Sevenoaks Town Council access to draw down from a Council loan of up to £220,000 over the next 8 months towards The Stag's essential recovery, building security, liability insurance and utility costs.
- 24 It is proposed that the loan will be interest free, but with the stipulation that it will be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

Other Options Considered and/or Rejected

- 25 The Council could choose not to support The Stag. However, the organisation will have an essential role to play to reconnect with communities and bring people together through cultural activities once the current lockdown position changes.

Key Implications

Financial

The District Council remain in ownership of the venue. Sevenoaks Town Council signed its 25 year lease to operate the venue in January 2009. The District Council provided a handover grant of £100,000 per annum for the first five years - specifically split £50,000 operations and £50,000 youth work. The Stag has re-invested more than £800,000 of its surplus in improvements since 2009.

Sevenoaks Town Council has requested a loan amount of up to £220,000, which would be paid back during the 2021/22 financial year.

The likelihood of the financial assistance Sevenoaks Town Council is requesting, being repaid to the Council, is dependent on the success of The Stag's recovery business plan and customers returning to the arts sector over the next 8 months and beyond.

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Additionally, the crowd-funding exercise recently launched by The Stag and Sevenoaks Town Council, has the potential to provide further funding that would reduce the amount of financial support required from any loan facility granted by the District Council.

Furthermore, Sevenoaks Town Council who are responsible for the operator's lease, have the potential to raise the Council Tax precept to cover the additional costs associated with the operation of The Stag. Any increase in the precept would take effect from 1 April 2021.

It is therefore advised that in making any financial assistance available to The Stag that the Council should safeguard the recovery of the loan, by making it conditional on Sevenoaks Town Council entering in to an agreement to meet the costs of the loan repayments and identify how this will be achieved. For example, the Town Council has the ability to raise its precept in 2021/22 to fund the loan should it wish to.

Legal Implications and Risk Assessment Statement.

The Stag is operated by Sevenoaks Town Council on a 25 year lease, with Sevenoaks District Council as Landlord.

Coronavirus has had a profound effect on the arts and there is a high risk to the ongoing operation of many venues across the country.

This report relates to a request to provide financial assistance to Sevenoaks Town Council, based on an urgent need for certainty to meet The Stag's costs over the next eight months. The financial risks associated with this decision are set out in financial implications above.

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.

Community Impact and Outcomes

Failure to support could result in the ultimate closure of The Stag, which would not benefit the Council and would significantly limit our residents' ability to access the arts and is highly likely to have an adverse impact on the wider Sevenoaks economy.

Conclusions

In line with Government guidance, The Stag has temporarily shut down its facilities. This has had a significant impact on the ability of The Stag to achieve any income to support their operations. Consequently, The Stag has requested assistance from the Council to help with the cash flow challenges and implications resulting from recent COVID-19 related closures.

We are advised that failure to support could result in severe difficulties for The Stag, which could impact the services provided to our residents, therefore The

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**Item 10 - Community Infrastructure Levy (CIL) Spending Board -
Review of Governance**

The attached report was considered by the Development & Conservation Advisory Committee on 7 July 2020. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD - REVIEW OF GOVERNANCE

Cabinet - 9 July 2020

Report of	Chief Officer Planning & Regulatory Services
Status	For recommendation to Cabinet
Also considered by	Development and Conservation Advisory Committee - 7 July 2020
Key Decision	No

Executive Summary:

This report follows on from the Community Infrastructure Levy (CIL) Governance Report that was discussed at the Development and Conservation Advisory Committee in July 2019. When the initial Governance arrangements were set up for CIL, it was expected that the Governance would be reviewed at least once a year and this report provides this yearly review.

The report considers what has been implemented since the last CIL Governance Review, and any changes that are required following this current review. The Chairman and Vice Chairman of the Spending Board, have been a part of this review and have instigated some of the changes. This report therefore includes their thoughts and recommendations. Our Legal team have also provided an input to this report.

This report supports the Key Aim of ensuring that Sevenoaks District remains a great place to live, work and visit and that development is supported by the relevant infrastructure.

Portfolio Holder Cllr. Julia Thornton

Contact Officer Claire Pamberi Ext. 7221

Recommendation to Development and Conservation Advisory Committee:

That the recommendations to Cabinet are supported.

Recommendation to Cabinet: That

- a) the amendments to Appendix X1 of the Constitution, as set out in Appendices G and H of this report be agreed; and

b) the report be noted.

Reason for recommendation:

To ensure that the Council is able to make decisions on how the CIL process is governed in an open, transparent, appropriate, fair manner and to ensure consistency.

Introduction and Background

- 1 As you are aware the Council has been charging the Community Infrastructure Levy (CIL) since August 2014. From this date, until March 2020, the Council has collected just over £9 million of CIL contributions, with just under £3 million passed to relevant town and parish councils to help fund local infrastructure improvements. This has meant that there has been £6 million available to spend on local and strategic infrastructure projects, through the CIL Spending Board, with £4.5 million of this amount already committed to specific projects.
- 2 As part of the current CIL Governance arrangements, that were originally set up by Sevenoaks District Council (SDC), it was agreed that the structure and process governing the CIL Spending Board and also the process of allocating CIL money would be reviewed on an annual basis. This is to ensure that the Council's processes and procedures remain relevant and fit for purpose. This report is therefore part of this process.
- 3 This report also provides an update on the current CIL Legislation. It will also look at the current structure of the CIL Spending Board and will highlight areas that have been improved since the last Governance review. It will also consider all the areas involved in the spending of CIL where further guidance or clarification is required.

Changes in Legislation

- 4 Since the last review, Members may be aware of the new CIL Regulations which came into force on 1st September 2019.
- 5 The regulations make a number of important changes to the operation of CIL and also section 106 planning obligations. These include:
 - removing the requirement to consult on a preliminary draft charging schedule;
 - applying indexation when planning permissions are amended;
 - introducing new reporting requirements through Infrastructure Funding Statements (from December 2020);

- removing the restriction on the number of planning obligations that can be used to fund a single project; and
 - confirming that authorities are allowed to charge for the administration of Section 106 obligations.
- 6 It should be noted that whilst these are considered important they do not impact on the process of the CIL Spending Board and how CIL will be spent.
- 7 The Infrastructure Funding Statement will, however, impact the way we report on our CIL income and expenditure. Looking at the updated CIL guidance provided from the Ministry of Housing, Communities and Local Government in September 2019, Infrastructure funding statements must set out the following in Paragraph: 176 Reference ID: 25-176-20190901:
- “A report relating to the previous financial year on the Community Infrastructure Levy;*
- A report relating to the previous financial year on section 106 planning obligations;*
- A report on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).*
- The infrastructure funding statement must set out the amount of levy or planning obligation expenditure where funds have been allocated. Allocated means a decision has been made by the local authority to commit funds to a particular item of infrastructure or project.*
- It is recommended that authorities report on the delivery and provision of infrastructure, where they are able to do so. This will give communities a better understanding of how developer contributions have been used to deliver infrastructure in their area”.*
- 8 We have to provide this document to the Government by the end of December 2020.
- 9 Looking at the legislation, there are very little changes shown as to how Town and Parish Councils report their CIL money. This may however be a good opportunity, when reviewing how SDC reports, to also review how they report and provide additional guidance and training to them. In particular, as the money given to Parish and Town Councils should be spent within 5 years and it is now 5 years since some Parish and Town Councils were first given CIL, this is a good opportunity to review their reporting and provide further training if needed or wanted.

Current CIL Governance Arrangements

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- 10 The current arrangements and procedures for the CIL Spending Board and the spending of CIL, following last Governance Review in July 2019, are primarily set out in the Council's Constitution at Appendix X1 (see background papers below for link).
- 11 In particular we have implemented the following changes since the last review:
- The role of members of the Board and Members' conduct was clarified.
 - The Board's Structure, procedures and speaking protocol was clarified through last year's review.
 - The types of recommendations the Board could make was amended to provide the Board with more options.
 - The pro-forma was amended last year to ensure we received the most relevant information from the organisations making the bids.
 - Criteria for the Council's assessment of the bids was amended last year to ensure that the officers and Board were assessing the bids under the most current and most suitable criteria. This has been made more widely available for organisations submitting bids and has therefore made it clear how officers assess the bids and how the CIL Spending Board considers the bids.
 - The structure of the Legal Contract was set up through the Governance Review and has now been implemented for successful bids.
 - We have provided clearer guidance when writing letters notifying those who have submitted bids.
 - Monitoring of bids that have been allocated funding has begun to be implemented.
 - The Council's constitution has been amended to reflect all the changes above.

Feedback from Members and Officers

- 12 Since the last report on CIL Governance, one further Spending Board has been held in December last year. This worked in line with all the Governance changes that were put in place in July 2019 and was successful.
- 13 Working with the Chairman and Vice-Chairman, during the whole process of setting up and holding the CIL Spending Board, it became clear that there were still aspects of the CIL Governance that required clarification. In particular, these included:

A. Clearer guidelines and timescales for monitoring bids after they have been awarded CIL through the CIL Spending Board.

- 14 Out of the £4.5 million allocated through the Spending Board, £3.2 million remains unspent. A large proportion of this is because projects have not commenced (including some of the Council's own projects) but there is also a chance that other projects from earlier CIL Spending Boards may not now go ahead. Some of these projects were granted CIL monies before the Legal Agreement proposed at the last Governance Review (2019) was set up and therefore these will be monitored under a separate process. However, a process still needs to be agreed by officers as to when to chase these projects to see if they are still going to go ahead.
- 15 The current legal agreement sets out a number of conditions and time limits for organisations to submit information and updates etc. In particular, this includes a time limit of 6 months from the date of the contract to commence a project, unless an extension is agreed with the Council. However, it is clear that we require a clearly defined process for officers to monitor these bids that have been awarded funding and agreed timescales, in line with the legal agreement to ensure consistency in monitoring. This will also help us know when the money that is set aside for bids can be put back into the 'pot' for the CIL Spending Board to reallocate.

B. We need guidelines in place, to govern how we consider bids that change after money has been awarded.

- 16 We have had one bid, since the last review, where CIL was awarded through the CIL Spending Board and they increased the size of the scheme after the award was granted. This was because they had received more money towards the project from a local resident. Whilst we need to keep some flexibility, it is considered that some guidelines are required as to how officers approach projects that are amended either before they are discussed at the Board or after the project is granted CIL by the Board.

C. That updating the CIL Spending Board Chairman and Vice Chairman on the money available to spend through the CIL Spending Board and also a synopsis on the current state of the CIL awards should be provided quarterly.

D. Clarification is required for officers and the CIL Spending Board as to how to manage bids that are not successful.

- 17 One of the main issues that arose through the recent process of the CIL Spending Board, is that there is no formal process for how bids are dealt with. It is considered that guidelines should be agreed to indicate what occurs in the following situations:
- if a bid does not make it past the 1st stage of validation;
 - if a bid does not make it past the 2nd stage of validation and onto the agenda; and
 - those that are refused at the CIL Spending Board.

E. The need to make clear in the officer's report to the CIL Spending Board Report, how each bid relates to the priorities of the Infrastructure Delivery Plan.

- 18 In addition to the above, it has also been noted by officers that we have received a number of emails from Town and Parish Councils asking for further information as to how to bid to the CIL Spending Board and asking what their own CIL money can be spent on. Town and Parish Councils have also challenged the first stage of the validation process for the CIL Spending Board and have challenged SDC's decision to not put bids through to the Spending Board. In particular, when officers have provided their views as to whether certain projects are infrastructure or not, they have also been challenged on these decisions. Currently there is no process for officers as to how we deal with these challenges, so this also needs to be considered as part of this review.

Discussion

- 19 It is considered important to address each issue raised in turn:

A. Clearer guidelines and timescales for monitoring bids after they have been awarded CIL through the CIL Spending Board.

- 20 Clearer guidelines are required for reviewing and monitoring bids approved at the CIL Spending Board, the monitoring will be looked at in two parts.

- Projects that were awarded funding without the need for a legal agreement or without a timescale to have one in place.
- Projects awarded funding subject to a legal agreement.

- 21 I will address each one in turn:

Projects without a Legal agreement:

- 22 These will be for all bids awarded CIL before the last Governance review they include the Council's own applications, Parish and Town Council bids and other statutory bodies. No legal agreement was required as the spending of the CIL money for these bodies is covered by the CIL Regulations 2000 (s amended).

- 23 Since CIL was first awarded through the CIL Spending Board, bids that have been granted to other organisations require a legal agreement, however before the last Governance review, no time scales were set for getting a legal agreement in place. There are only 3 however that fall within this category.

It is considered that the following monitoring is required for these bids:

- Officers will contact all organisations by the end of July, that have not requested the money or have signed a legal agreement to see whether they wish to proceed with their project. Officers will give them 21 days to respond. If no response is received, we will contact them again giving them 14 days to respond, warning them if no response is provided that we will assume that the project is no longer going ahead and the money will be returned to the CIL Spending Board pot.
- If the organisation wants to carry on with their project, they need to sign a legal agreement and then the monitoring of their project will continue as laid out in the section further below:
- For these bids, they will be refused (and the money requested to be returned) and/or the money allocated to these bids be returned to the CIL Spending Board spending pot if the following occurs:
 1. If the organisation who makes the bid submits in writing that they no longer want to proceed with the project;
 2. If the organisation spends their CIL money outside the remits of the CIL Regulations 2019 as amended. This includes:
 - If the applicant/organisation provides SDC with any materially misleading or inaccurate information.
 - That the money is not spent on an infrastructure project.
 - If all or part of the CIL funding remains unspent after a period of 5 years then the monies should be repaid to Sevenoaks District Council and the money will be returned to the CIL Spending Board pot. Officers will chase and monitor this throughout the lifespan of the bid and will make this more formal 4 years into the project.

24 Please note that the officers will continue to monitor these bids and contact the relevant organisations every six months to ensure that the Legislation is adhered to. There is however nothing in the CIL Legislation where we can ask for money to be returned to us if it is not spent in under 5 years.

Projects with a Legal agreement:

25 This will put in place an agreement for officers as to how to monitor all bids awarded CIL since the last Governance review and all bids granted to outside organisations since the commencement of CIL which are protected by a Legal Agreement.

It is considered that the following monitoring is required for these bids:

- Officers will contact the organisations at 2 months and 4 months after the decision is made to award CIL is ratified by Cabinet, to ensure that the Legal Agreement is signed within 6 months of this decision.

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- That bids will be refused and/or the money allocated to these bids be returned to the CIL Spending Board pot if the following occurs:
 1. If a Legal Agreement is not signed within 6 months.
 2. If any other conditions made by the Spending Board are not met.
 3. If the organisation who makes the bid submits in writing that they no longer want to proceed with the project;
 4. If the organisation breaches any of the conditions of the Legal Agreement and fails to rectify such a failure within 30 days of receiving written notice (from SDC) detailing the failure. The conditions include the following:
 - The applicant shall provide updates in the form of a financial report and an operational report on its use of CIL funding and delivery of the project every 6 months. Officers will monitor each bid and chase organisations that do not provide an update every 6 months.

Please note that the timing of these updates will change depending on the project. Some of the smaller projects - i.e. medical pod only took a few weeks to install so we may state in the legal agreement that we require an update every 3 months. Officers will contact the organisation 1 month before an update is required.
 - Spending CIL money for any other purpose, without prior written agreement of the Collecting Authority. Officers will monitor this through regular required updates.
 - If the organisation makes a significant change to the project without the Collecting Authorities written agreement. Officers will monitor this through regular required updates.
 - If the organisation transfers any part of the CIL funding to bank accounts which are not ordinary business accounts without prior written agreement of the Collecting Authority. Officers will again monitor this through regular required updates.
- If all or part of the CIL funding remains unspent after a period of 5 years then the monies should be repaid to Sevenoaks District Council and the money will be returned to the CIL Spending Board pot. Officers will chase and monitor this throughout the lifespan of the bid and will make this more formal 4 years into the project.
- The delivery of the project does not start within 6/12 months of the commencement date and the applicant has

failed to provide SDC with a reasonable explanation for the delay. Officers will chase and monitor this at 4/10 months.

Please note - these dates will differ depending on the size and scale of the project.

- The collecting authority considers that satisfactory progress has not been made on the delivery of the project. Officers will review the progress at every 6 months for larger projects and every 2 months for smaller projects.
- If the applicant/organisation provides SDC with any materially misleading or inaccurate information. Officers will monitor this through the regular updates provided by the organisation.

Please note: If the money is returned the organisations who are responsible for the bid will need to pay interest.

- 26 In order to assist organisations in requesting their CIL money, please find a document provided under **Appendix A** which makes it clear what information any organisation needs to be provide before SDC can transfer any CIL money to them.

B. We need guidelines in place, to govern how we consider bids that change after money has been awarded.

- 27 Firstly, it should be made clear that bids should not generally be amended after they have been submitted to the CIL Spending Board and the submission deadline has passed. In addition to this, in line with the current Council's Constitution the CIL Spending Board cannot amend any bids put forward.
- 28 The decision by the CIL Spending Board is giving an approval to a particular project with particular circumstances. Each bid has been assessed against all the other projects put forward to that Board and assessed against the Council's criteria including the project management, the impact of the bid and the amount of CIL asked for amongst others. This ensures consistency and fairness.
- 29 If the details of any of the bids change this will impact upon how they are considered against other bids submitted. It would be improper for CIL monies to be spent on a markedly different project.
- 30 However, there is a clear need to be flexible, and it may be considered disproportionate for a new bid to have to be made to the Board each time there is a minor change, or a change that has a significantly positive effect. For example, in one recent case a project developer received more money from other sources, allowing for a facility which was fundamentally similar, but improved and at less proportionate risk to the Council.

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- 31 Currently successful bidders must keep as close to possible to the project as originally approved by the Council. The contract requires any changes to be approved by the Council in writing.
- 32 It is considered that the Council should permit some changes but only where the following circumstances apply:
- where the project (and the community benefits provided) is at least substantially similar to that approved; and
 - where the risk to the CIL monies does not materially increase
- 33 As at present, under no circumstances would this allow for more monies from the Council without a fresh bid.

C. Updating the CIL Spending Board Chair and Vice Chair quarterly on the money available to spend through the CIL Spending Board and also a synopsis on the current state of the CIL awarded.

- 34 It is considered important to keep the Chairman and Vice Chairman updated on the bids that have been awarded money through the CIL Spending Board. It is also important to keep them informed of the CIL income that has been paid as this will determine when the next CIL Spending Board is held.
- 35 Currently there is nothing set up for this formally and updates are provided when requested. Through discussions with the CIL Chairman and Vice Chairman it has been agreed that these updates should be provided quarterly on or around the following dates; 30th January, 30th April, 30th July and 30th October.

D. Clarification is required for officers and the CIL Spending Board as to how to manage bids that are not successful.

- 36 During the course of the last CIL Spending Board, it became clear that existing procedures did not sufficiently cater for those bids that are unsuccessful, including the advice that will be given to bidders.
- 37 It is considered appropriate to consider each stage at which the bids are refused:

First stage of Validation

- 38 In line with the Council's constitution, bids are only rejected at this stage if they are incomplete, if they would not have the right to carry out the scheme or if the project is not considered to be for infrastructure to support development. Please see **Appendix B** where a template letter informs an organisation that their bid has not been successful. The letter makes it clear that the organisation should not bid again for this particular project without

amendment as it is likely to be rejected again. It also provides an opportunity to request a review of the bid and decision of the Council. A request to review will generally only be accepted if the organisation provides additional information to justify its validation.

Second Stage of Validation:

- 39 In line with the constitution, Officers consider bids at this stage working with the Chairman and Vice Chairman of the Board. Bids will currently be referred to the Board where it is considered that they are assessed to perform strongly against the evaluation criteria.
- 40 The Constitution should clarify that those bids which are not referred to the Board are formally refused.
- 41 We will send letters to all the unsuccessful bids to inform them of our decision. Please see **Appendix C**, which will provide a template letter to explain the reason why this bid was rejected at the second stage of validation. You will note that the template letter also explains the criteria that SDC thought the bid was weak on and the process for re-submitting a bid. It also provides the organisation with 2 options, either to re-submit and forward the bid to the next CIL Spending Board or change the bid and resubmit. There is no opportunity to be able to request a review here as every organisation has the opportunity to submit a new/revised bid to another CIL Spending Board.

Bids refused at the CIL Spending Board.

- 42 In line with the Council's constitution, bids are only rejected/deferred by the CIL Spending Board for the following reasons:
- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
 - Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
 - A decision of the provision of funding for a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme.
 - A decision of the provision of funding for a scheme is deferred It is considered that further evidence is required to indicate whether the project is viable.
- 43 Please see **Appendix D** attached where a template letter is provided to organisations submitting the bids explaining why their bid has been rejected by the CIL Spending Board. As you can see this letter will indicate what the Board considered to be its strengths and weaknesses together with the reasons it was refused. If the CIL Board consider that this was a strong bid, this will be made clear and the letter will also explain clearly the reasons it

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was rejected and providing the options for them to resubmit. It also makes it clear that Bids will not automatically be re-submitted to the next Board otherwise we will be inundated, but as above it will ask them to consider whether they want to submit the bid as originally submitted or whether they want to make changes and resubmit.

- 44 If the CIL Board was definite that a bid was not going to be successful, then this is also made clear in the letter sent to the bidder.
- 45 Please also see **Appendix E** where a template letter is provided to organisations, who have submitted a bid explaining why their bid has been deferred by the CIL Spending Board. This makes it clear the reasons why it was deferred and what further evidence is requested by the Board. This letter also makes it clear that the bid will be presented back to the Board and will not need to go through the Validation process again. It also gives the applicant the opportunity to amend and withdraw the bid before the next Board.

E. The need to make clear in the officer's report to the CIL Spending Board Report, how each bid relates to the priorities of the Infrastructure Delivery Plan.

- 46 Through the governance review last year, the information requested in the pro forma was amended to ensure that organisations making a bid to the Board provided evidence as to how they consider their bid identifies with the Council's Infrastructure Delivery Plan (IDP) and its priorities.
- 47 In addition to this, the criteria for assessing bids were also amended, so that when officers assess the bids submitted to the Board, they are required to consider whether the bid is supported or part of an existing strategy or plan. Bids that are identified in the Council's IDP will clearly provide towards an identified need and would receive a higher score when assessed against this criterion.
- 48 Following this request, whilst it is clear that the relationship between the bid and the IDP is important and that evidence in this regard is requested and available, officers need to make this relationship clearer in their CIL Spending Board Report. This issue will therefore be made more prominent in the report, to assist members in making their decision on each bid brought forward to the Board.

Review of the Council's decision

- 49 It has been recognised that there are 2 possible situations, throughout the CIL Governance process where organisations have a right to ask SDC to review their decision.
- 50 The first situation is when a Town or Parish Council originally contact SDC to ask whether they can spend their CIL money on a particular project, the CIL and Infrastructure officer or Team Leader will assess any request for CIL spending. A decision on their initial request will be made in writing. If the

decision is made that their project is not considered to be infrastructure and therefore not an appropriate use of CIL then the Parish or Town Council will be informed of that decision and be given a right to start discussions in regard to this issue.

- 51 Please see attached **Appendix F** which lays down the process of to allow a discussion to take place between officers and any Town or Parish Council. This will include a request to ensure that any part of the discussion must be made in writing. As part of their discussion, the Town or Parish Council will be asked to provide further information as to how a project is for infrastructure or how it provides for the increase of development in their area. This process laid out, whilst not formal will enable officers to request the information provided and they will not enter into a discussion if the request is not made in writing and no further evidence is provided.
- 52 The other process we need to consider here is when a bid is not successful after the first stage of validation, for example if a bid is not taken forward to the CIL Spending Board as it is not considered to be infrastructure.
- 53 This review will follow a more formal format to that above, please see **Appendix G** which lays down a review process for bids made to the CIL Spending Board that do not pass the first stage of validation. The format provides time scales to request a review, it will ensure any request to review is made in writing and that it must contain additional information/evidence to support it. If agreed, this review process will be added to the Council's constitution as shown in **Appendix H**. This shows the section of the Constitution to be amended.
- 54 The laying out of a review process will provide applicants with a process to follow and will allow any challenge of the Councils' decision to be dealt with more consistently. Please note there is no right of appeal or opportunity to request a review against the CIL Spending Board's decisions. This is because they will be ratified by Cabinet and the organisation will always have a right to submit another bid to another Board.

Additional proposals

- 55 In carrying out this governance review it has also been recognised that not all the guidance suggested in the last Governance review has been fully implemented. Through discussions with the Chairman and Vice Chair, and through the review above, it is considered that the following guidance is required and will be provided over the next year:
- Guidance notes for those submitting bids to the CIL Spending Board before the next Spending Board is held.
 - Guidance notes for Town and Parish Councils to assist them in reporting, managing the use of their own CIL money and their rights of review if their spending proposals are not agreed, as soon as possible.

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- Guidance Notes and training as to how Town and Parish Councils report their CIL income, within the next 6 months.

Other Options Considered and/or Rejected

- 56 Members could decide not to agree the proposed changes to the current governance arrangements. However, the proposed changes seek to build on the existing arrangements to make the process more consistent, manageable and robust to ensure that future funding allocated by the CIL Spending Board is appropriately spent and monitored.
- 57 In addition, any further identified weaknesses in the system can be addressed through the annual review process.

Key Implications

Financial

There are no financial implications regarding this report.

Legal Implications and Risk Assessment Statement

There are no legal implications regarding this report.

Equality Assessment

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

Conclusions

The CIL Spending Board provides the Council's oversight of allocating CIL funding to local and strategic infrastructure projects across Sevenoaks District. The current CIL governance arrangements were agreed by Members of the Development and Conservation Advisory Committee in July 2019 and are reviewed annually to ensure that they are still fit for purpose. This report sets out some suggested changes to the CIL Governance following feedback received from Officers and the Chairman and Vice Chairman of the CIL Spending Board and it is therefore asked that Members grant the Chief Planning Officer and Legal Team delegated authority to implement these changes.

Appendices

Appendix A - Information required from organisations for them to receive CIL funds from Sevenoaks District Council approved by the CIL Spending Board.

Appendix B - Template to send to organisation if bid is rejected at the first stage of validation.

Appendix C - Template to send to organisations if a bid is rejected at the second stage of validation.

Appendix D - Template to send to organisations if a bid is refused by the CIL Spending Board.

Appendix E - Template to send to organisations if a bid is deferred by the CIL Spending Board.

Appendix F - Process if a Town or Parish Council wish to discuss an officer's decision that a project they wish to spend through their own CIL money is not considered to be infrastructure.

Appendix G - Appeal process for any organisation, where their bid is refused at the first validation stage as it is not considered to be infrastructure.

Appendix H - Community Infrastructure Levy Board - Decision Making Process - Proposed amendments

Background Papers

[Governance of the Community Infrastructure Levy \(CIL\) \(Planning Advisory Committee - 16 May 2017\)](#)

[Governance of the Community Infrastructure Levy \(CIL\) \(Cabinet - 15 June 2017\)](#)

[Referral from Cabinet - Further Advice to PAC re Governance of the Community Infrastructure Levy \(22 June 2017\)](#)

[Planning Advisory Committee response to referral - Community Infrastructure Levy \(Cabinet - 13 July 2017\)](#)

[Planning Advisory Committee - 12 March 2019](#)

[Development and Conservation Advisory Committee - 9 July 2019](#)

[Council's Constitution - Appendix X1.](#)

Richard Morris

Chief Officer Planning & Regulatory Services

Information required from organisations for them to be able to receive CIL funds from Sevenoaks District Council approved by the CIL Spending Board.

1. In order for Sevenoaks District Council to send the money, we will need you to confirm in writing:
 - that you have signed the legal agreement within 6 months of the Cabinet meeting which ratified the grant. The Council's Legal Team (legal@sevenoaks.gov.uk) will contact you to arrange this.
 - that you have met any other conditions placed on the approval of CIL money by the CIL Spending Board.
 - the following payment details
 - Name of the company to who the money will be paid:
 - Name of bank account:
 - Address of company:
 - Sort code:
 - Account number:
 - Contact e-mail for notification to you once the payment goes through.

Once the above information is received in writing, Sevenoaks District Council can then transfer the money to you.

2. Once payment has been made, please ensure that you comply with all requirements of the legal agreement. This includes providing the Council with regular updates upon request.

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Appendix B

Town/Parish Council

Tel No: 01732 227000

Ask for:

Email: cil@sevenoaks.gov.uk

My Ref: CIL VAL 1

Your Ref:

Date:

By email only

Dear Sir / Madam,

COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD: NOTIFICATION OF CIL APPLICATION

Thank you for your recent applications for Community Infrastructure Levy (CIL) funding to the CIL Spending Board. As we understand the application/s you have submitted to us involve the following projects:

-

Under the Council's CIL governance arrangements, applications that have been made to the CIL Spending Board must be vetted through a two-stage Validation process. This process is explained through the Council's Constitution (Appendix X1 - Community Infrastructure Levy Spending Board). Please use the following link: https://www.sevenoaks.gov.uk/info/20039/councillors_and_decisions/80/council_constitution

Unfortunately, your bid did not make it through the first stage of the validation process, for the following reason (s):

Delete as appropriate:

- Your bid was incomplete and the relevant forms were not submitted or completed correctly.
- From the evidence provided, it was not clear that your organisation had the right to carry out the scheme.

Chief Executive: Dr. Pav Ramewal

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- This project is not considered to be for “infrastructure” and cannot be considered as an appropriate use of CIL monies.

If however you consider that your project is for infrastructure or would wish to discuss this further, we would ask the you write to officers using the following e-mail address cil@sevenoaks.gov.uk.

Any challenge to the Council’s decision, will only be accepted in writing and if further evidence is provided to support your case. Please see the attached sheet for further guidance (Request to Review). Your bid will not be accepted to the current Spending Board, but after consideration officers will either confirm their decision or invite you to make an application to the next Board.

I am therefore informing you that your application has been **unsuccessful** and will not go before the CIL Spending Board.

As the project is not considered to be an appropriate use of the CIL money, we would not invite you to make a bid again, without amendment, to the CIL Spending Board.

As you have submitted an application for funding, your contact details will be added to our CIL Board mailing list. We will notify you when the next CIL Board has been confirmed and when the next round of bidding is open.

If you do not wish to be added to the CIL Board mailing list, please notify the Planning Policy team by emailing cil@sevenoaks.gov.uk.

If you have any queries regarding the CIL or would like to discuss the reasons for your unsuccessful application, please contact the Planning Policy Infrastructure Team on 01732 227000 or email cil@sevenoaks.gov.uk.

Kind regards,

Richard Morris
Chief Planning Officer

Appendix C

Tel No: 01732 227000
Ask for:
Email: cil@sevenoaks.gov.uk
My Ref: CIL VAL 2
Your Ref:
Date:

By email only

Dear Sir / Madam,

COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD: NOTIFICATION OF CIL APPLICATION

Thank you for your recent application for Community Infrastructure Levy (CIL) funding to the CIL Spending Board.

Under the Council's CIL governance arrangements, applications that have been made to the Spending Board for additional top-up funding must be vetted through a two-stage process. This process is explained through the Council's Constitution (Appendix X1 - Community Infrastructure Levy Spending Board). Please use the following link:

https://www.sevenoaks.gov.uk/info/20039/councillors_and_decisions/80/council_constitution

Your application has gone through the two-stage validation process and along with all other bids, and has been assessed against a key set of criteria laid out on page 17 of the above link.

There have been a number of submissions for CIL funding for the Spending Board. These vary in scale and the amount of CIL asked for. Following a full assessment of all the bids and in consultation with the Chairman and Vice-Chairman of the CIL Spending Board, I must inform you that your application has been **unsuccessful**. It did not make it past the second validation stage and will therefore not be presented to the CIL Spending Board.

Chief Executive: Dr. Pav Ramewal

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It was considered unsuccessful for the following reasons **(to be deleted as appropriate)**:

- There was a lack of information provided within the application for the CIL Spending Board to make an informed decision;
- Due to the number of projects submitted to the CIL Spending Board, there were other schemes that were deemed to have greater priority at this time.
- Insufficient evidence was provided to demonstrate that your project had a strong social, environmental or economic justification for the scheme.
- Insufficient evidence had been provided to demonstrate a strong link between new development and the scheme.
- Insufficient evidence had been provided to show that the project involves partnership working.
- The scheme did not form part of a planned, local, economic or community strategy to address the need for local infrastructure.
- Insufficient evidence had been submitted to show that there was a clear public benefit for the scheme.
- Insufficient evidence has been provided to show that other sources of funding have been maximised.
- Insufficient evidence has been provided to show that the scheme will be delivered.
- Insufficient evidence has been provided to show that all the necessary permissions are in place.
- Insufficient evidence has been provided to show that the scheme has local support.
- The scheme has already benefited from CIL either through Parish or Town Council or the CIL Spending Board and insufficient evidence has been provided to show why further CIL money is required.
- The project described in the submitted application is not considered as an appropriate use of CIL monies.

Please note that while your bid has been unsuccessful for this stage, it does not prevent you from submitting a revised bid for the CIL Spending Board to consider in the future. To assist you in this, it was considered that your project was strong on the following grounds:

- It had a clear social, environmental or economic justification for the scheme.
- It demonstrated a strong link between new development and the scheme.
- It had clear evidence of partnership working.
- The scheme was part of a planned, local, economic or community strategy to address the need for local infrastructure.
- There was a clear public benefit for the scheme.
- Sufficient evidence has been provided to show that other sources of funding have been maximised.
- Good evidence had been provided to show that the scheme will be delivered.

- Evidence had been provided to show that all the necessary permissions are in place.
- Evidence has been provided to show that the scheme has local support.

Can you therefore please confirm in writing to CIL@sevenoaks.gov.uk, whether you wish your bid to be considered at the next Spending Board as it is or whether you wish to withdraw the bid and submit a new bid with further information to address the points above. If we do not hear from you within 4 weeks, we will assume that you wish your bid to be withdrawn and we will not submit it towards the next Board.

The date for the next CIL Board has not been confirmed at present. However, as you have submitted an application for funding, your contact details will be added to our CIL Board mailing list. We will notify you when the next CIL Board has been confirmed and when the next round of bidding is open.

If you do not wish to be added to the CIL Board mailing list, please notify the Planning Policy team by emailing cil@sevenoaks.gov.uk.

If you have any queries regarding the CIL or would like to discuss the reasons for your unsuccessful application, please contact the Planning Policy Infrastructure Team on 01732 227000 or please email cil@sevenoaks.gov.uk.

Kind regards,

Richard Morris
Chief Planning Officer

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Appendix D

Tel No: 01732 227000
Ask for:
Email: cil@sevenoaks.gov.uk
My Ref: CIL SPB R
Your Ref:
Date:

By email only

Dear Sir / Madam,

COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD: NOTIFICATION OF CIL APPLICATION

Thank you for your recent application for Community Infrastructure Levy (CIL) funding to the CIL Spending Board.

Unfortunately, I am writing to inform you that following a full assessment and discussion of your bid at the CIL Spending Board on **(Date)**, the decision was made by the Board to **refuse** your bid for the following:

- Describe the bid

Your application was assessed under the criteria laid out for the CIL Spending Board which can view using the following link:

https://www.sevenoaks.gov.uk/info/20039/councillors_and_decisions/80/council_constitution

It was refused as the CIL Spending Board considered that **(to be deleted as appropriate)**:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it. In particular, the Board considered that your bid was weak in the following areas:

Chief Executive: Dr. Pav Ramewal

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- There was a lack of information provided within the application for the CIL Spending Board to make an informed decision;
- Due to the number of projects submitted to the CIL Spending Board, there were other schemes that were deemed to have greater priority at this time.
- Insufficient evidence was provided to demonstrate that your project had a strong social, environmental or economic justification for the scheme.
- Insufficient evidence had been provided to demonstrate a strong link between new development and the scheme.
- Insufficient evidence had been provided to show that the project involves partnership working.
- The scheme did not form part of a planned, local, economic or community strategy to address the need for local infrastructure.
- Insufficient evidence had been submitted to show that there was a clear public benefit for the scheme.
- Insufficient evidence has been provided to show that other sources of funding have been maximised.
- Insufficient evidence has been provided to show that the scheme will be delivered.
- Insufficient evidence has been provided to show that all the necessary permissions are in place.
- Insufficient evidence has been provided to show that the scheme has local support.
- The scheme has already benefited from CIL either through Parish or Town Council or the CIL Spending Board and insufficient evidence has been provided to show why further CIL money is required.
- The project described in the submitted application is not considered as an appropriate use of CIL monies.

Not a strong bid:

Please note that due to the strong reasons provided above, it is unlikely that your bid, if re-submitted, would be considered acceptable as it stands. It will therefore not automatically be put through for consideration at the next CIL Spending Board. This refusal however does not prevent you from submitting a revised bid to the CIL Spending Board to consider in the future.

If you decide to submit an amended bid, this will be looked at afresh. I would encourage you to consider and address the points raised above in your submission to a future Board. The date for the next CIL Board has not been confirmed at present. However, as you have submitted an application for funding, your contact details will be added to our CIL Board mailing list. We will notify you when the next CIL Board has been confirmed and when the next round of bidding is open.

Strong Bid

Whilst your bid was refused, the Board did consider that it was a strong bid. In particular, it was considered to be strong in the following areas:

- It had a clear social, environmental or economic justification for the scheme.
- It demonstrated a strong link between new development and the scheme.

- It had clear evidence of partnership working.
- The scheme was part of a planned, local, economic or community strategy to address the need for local infrastructure.
- There was a clear public benefit for the scheme.
- Sufficient evidence has been provided to show that other sources of funding have been maximised.
- Good evidence had been provided to show that the scheme will be delivered.
- Evidence had been provided to show that all the necessary permissions are in place.
- Evidence has been provided to show that the scheme has local support.

Please note that whilst your bid has been unsuccessful at this stage, it does not prevent you from submitting a revised bid for the CIL Spending Board to consider in the future.

Can you therefore please confirm in writing to CIL@sevenoaks.gov.uk, in light of the above comments whether you wish your bid to be considered at the next Spending Board as it is or whether you wish to withdraw the bid and submit the bid again with further information to address the points above. If we do not hear from you within 4 weeks, we will assume that you wish your bid to be withdrawn and we will not submit it towards the next Board.

The date for the next CIL Board has not been confirmed at present. However, as you have submitted an application for funding, your contact details will be added to our CIL Board mailing list. We will notify you when the next CIL Board has been confirmed and when the next round of bidding is open.

If you do not wish to be added to the CIL Board mailing list, please notify the Planning Policy team by emailing cil@sevenoaks.gov.uk.

If you have any queries regarding the CIL or would like to discuss the reasons for your unsuccessful application, please contact the Planning Policy Infrastructure Team on 01732 227000 or email cil@sevenoaks.gov.uk.

Kind regards,

Richard Morris
Chief Planning Officer

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Appendix E

Tel No: 01732 227000
Ask for:
Email: cil@sevenoaks.gov.uk
My Ref: CIL SPB D
Your Ref:
Date:

By email only

Dear Sir / Madam,

COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD: NOTIFICATION OF CIL APPLICATION

Thank you for your recent application for Community Infrastructure Levy (CIL) funding to the CIL Spending Board.

I am writing to inform you that following a full assessment and discussion of your bid at the CIL Spending Board on (Date), the decision was made by the Board to defer your bid for the following reasons: (delete as appropriate)

- A decision of the provision of funding for a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme. In particular, the Board considered that further evidence was required of the following:
- A decision of the provision of funding for a scheme is deferred It is considered that further evidence is required to indicate whether the project is viable. In particular, the Board would like to see the following evidence:

Your application was assessed under the criteria laid out for the CIL Spending Board which can view using the following link:

https://www.sevenoaks.gov.uk/info/20039/councillors_and_decisions/80/council_constitution

Chief Executive: Dr. Pav Ramewal

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Your bid will be presented back to another CIL Spending Board in the future. You will not need to resubmit the whole bid again.

We would ask however that you provide the evidence requested above in writing or to the following e-mail address cil@sevenoaks.gov.uk for the next Spending Board.

The date for the next CIL Spending Board has not been confirmed at present. However, your contact details will be added to our CIL Board mailing list and we notify you when the next CIL Board has been confirmed and when the next round of bidding is open. You would need to provide the information/evidence requested to us before the closing date for bids. If we do not hear from you before the closing date for the next CIL Spending Board, we will assume that you no longer wish to submit your bid and it will be withdrawn.

If you require more time to collect the evidence requested. Please submit this request in writing or the following e-mail address cil@sevenoaks.gov.uk and we can agree a date for the additional information to be provided.

If you do not wish your bid to be presented to the next CIL Spending Board, you wish to withdraw it or you do not wish to be added to the CIL Board mailing list, please notify the Planning Policy team by emailing cil@sevenoaks.gov.uk.

If you have any queries regarding the CIL or would like to discuss the reasons for your unsuccessful application, please contact the Planning Policy Infrastructure Team on 01732 227000 or email cil@sevenoaks.gov.uk.

Kind regards,

Richard Morris
Chief Planning Officer

Appendix F

Process to aid discussions between Sevenoaks District Council and the Parish and Town Councils spending their own CIL Money. (Allocated to them through Paragraph 59 of the CIL regulations 2000 (as amended)).

1. Any query raised against the Council's decision must be made in writing. This should be made within 6 months of the Councils decision.
2. Any query must contain additional evidence/information in addition to the original submission as to why they consider their project to be for infrastructure or to address the query made.
3. Sevenoaks District Council will review the information submitted, they will liaise with legal and make a decision on the information submitted within 6 weeks. If a decision cannot be met within 6 weeks, they will contact the relevant Parish or Town Council and explain why and provide a new date for a decision to be made.

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Request for a review of a bids considered by Sevenoaks District Council not to succeed under Stage 1 of the Validation Process

1. A request for a review must be made within 6 months of the letter from Sevenoaks District Council informing them of one of or more of the following:
 - that the project is not considered to be infrastructure;
 - that the bid is considered to be incomplete or
 - there is insufficient evidence to show that the organisation making the bid has the right to carry out the scheme.
2. The request for a review must be submitted formally in writing or emailed to the following address cil@sevenoaks.gov.uk.
3. The request for a review must contain additional evidence/information in addition to the original bid as to why they consider their project complies with the 1st stage of validation.
4. Sevenoaks District Council will review the information submitted, they will liaise with legal and make a decision on the information submitted within 6 weeks. If a decision cannot be met within 6 weeks, they will contact the organisation to explain why and provide a new date for a decision to be made.
5. A senior manager will review the case, before a response is provided.

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Sevenoaks District Council
Community Infrastructure Levy Spending Board
Decision Making Process

First Stage of Validation Process

~~Lead Officer's initial validation of bids~~

The lead officer will undertake an initial validation of bids. The following will not be put to the spending board for consideration and, subject to any request for a review process offered, shall be considered as invalidated:

- Those schemes for which a pro-forma has not been completed.
- Those schemes where the bidding organisation does not have the legal right to carry out the proposed scheme or the support from the statutory provider of that service.
- Those schemes that could clearly not be defined as infrastructure* to support development.

The lead officer's validation of bids will be agreed by the chairman of the CIL Spending Board in advance of papers being published for the spending board meeting.

A written response will be provided to the bidder to explain this decision. This may suggest that a revised submission is considered at a future meeting.

Second stage of Validation Process

The Lead Officer will carry out a second stage in the validation of bids, which will assess the proposed bids against the following criteria in order to make recommendations on the bids submitted:

- The need for the scheme
- Whether the scheme supports local or Key Infrastructure projects
- Whether the applicant is working in partnership to implement the scheme
- Is the scheme part of an existing Strategy or Plan?
- The public benefit of the scheme?

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- Has the applicant sought to maximise funding from other sources?
- Is there clear project management
- Is the scheme deliverable?
- Does the scheme and bid have local support?
- Has the project already had CIL funding?
- Does the scheme provide an overall community benefit?

**Infrastructure Definition - The term “infrastructure” is the basic systems, facilities and services which support development in an area. These can include highways and other transport facilities, flood defences, energy, educational facilities, health and social care facilities, community facilities, green blue infrastructure etc*

Each bid will be scored against how they perform against each category. The lead officer’s initial assessment and recommendations will be provided to the Chairman and Vice Chairman of the CIL Spending Board in advance of the papers being published for the Spending Board Meeting. The Report to the CIL Spending Board will include a summary of what criteria the bids score highly against and those where they perform weaker against.

Those applications which are not referred to that meeting of the Board shall be refused.

CIL Spending Board’s Key Considerations

The CIL spending board’s key considerations will be whether there is a public and overall community benefit of the proposed scheme for residents in Sevenoaks District. In determining this, the spending board will consider the following issues in making its recommendation.

- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
- Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
- Whether sufficient evidence has been submitted to show that the project involves partnership working.
- Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.

- Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
- Whether sufficient evidence has been provided to show that other sources of funding have been maximised
- Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- Whether the scheme has local support.
- Whether the project has already benefited from CIL through the Parish and Town Councils.
- Whether overall the bid provides a benefit to the community as a whole

The board may also take into account other factors that it considers relevant.

Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

Types of recommendation

The board may make the following recommendations to Cabinet for it to ratify. The recommendation to Cabinet for each item should usually be for one of the following:

- Funding for the scheme is approved subject to a legal agreement being entered into. If no legal agreement is entered into, within 6 months the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when planning permission is granted for the project. If planning permission is not granted, the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when all the funding sources laid out in the submission documents have been secured. If

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not all the funding is secured, within 1 year, the bid will be reported back to the CIL Spending Board to be reconsidered.

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
- A decision of the provision of funding a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme.
- A decision of the provision of funding for a scheme is deferred. It is considered that further evidence is required to indicate whether the project is viable.

If the decision is for the application to be refused then an applicant should be given sufficient information to understand the reason why. If it is deferred then the applicant should be given sufficient clarity over what information is required for the Bid finally to be determined.

Item 11 - Provisional Outturn 2019/20

The attached report was considered by the Finance & Investment Advisory Committee on 8 July 2020. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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PROVISIONAL OUTTURN 2019/20

Cabinet - 9 July 2020

Report of: Chief Officer - Finance and Trading

Status: For information

Also considered by: Finance & Investment Advisory Committee - 8 July 2020

Key Decision: No

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Matthew Dickins

Contact Officer Alan Mitchell, Ext 7483

Recommendation to Finance & Investment Advisory Committee: That the provisional outturn report for 2019/20 be noted.

Recommendation to Cabinet: That the provisional outturn report for 2019/20 be noted.

Introduction

- 1 Provisional Financial Outturn figures for 2019/20 are attached at Appendix A.
- 2 A favourable variance of £52,000 has been achieved. A summary of this variance, which represents 0.3% of the net service expenditure budget, is given in Appendix A.
- 3 In addition to the favourable variance above, £554,000 of additional business rates was retained due to being part of the Kent & Medway Business Rates Pool. There was a cost of £61,000 to identify new Business Rate growth which is funded by any new growth and deducted from the reserve transfer.
- 4 In line with the financial strategy the additional business rates surplus will be transferred to the Budget Stabilisation Reserve and the New Homes Bonus to the Financial Plan Reserve.
- 5 It was approved by Council on 25 February 2020 that any favourable variances achieved on the 2019/20 budget be put into the Budget Stabilisation Reserve.

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- 6 Carry forward requests were considered at the previous meeting of the Finance and Investment Advisory Committee and were approved by Cabinet.
- 7 The reasons for some of the larger year end variances are given in the following paragraphs and explanations for all variances over £10,000 are provided at Appendix B.

People and Places

- 8 Economic Development & Property has commissioned a number of feasibility studies and other preparatory work for property investment projects leading to an unfavourable variance of £49,000. These costs were offset by underspends on salaries due to a restructure.
- 9 Leisure contract activities were reduced which resulted in a favourable variance of £22,000 which partly offsets the Economic Development & Property overspend.

Customer Resources

- 10 Land Charges has proven to be a difficult area this year as previously reported and achieving the challenging income target has not been possible, leading to an unfavourable variance of £49,000.
- 11 Human Resources restructured during the year and required additional staff to deliver the service which resulted in an unfavourable variance of £32,000.
- 12 Support - IT is showing a favourable variance of £27,000 due to an underspend on staff costs and savings on licencing and support costs.
- 13 Support - legal is showing a favourable variance of £43,000 due to salary underspends as recruitment of staff proved difficult.
- 14 Local Tax partnership is showing an unfavourable variance of £124,000. This is due to the new enforcement service that is currently being trialled which did not achieve the full income target for the year. In addition the cost detailed in paragraph 3 above is charged here meaning £61,000 of this overspend will be funded from Business Rate Growth.

Finance and Trading

- 15 The staffing vacancy saving contributions made during the year were £226,000 which exceeded the budget by £82,000.
- 16 The Council retained a budget to enable it to respond to legislation. During the year the cost of any such actions were met from existing budgets within services so this budget has not been required, leading to a favourable variance of £20,000.
- 17 The Internal Audit service was restructured during the year and salary underspends due to a number of vacant posts led to a favourable variance of £27,000.

- 18 Car Parks are showing an unfavourable variance of £299,000 due to Business Rates increases (growth SCIA included in 2020/21 budget process) and increased electricity costs. Parking income is below target due to the slower return from off street parking to Sevenoaks Town Car Park. Also due to COVID-19 all car park charges were suspended from 23 March.
- 19 Asset maintenance at Argyle Road is showing a variable variance of £28,000 due a delay in works.
- 20 Estate Management Buildings and Grounds are showing unfavourable variances of £52,000 and £22,000 respectively . This was due to the cost of Business Rates on Meeting Point, Swanley and essential tree work undertaken.
- 21 Income from Markets was higher than budgeted following the re-tendering of the Sevenoaks and Swanley markets providing a favourable variance of £43,000
- 22 Support - General Admin (Post/Scanning) is showing a favourable variance of £38,000 due to ongoing savings due to redeployment of staff in other areas.
- 23 Direct Services is showing an unfavourable variance, £115,000 which is due to Income £66,000 below budget and expenditure £49,000 above budget. Income is below budget on Trade Waste, Cesspools and Pest Control and there are overspends on Refuse, Green Waste and Fleet partly due to COVID-19.

Planning Services

- 24 Environmental Protection is showing a favourable variance of £54,000 due to expenditure on air quality monitoring which has been either delayed due to the situation with COVID-19, or funded by S106 contributions. This also reflects a reduction in the payment of hub costs, agreed with Dartford BC.
- 25 Planning policy is showing a favourable variance due to a vacant post.
- 26 Planning appeals is showing an unfavourable variance due to the result of appeal decisions
- 27 Development management is showing a favourable variance of £265,000 as a result of an underspend on salaries due to vacant posts, which are still proving difficult to fill, and an overachievement on fee income due to a small number of high fee applications.
- 28 Planning - Enforcement is showing an unfavourable variance of £114,000 due to increased enforcement activity, including the successful serving of injunctions, associated costs and the salary cost of our temporary officers.
- 29 Planning Performance Agreement is showing an unfavourable variance of £50,000 due to salary costs for the Urban Designer.

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- 30 Administrative expenses - Planning Services is showing an unfavourable variance of £47,000 as a result of staff training and development, including university fees.

Other Outturn Variances

- 31 A favourable variance of £554,000 has been included for Retained Business Rates. The budget for Retained Business Rates was based on an initial assessment of the benefits of being part of the Kent & Medway Business Rates Retention Pool which was exceeded due to a higher level of Business Rates being obtained across the county.
- 32 Investment Interest is showing a favourable £66,000. Return on investments has performed well this year with actual returns exceeding budgeted values.
- 33 Investment property income has exceeded budget due to the properties owned by the council and interest from the loans to Quercus 7.
- 34 The impact of the COVID-19 pandemic started during March. The cost to the end of March was £178,000 which consisted of lost income of £129,000 and additional costs of £49,000. These costs have been funded from the grants received from Government but the majority of the COVID-19 financial impact will be realised within the 2020/21 financial year.

Key Implications

Financial

There are no additional financial implications arising from this report

Legal Implications and Risk Assessment Statement.

Under section 151 of the Local Government Act 1972, the section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

Equality Assessment

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

Conclusions

The 2019/20 financial year has proven to be an extremely challenging year. However, in the light of the financial pressures arising during the year, it is pleasing to report to Members a positive year end position.

The outturn position could not have been achieved without the commitment and hard work of both Members and Officers.

Risk Assessment Statement

These results are still provisional and may change due to issues arising from the closure of the Council's accounts, which due to COVID-19 have been delayed to 30 June 2020 after which they will be audited and may be subject to change.

Appendices

Appendix A - Outturn Summary

Appendix B - Explanation of variances

Background Papers:

See appendices

Adrian Rowbotham

Chief Officer - Finance and Trading

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**Draft outturn position March 2020
(Period 202012)**

	Y-T-D Actual £'000	Annual Budget £'000	ACTUAL Variance	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
People & Places	1,806	1,802	4	1,819	17	0.9
Customer & Resources	3,410	3,307	103	3,405	98	3.0
Finance & Trading	8,669	8,414	255	8,646	232	2.8
Planning & Regulatory Services	1,764	1,960	(196)	1,749	(211)	(10.7)
	15,648	15,483	165	15,619	136	0.9
<i>Adjustments to Reconcile to amount to be met from reserves</i>						
Capital Charges outside the General Fund	(60)	(60)	0	(60)	0	0.0
Support Services outside the General Fund	(172)	(172)	0	(172)	0	0.0
NET SERVICE EXPENDITURE	15,416	15,251	165	15,387	136	0.9
New Homes Bonus	(1,220)	0	(1,220)	0	0	-
Retained Business Rates	(2,686)	(2,132)	(554)	(2,632)	(500)	(23.5)
Council Tax	(10,917)	(10,917)	0	(10,917)	0	(0.0)
<u>Summary excluding Investment Income</u>	593	2,202	(1,609)	1,838	(364)	(16.5)
Investment Property Income	(1,348)	(1,258)	(90)	(1,348)	(90)	0.0
Interest Receipts	(266)	(200)	(66)	(254)	(54)	0.0
OVERALL TOTAL	(1,021)	744	(1,765)	236	(508)	(68.3)
Planned Appropriation to/(from) Reserves	(744)	(744)	0	(744)	0	
Other Reserve Movements	1,713	0	1,713	450	450	
Supplementary Estimates	0	0	0	0	0	
(Surplus)/Deficit	(52)	0	(52)	(58)	(58)	

**Draft outturn position March 2020
(Period 202012)**

People & Places SDC Funded

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
- Administrative Expenses - Communities & Business	23	22	1	22	32	10
- Administrative Expenses - Housing	2	-	2	-	-	-
- All Weather Pitch	(5)	(5)	(0)	(5)	(5)	-
- Community Development Service Provisions	(6)	(6)	-	(6)	(6)	-
- Community Safety	212	200	12	200	214	14
Community Housing Fund	-	-	-	-	-	-
- Economic Development	37	59	(22)	59	58	(1)
- Economic Development Property	305	256	49	256	266	10
- Grants to Organisations	188	182	6	182	181	(1)
- Health Improvements	47	51	(5)	51	49	(2)
- Housing Initiatives	48	49	(0)	49	49	-
- Homeless	256	254	3	254	253	(1)
- Homelessness Funding	0	-	0	-	-	-
- Housing	138	149	(11)	149	149	-
- Homelessness Prevention	0	-	0	-	-	-
- Housing Energy Retraining Options (HERO)	46	46	0	46	46	-
Housing Register	20	6	14	6	6	-
Needs and Stock Surveys	(0)	-	(0)	-	-	-
- Leader Programme	5	4	0	4	4	-
- Leisure Contract	160	183	(22)	183	181	(1)
- Leisure Development	20	20	-	20	20	-
- The Community Plan	51	56	(5)	56	53	(3)
- Tourism	30	33	(3)	33	33	(1)
- Youth	38	34	5	34	34	-
- West Kent Partnership	0	0	(0)	0	0	-
- Energy Efficiency	-	5	(5)	5	1	(4)
	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Forecast

**Draft outturn position March 2020
(Period 202012)**

People & Places SDC Funded cont.

- Gypsy Sites
- Disabled Facilities Grant Administration
- Private Sector Housing
- Sevenoaks Switch and Save
- Total People & Places (SDC Funded)**

Actual	Budget	Variance as at y-t-d	Budget	Forecast (including Accruals)	Annual Variance
£'000	£'000	£'000	£'000	£'000	£'000
5	(6)	11	(6)	4	10
(37)	(20)	(17)	(20)	(20)	-
221	230	(9)	230	218	(11)
-	-	-	-	-	-
1,804	1,801	4	1,801	1,819	19

**Draft outturn position March 2020
(Period 202012)**

People & Places Externally Funded

	Actual	Budget	Variance as at y-t-d	Budget	Forecast (including Accruals)	Annual Variance
	£'000	£'000	£'000	£'000	£'000	£'000
- Business Area Improvement Fund	-	-	-	-	-	-
- Choosing Health WK PCT	1	1	-	1	1	-
- Community Sports Activation Fund	0	-	0	-	-	-
- Dementia Area Project - Run Walk Push	0	-	0	-	-	-
- Dunton Green Projects - S106	1	1	0	1	1	-
- Dunton Green Projects	-	-	-	-	-	-
- One You - Your Home Project	0	-	0	-	(1)	(1)
- Partnership - Home Office	0	-	0	-	-	-
- PCT Health Checks	0	0	0	0	0	-
- PCT Initiatives	(0)	-	(0)	-	(1)	(1)
- Sport Satellite Clubs	(0)	-	(0)	-	-	-
- Sportivate Inclusive Archery Project	0	-	0	-	-	-
- West Kent Enterprise Advisor Network	0	0	0	0	0	-
- West Kent Kick Start	0	-	0	-	-	-
- West Kent Business Rates Retention	-	-	-	-	-	-
- West Kent Partnership Business Support	0	-	0	-	-	-
Total Communities & Business (Ext Funded)	2	2	0	2	(0)	(2)
Total People & Places	1,806	1,802	4	1,802	1,819	17

**Draft outturn position March 2020
(Period 202012)**

Customer & Resources

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
- Asset Maintenance IT	283	283	-	283	283	-
- Civic Expenses	16	17	(1)	17	17	-
- Democratic Services	152	149	3	149	154	5
- Elections	142	136	5	136	136	-
- Register of Electors	208	224	(16)	224	218	(6)
- Administrative Expenses - Corporate Services	21	17	4	17	19	2
Land Charges	(55)	(105)	49	(105)	(55)	50
Street Naming	(8)	6	(13)	6	(8)	(14)
- Administrative Expenses - Legal and Democratic	68	69	(0)	69	73	4
- Administrative Expenses - Human Resources	16	4	11	4	14	10
- Support - Contact Centre	527	539	(13)	539	529	(10)
- Support - IT	1,094	1,121	(27)	1,121	1,091	(30)
- Support - Legal Function	199	242	(43)	242	199	(43)
- Support - Local Offices	29	19	10	19	29	10
Support - Rev & Ben Control	241	241	(0)	241	241	-
- Support - Nursery	2	-	2	-	-	-
- Support - Human Resources	351	319	32	319	347	28
- Corporate Projects	78	102	(24)	102	74	(28)
- Benefits Admin	5	7	(2)	7	6	(1)
- Benefits Grants	(25)	(25)	(0)	(25)	(25)	-
- Dartford Rev&Ben Partnership Hub (SDC costs)	(0)	-	(0)	-	-	-
- Local Tax	11	(113)	124	(113)	8	121
- Administrative Expenses - Revenues and Benefits	(0)	-	(0)	-	-	-
- Support - Counter Fraud	57	57	(0)	57	57	-
Total Customer & Resources	3,410	3,307	102	3,307	3,405	98

Draft outturn position March 2020
(Period 202012)

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Finance & Trading						
- Action and Development	6	7	(1)	7	7	-
- Consultation and Surveys	-	4	(4)	4	(0)	(4)
- Corporate Management	1,016	1,043	(27)	1,043	1,006	(37)
- Corporate - Other	-	82	(82)	82	43	(39)
- Legislation	-	20	(20)	20	(0)	(20)
- External Communications	192	202	(10)	202	193	(9)
- Housing Advances	1	1	0	1	1	-
- Housing Other Income	(20)	(14)	(6)	(14)	(14)	-
- Members	424	455	(31)	455	428	(27)
- Misc. Finance	1,803	1,763	40	1,763	1,763	-
- Performance Improvement	(2)	(1)	(1)	(1)	6	7
- Administrative Expenses - Chief Executive	14	22	(8)	22	22	-
- Administrative Expenses - Finance	73	32	42	32	61	30
- Administrative Expenses - Transformation and Strategy	6	5	1	5	5	-
- Support - Audit Function	150	176	(27)	176	160	(16)
- Support - Exchequer and Procurement	141	116	25	116	121	5
- Support - Finance Function	190	185	5	185	179	(5)
- Treasury Management	114	126	(13)	126	126	(1)
- Car Parks	(1,651)	(1,951)	299	(1,951)	(1,760)	190
- Asset Maintenance Argyle Road	152	167	(15)	167	167	-
- Asset Maintenance CCTV	17	18	(0)	18	18	-
- Asset Maintenance Countryside	0	8	(8)	8	3	(6)
- Asset Maintenance Other Corporate Properties	33	33	(0)	33	33	-
- Asset Maintenance Direct Services	52	80	(27)	80	75	(5)
- Asset Maintenance Hever Road	42	38	4	38	38	-
- Asset Maintenance Leisure	183	182	2	182	182	-

**Draft outturn position March 2020
(Period 202012)**

Finance & Trading cont.

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance as at y-t-d	Annual Budget	Annual Foreca st (includi ng Accrual s)	Forecast Annual Variance
	£'000	£'000	£'000	£'000	£'000	£'000
- Asset Maintenance Playgrounds	6	8	(2)	8	8	-
- Asset Maintenance Support & Salaries	85	79	6	79	79	-
- Asset Maintenance Sewage Treatment Plants	0	9	(8)	9	9	-
- Asset Maintenance Public Toilets	-	7	(7)	7	7	-
- Bus Station	20	13	8	13	13	-
- Car Parking - On Street	(470)	(490)	20	(490)	(510)	(20)
- CCTV	272	265	7	265	280	15
- Civil Protection	64	71	(7)	71	71	(0)
- Emergency	69	68	1	68	68	-
- Estates Management - Buildings	41	(11)	52	(11)	29	40
- Estates Management - Grounds	140	118	22	118	133	15
- Housing Premises	0	15	(15)	15	5	(10)
- Kent Resource Partnership	-	1	(1)	1	1	-
- Markets	(227)	(185)	(43)	(185)	(215)	(30)
- Parking Enforcement - Tandridge DC	(26)	(29)	4	(29)	(29)	-
- Parks and Recreation Grounds	155	185	(30)	185	180	(6)
- Parks - Greensand Commons Project	0	-	0	-	-	-
- Parks - Rural	136	131	5	131	127	(4)
- Asset Maintenance Operatives	(8)	0	(9)	0	0	-
- Public Transport Support	-	0	(0)	0	0	-
- Refuse Collection	2,769	2,787	(17)	2,787	2,836	50
- Administrative Expenses - Direct Services	0	-	0	-	-	-
- Administrative Expenses - Property	5	3	2	3	3	-
- Administrative Expenses - Transport	8	7	1	7	7	-
- Street Cleansing	1,450	1,467	(17)	1,467	1,467	(0)
- Support - Central Offices	490	474	16	474	464	(10)

**Draft outturn position March 2020
(Period 202012)**

Finance & Trading cont.

- Support - Central Offices - Facilities
- Support - General Admin (Post/Scanning)
- Support - General Admin (Print Shop)
- Support - General Admin
- Support - Health and Safety
- Support - Direct Services
- Support - Procurement
- Support - Property Function
- Public Conveniences
- Dartford Audit Partnership Hub (SDC Costs)
- Direct Services Trading account
- Total Finance & Trading**

Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Forecast
Actual	Budget	Variance as at y-t-d	Budget	Forecast (including Accruals)	Annual Variance
£'000	£'000	£'000	£'000	£'000	£'000
286	272	14	272	300	28
147	185	(38)	185	170	(15)
(18)	(37)	19	(37)	(23)	14
154	166	(12)	166	166	-
21	22	(1)	22	22	(0)
64	51	13	51	65	14
7	6	0	6	6	-
59	49	10	49	49	-
57	49	8	49	49	-
-	-	-	-	-	-
(29)	(144)	115	(144)	(55)	89
8,669	8,414	255	8,414	8,646	232

**Draft outturn position March 2020
(Period 202012)**

Planning & Regulatory Services

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
- Administrative Expenses - Planning Services	93	46	47	46	88	42
- Conservation	70	85	(15)	85	73	(13)
- Planning Performance Agreement	50	0	50	0	47	47
- LDF Expenditure	0	-	0	-	-	-
- Planning - Appeals	241	204	37	204	237	33
- Planning - CIL Administration	(68)	(68)	(0)	(68)	(74)	(6)
- Planning - Counter	(0)	-	(0)	-	-	-
- Planning - Development Management	(38)	227	(265)	227	(47)	(274)
- Planning - Enforcement	395	281	114	281	374	93
- Planning Policy	543	593	(50)	593	543	(50)
Building Control Partnership Members	0	-	0	-	-	-
Building Control Partnership Hub (SDC Costs)	-	-	-	-	-	-
Building Control	(145)	(127)	(18)	(127)	(124)	3
Dangerous Structures	2	3	(1)	3	1	(2)
- Dartford Environmental Hub (SDC Costs)	-	-	-	-	-	-
- EH Commercial	271	264	7	264	267	3
- EH Animal Control	18	1	18	1	17	16
- EH Environmental Protection	352	406	(54)	406	359	(47)
- Licensing Partnership Hub (Trading)	(0)	-	(1)	-	-	-
- Licensing Partnership Members	(0)	-	(0)	-	-	-
- Licensing Regime	(16)	11	(26)	11	(12)	(22)
- Administrative Expenses - Health	2	10	(8)	10	5	(5)
- Administrative Expenses - Licensing	2	8	(7)	8	3	(5)
- Taxis	(10)	4	(15)	4	(10)	(14)
Administrative Expenses - Building Control	1	12	(11)	12	2	(10)
Total Planning & Regulatory Services	1,764	1,960	(197)	1,960	1,749	(211)

4. Cumulative Salary Monitoring

*Draft outturn position March 2020
(Period 202012)*

People & Places

Customer & Resources

- Revenues & Benefits
- Legal & Democratic Services

Finance & Trading

- Operational Services
- Parking
- Emergency Planning & Property

Transformation & Strategy

Planning & Regulatory Services

- Planning
- Building Control
- Environmental Health
- Licensing

Sub Total

Council Wide - Vacant Posts

Staff Recruitment and Retention

TOTAL SDC Funded Salary Costs

Externally Funded & Funded from other sources (gross figures).
Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

People & Places Ext. Funded

Finance & Trading Ext. Funded

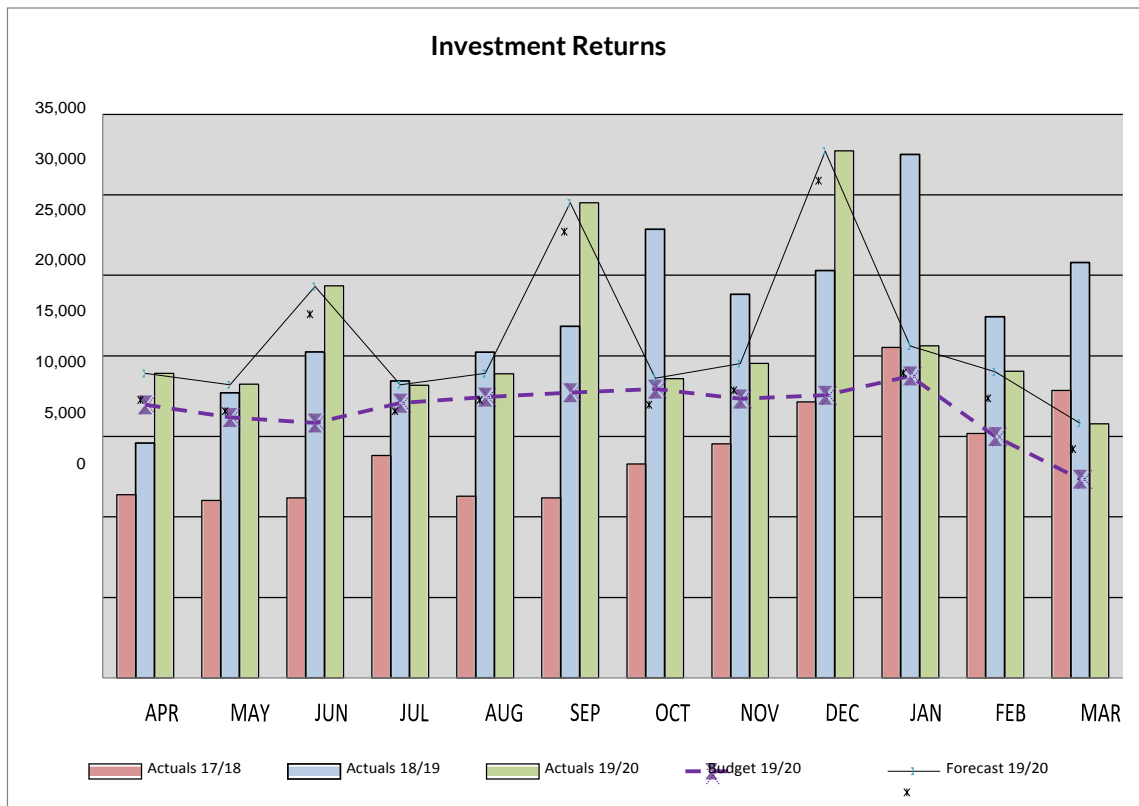
TOTAL All Salary Costs

4_Salaries

Y-T-D	Annual	Annual	Annual	Annual
Actual	Budget	Forecast	Variance	Variance
£'000	£'000	£'000	£'000	%
1,271	1,131	1,136	5	0
3,901	4,021	3,877	(144)	(4)
1,463	1,523	1,459	(64)	(4)
545	577	552	(25)	(4)
6,046	5,951	5,856	(94)	(2)
3,996	3,930	3,920	(10)	(0)
473	467	467	0	-
713	718	663	(55)	(8)
434	457	436	(21)	(5)
3,463	3,606	3,425	(181)	(5)
2,089	2,211	2,071	(141)	(6)
346	336	344	8	2
645	668	640	(28)	(4)
384	391	371	(20)	(5)
15,115	15,165	14,730	(435)	(14)
0	40	1	(39)	-
48	50	50	0	-
15,163	15,255	14,781	(474)	(3)
575	667	667	0	-
121	150	118	(32)	-
696	817	785	(32)	-
15,859	16,073	15,567	(506)	(3)

6 Investment Returns

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Budget 19/20	Variance	Forecast 19/20
APR	11,389	14,566	18,908	16,960	1,948	18,900
MAY	11,020	17,690	18,243	16,166	2,077	18,200
JUN	11,182	20,233	24,341	15,834	8,507	24,300
JUL	13,806	18,443	18,166	17,056	1,110	18,200
AUG	11,280	20,224	18,891	17,417	1,474	18,900
SEP	11,190	21,831	29,495	17,702	11,793	29,500
OCT	13,282	27,864	18,586	17,934	652	18,600
NOV	14,533	23,808	19,520	17,332	2,188	19,500
DEC	17,148	25,281	32,723	17,550	15,173	32,700
JAN	20,510	32,513	20,620	18,738	1,882	20,600
FEB	15,173	22,411	19,034	14,983	4,051	19,000
MAR	17,852	25,803	15,768	12,328	3,440	15,800
	168,365	270,667	254,295	200,000	54,295	254,200



Agenda Item 11

INVESTMENT RETURNS (CUMULATIVE)

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Budget 19/20	Variance	Forecast 19/20
MAY	22,409	31,250	37,151	33,126	4,025	37,100
JUN	33,591	51,483	61,492	48,960	12,532	61,400
JUL	47,397	69,926	79,658	66,016	13,642	79,600
AUG	58,677	90,150	98,549	83,433	15,116	98,500
SEP	69,867	111,981	128,044	101,135	26,909	128,000
OCT	83,149	139,845	146,630	119,069	27,561	146,600
NOV	97,682	163,653	166,150	136,401	29,749	166,100
DEC	114,830	188,934	198,873	153,951	44,922	198,800
JAN	135,340	221,447	219,493	172,689	46,804	219,400
FEB	150,513	243,858	238,527	187,672	50,855	238,400
MAR	168,365	269,661	254,295	200,000	54,295	254,200

BUDGET FOR 2019/20 200,000
 FORECAST OUTTURN 254,200

CODE:- YHAA 96900

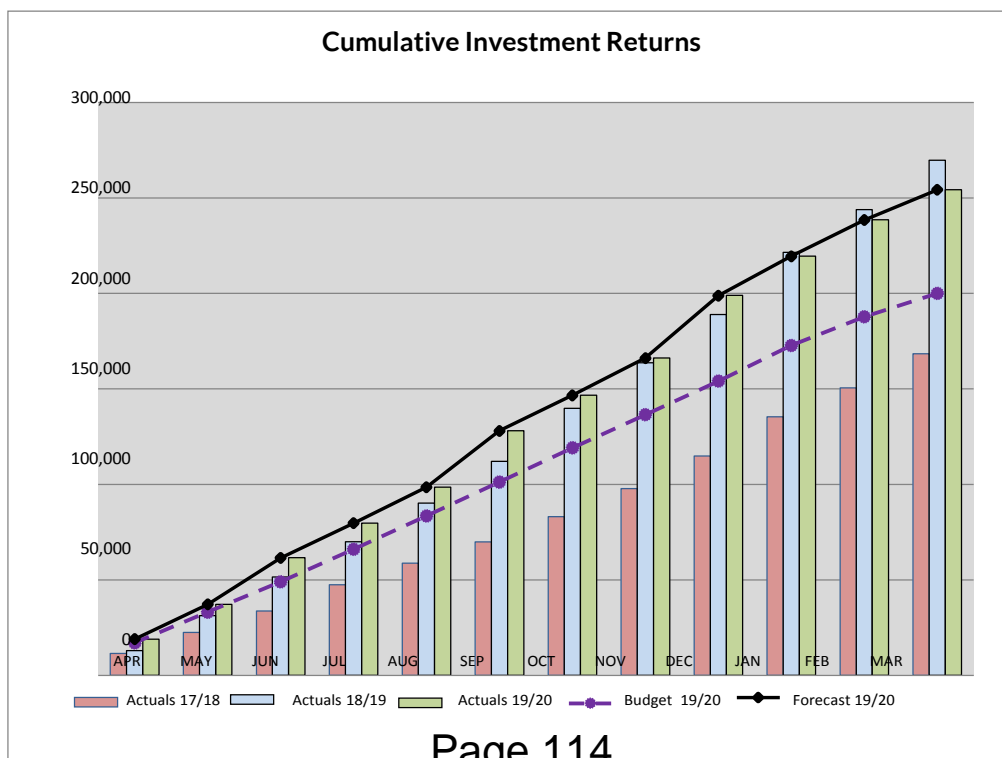
N.B.

These are the gross interest receipts rather than the interest remaining in the General Fund

Fund Average 0.8938%

7 Day LIBID 0.5333%

3 Month LIBID 0.6358%



STAFFING STATISTICS MARCH 2020

	BUDGET FTE	STAFF FTE	AGENCY STAFF	CASUAL FTE	TOTAL	FEBURARY TOTALS
1. People and Places	19.42	33.93	2.70	1.80	38.43	37.65
2. Customers and Resources						
Customer Solutions, HR, PAs, Legal, Democratic Service, Election, <i>Revenues and Benefits</i>	108.95	99.69	2.50	0.47	102.66	100.28
3. Finance and Trading	170.28	168.31	17.70	0.97	186.98	174.40
3c & 3d Operational Services + CCTV	112.16	113.39	15.70	0.87	129.96	131.12
3e. Parking & Amenity Services	13.00	13.00	1.00	0.00	14.00	13.00
3f. Property Services (AM P&Property and FM)	20.48	15.68	0.00	0.00	15.68	15.68
Finance, Audit & Transformation & Strategy	24.64	26.24	1.00	0.10	27.34	14.60
5a. Planning and regulatory (Environmental Services, Development Management, Licensing, Planning Policy)	80.45	97.18	2.50	0.00	99.68	68.12
Planning	50.21	66.48	2.50	0.00	68.98	68.98
5b. Building Control	7.00	7.00	0.00	0.00	7.00	7.00
3a. Environmental Health	12.57	11.65	0.00	0.00	11.65	11.65
3b. Licensing	10.67	12.05	0.00	0.00	12.05	12.05
SUB TOTAL	379.10	399.11	25.40	3.24	427.75	400.62
<u>EXTERNALLY FUNDED POSTS</u>						
7. Communities and Business	18.7	7.7	0.00		7.70	7.70
8. Operational Services	2	2	0.00		2.00	2.00
9. Property Services	1.50	1.00	0.00		1.00	1.00
SUB TOTAL	22.20	10.70	0.00		10.70	10.70
TOTAL	401.30	409.81	25.40	3.24	438.45	411.32

Agenda Item 11

	Opening Balance	Latest Balance	Movement
<i>Draft outturn position March 2020 (Period 202012)</i>	19/20 Opening Balance	Balance as at end March 20	19/20 Cumulative Movement to Date
E Earmarked Reserve - Budget Stabilisation	(7,938)	(7,330)	608
E Earmarked Reserve - Financial Plan	(1,364)	(1,229)	135
E Earmarked Reserve - Capital Expenditure Reserve	(1,000)	(1,000)	-
E Earmarked Reserve - Swanley Station Improvements	(750)	-	750
E Earmarked Reserve - Carry Forward Items (DAC)	(707)	(958)	(251)
E Earmarked Reserve - IT Asset Maintenance	(682)	(725)	(43)
E Earmarked Reserve - Capital Financing	(592)	(592)	-
E Earmarked Reserve - Corporate Project Support Reserve	(586)	(303)	284
E Earmarked Reserve - NNDR Safety Net Deficit Reserve	(565)	(565)	-
E Earmarked Reserve - Vehicle Renewal (DAA)	(532)	(641)	(109)
E Earmarked Reserve - Pension Fund Valuation Adj.	(500)	(500)	-
E Earmarked Reserve - Local Plan/LDF	(491)	(285)	207
E Earmarked Reserve - DWP Hsg Benefit Subsidy	(444)	(361)	83
E Earmarked Reserve - Re-organisation	(423)	(313)	111
E Earmarked Reserve - New Homes Bonus Reserve	(406)	(406)	-
E Earmarked Reserve - Action and Development	(396)	(396)	-
E Earmarked Reserve - Community Development Reserve	(351)	(323)	29
E Earmarked Reserve - Vehicle Insurance (DAZ)	(299)	(248)	51
E Earmarked Reserve - Homelessness Prevention	(255)	(118)	136
E Earmarked Reserve - FTS (DAB)	(206)	(206)	-
E Earmarked Reserve - Community Infrastructure Levy Administration (CIL)	(185)	(185)	-
E Earmarked Reserve - District Elections (DAZ)	(104)	(42)	62
Total	(18,778)	(16,726)	2,053
E Earmarked Reserve - Rent Deposit Guarantee (DAN)	(99)	(99)	(0)
E Earmarked Reserve - Flood Support Scheme	(94)	(94)	-
E Earmarked Reserve - RHB repayable Assistance	(65)	(90)	(24)
E Earmarked Reserve - Housing Surveys	(61)	(61)	-
E Earmarked Reserve - Local Strategic Partnerships	(54)	(53)	1
E Earmarked Reserve - Electoral Registration	(37)	(54)	(17)
E Earmarked Reserve - Community Housing Fund	(36)	(36)	-
E Earmarked Reserve - Development Services Reserve	(35)	(129)	(94)
E Earmarked Reserve - Economic Development	(33)	(31)	3
E Earmarked Reserve - Property Investment Strategy Maintenance Reserve	(24)	(133)	(110)
E Earmarked Reserve - Civic Expenses Transport	(14)	(14)	-
E Earmarked Reserve - Big Community Reserve	(10)	(10)	-
E Earmarked Reserve - Members Training (DAU)	(8)	(8)	-
E Earmarked Reserve - Switch and Save	(7)	(7)	-
E Earmarked Reserve - Climate Change PPS	(6)	-	6
E Earmarked Reserve - Unauthorised Encampments	(5)	(5)	-
E Earmarked Reserve - Car Loans Fidelity Guarantee	(4)	(5)	(0)
E Earmarked Reserve - Switch and Save		2	2
E Earmarked Reserve - Community Housing Fund		4	4
E Earmarked Reserve - Housing & Commercial Growth Fund		(566)	(566)
Other Earmarked Reserves (balances <£100k)	(594)	(1,391)	(797)
Total	(19,372)	(18,117)	1,256
General Fund			
General Fund	(1,500)	(1,500)	-
Total	(20,873)	(19,617)	1,256

10. Capital

Draft outturn position March 2020 (Period 202012)

People & Places

RHPCG 10-11 SDC

WKHA Adaps for Disab Financing Costs Advances

Affordable Housing

Improvement Grants

Improvement Grants HIA (DFG) - Capital

Whiteoak Leisure Centre

Finance & Trading

Vehicle Purchases

CCTV

Buckhurst 2 Multi-Storey Car Park

Buckhurst 2 - Housing

Bradbourne Car Park

Junction Works - Suffolk Way/High Street

Property Investment Strategy - Capital

Property Investment Strategy

PIS 1st Floor Suffolk House - Refurbishment

Planning & Regulatory

S106 Capital

Horton Kirby Village Hall

CIL Other

CIL Parish Councils

Total Capital

	Actual	Budget	Forecast (including Accruals)
	£'000	£'000	£'000
			0
	3	-	-
	261	-	-
	2,685	-	-
	343	1,100	1,100
	374	-	-
	669	550	550
			-
			-
	505	548	548
	19	20	20
	5	5,861	5,861
	4,052	-	-
	-	-	-
	(0)	-	-
	248	-	-
	217	5,000	-
	17	-	-
			-
			-
	181	-	-
	9	-	-
	1,705	-	-
	529	-	-
			-
	11,823	13,079	8,079

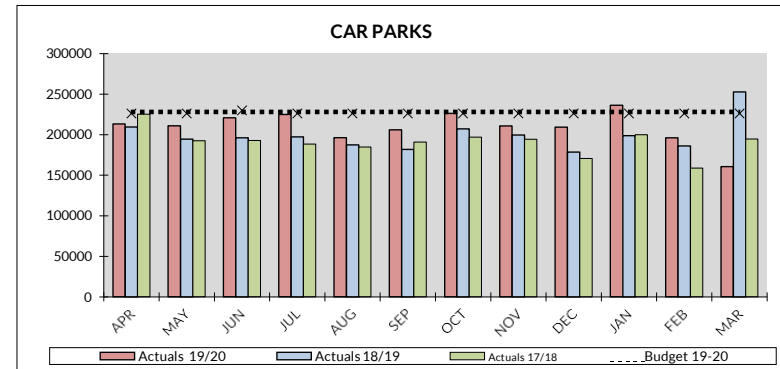
8 Income Graphs Summary

	ACTUAL	Comparison of 18/19 and 19/20, where brackets show increased income	MANAGER'S PROFILED BUDGET	Variance, where brackets are favourable	ANNUAL BUDGET 2019/20	Annual Forecast
CAR PARKS	2,509,881	(120,011)	2,716,705	206,824	2,716,705	(119,703)
ON-STREET PARKING	1,067,616	57,698	1,030,136	(37,480)	1,030,136	30,165
LAND CHARGES	175,599	(35,922)	210,135	34,536	210,135	(40,000)
BUILDING CONTROL	519,556	(49,824)	467,110	(52,446)	467,110	50,000
DEVELOPMENT MANAGEMENT	1,131,247	(325,738)	921,722	(209,525)	921,722	200,000
	5,403,899	(473,797)	5,345,808	(58,091)	5,345,808	120,462

CAR PARKS (HWCARPK)

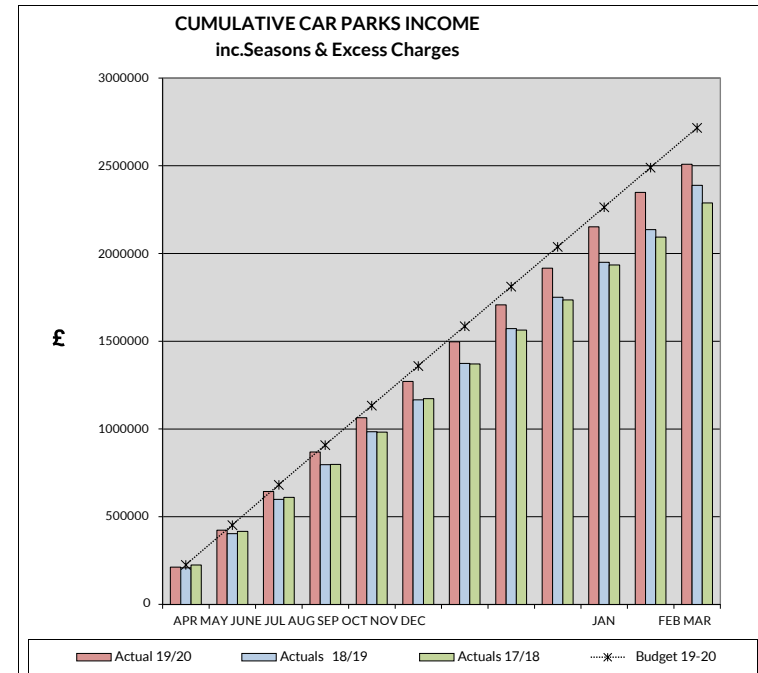
	Actuals 17/18	Actuals 18/19	Actuals 19/20	Increase / decrease from 18/19 to 19/20	Budget 19-20	Variance (Budget-Actuals)	Manager's Forecast
1 APR	225,193	209,387	213,119	(3,732)	226,059	12,940	
2 MAY	192,331	194,451	210,813	(16,362)	226,059	15,246	
3 JUN	192,806	196,119	220,637	(24,518)	230,059	9,421	
4 JUL	188,319	197,332	224,678	(27,346)	226,059	1,381	
5 AUG	184,778	187,490	196,164	(8,674)	226,059	29,895	
6 SEP	190,794	181,917	205,737	(23,820)	226,059	20,322	
7 OCT	196,832	207,316	226,210	(18,894)	226,059	(151)	
8 NOV	194,124	199,634	210,651	(11,017)	226,059	15,408	
9 DEC	170,661	178,551	209,265	(30,714)	226,059	16,793	
10 JAN	199,732	198,858	236,228	(37,370)	226,059	(10,169)	
11 FEB	158,761	186,163	195,940	(9,777)	226,059	30,119	
12 MAR	<u>194,523</u>	<u>252,653</u>	<u>160,439</u>	<u>92,213</u>	<u>226,059</u>	<u>65,619</u>	<u>(119,703)</u>
	2,288,853	2,389,870	2,509,881	(120,011)	2,716,705	206,824	(119,703)

NOTE: Budget Profiles to be reviewed



CAR PARKS (CUMULATIVE)

	Actuals 17/18	Actuals 18/19	Actual 19/20	Cumulative increase / decrease from 18/19 to 19/20	Budget 19-20	Variance (Budget-Actuals)	Manager's Forecast
APR	225,193	209,387	213,119	(3,732)	226,059	12,940	
MAY	417,523	403,838	423,932	(20,094)	452,118	28,185	
JUNE	610,329	599,957	644,570	(44,612)	682,176	37,607	
JUL	798,648	797,289	869,247	(71,959)	908,235	38,988	
AUG	983,426	984,779	1,065,411	(80,632)	1,134,294	68,883	
SEP	1,174,220	1,166,696	1,271,148	(104,452)	1,360,353	89,205	
OCT	1,371,052	1,374,012	1,497,358	(123,346)	1,586,411	89,054	
NOV	1,565,176	1,573,646	1,708,009	(134,363)	1,812,470	104,461	
DEC	1,735,836	1,752,197	1,917,274	(165,077)	2,038,529	121,255	
JAN	1,935,568	1,951,055	2,153,502	(202,447)	2,264,588	111,086	
FEB	2,094,330	2,137,218	2,349,442	(212,224)	2,490,646	141,204	
MAR	2,288,853	2,389,870	2,509,881	(120,011)	2,716,705	206,824	(119,703)



Mar-20

HWCARPK

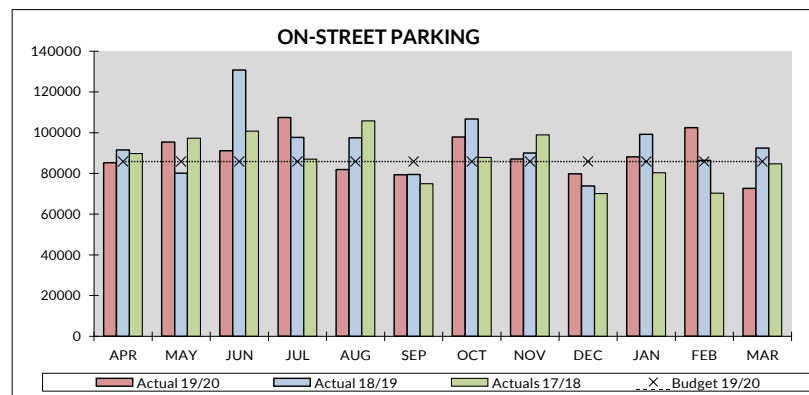
	Actual (Cumulative)	Budget	(Monthly)	
DAY TICKETS	3300	2,117,333	2,243,548	119,362
EXCESS / PENALTY CHARGES	****1/****3	-	-	-
SEASON TICKETS	***2	(597)	(0)	-
SEASON TICKET CAR PARK	3310	367,853	447,533	30,217
OTHER (inc.Res.Pkg)	****9	4,652	6,624	4,652
WAIVERS	3404	-	-	-
RENT	94500	20,733	19,000	6,208
Business Permits	3406 /3408	(94)	-	-
	2,509,881	2,716,705	160,439	

(0) (0) -

ON-STREET PARKING (HWDCRIM / HWENFORC)

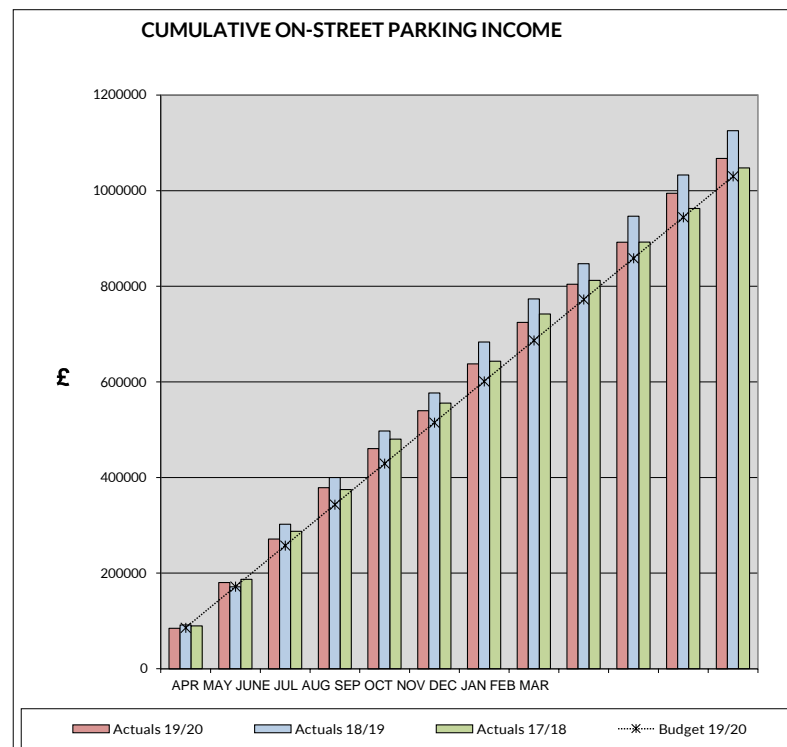
	Actuals 17/18	Actual 18/19	Actual 19/20	Increase/ decrease from 18/19 to 19/20	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
1 APR	89,694	91,515	85115	6,400	85,845	730	
2 MAY	97,250	80,099	95338	(15,240)	85,845	(9,494)	
3 JUN	100,738	130,688	91102	39,586	85,845	(5,257)	
4 JUL	86,987	97,678	107391	(9,713)	85,845	(21,547)	
5 AUG	105,737	97,434	81797	15,637	85,845	4,048	
6 SEP	74,972	79,445	79308	137	85,845	6,537	
7 OCT	87,843	106,690	97818	8,872	85,845	(11,973)	
8 NOV	98,849	89,993	87032	2,961	85,845	(1,187)	
9 DEC	70,137	73,861	79729	(5,868)	85,845	6,116	
10 JAN	80,326	99,112	88036	11,076	85,845	(2,191)	
11 FEB	70,259	86,373	102372	(15,999)	85,845	(16,527)	
12 MAR	<u>84,739</u>	<u>92,426</u>	<u>72,578</u>	<u>19,848</u>	<u>85,845</u>	<u>13,267</u>	
	1,047,530	1,125,314	1,067,616	57,698	1,030,136	(37,480)	30,165

Note: Budget profiles still subject to review



ON-STREET PARKING (CUMULATIVE)

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Cumulative increase/ decrease from 18/19 to 19/20	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
APR	89,694	91,515	85115	6,400	85,845	730	
MAY	186,944	171,613	180,453	(8,840)	171,689	(8,764)	
JUNE	287,681	302,302	271,555	30,746	257,534	(14,021)	
JUL	374,669	399,980	378,947	21,033	343,379	(35,568)	
AUG	480,406	497,414	460,744	36,671	429,223	(31,520)	
SEP	555,378	576,859	540,052	36,807	515,068	(24,984)	
OCT	643,221	683,549	637,870	45,679	600,913	(36,957)	
NOV	742,070	773,542	724,901	48,641	686,757	(38,144)	
DEC	812,207	847,403	804,630	42,773	772,602	(32,028)	
JAN	892,532	946,515	892,666	53,849	858,447	(34,219)	
FEB	962,791	1,032,888	995,038	37,850	944,291	(50,746)	
MAR	1,047,530	1,125,314	1,067,616	57,698	1,030,136	(37,480)	30,165



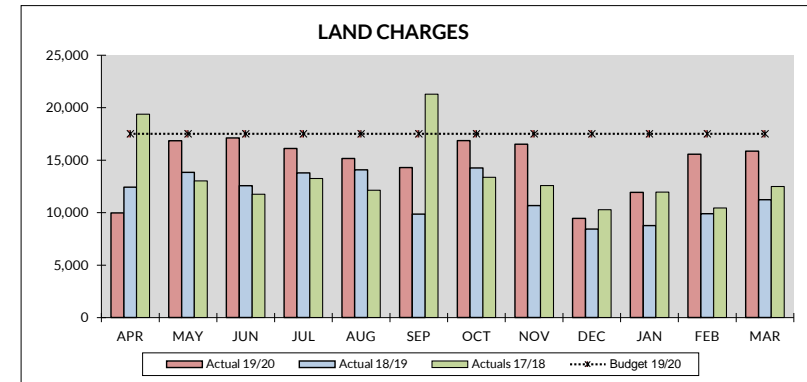
Mar-20

CUMULATIVE BREAKDOWN

	Actual (Cumulative)	Budget (Monthly)	Variance
HWDCRIM / HWENFORC			
PENALTY NOTICES & EXCESSCHA 3403/****1	342,007	357,174	27,512
WAIVERS	15,340	11,038	1,228
RESIDENTS PERMITS	79,719	52,983	4,985
ON STREET PARKING	579,049	517,324	38,352
BUSINESS PERMITS	20,639	91,617	213
Driveway Access Protection Lines	2,169	150	150
OTHER	28,692	137	137
	1,067,616	1,030,136	72,578
	0	(0)	0

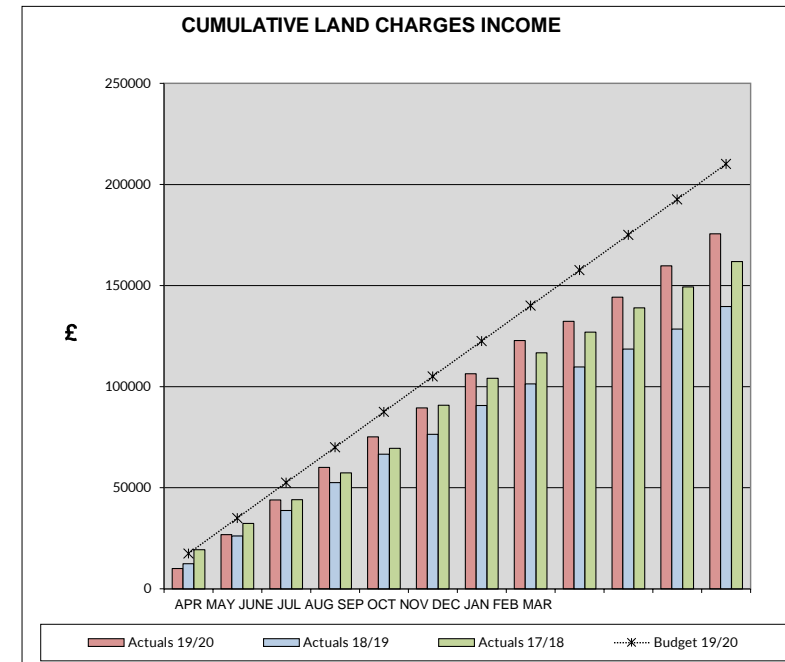
LAND CHARGES (LPLNDCH)

	Actuals 17/18	Actual 18/19	Actual 19/20	Increase / decrease from 18/19	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
1 APR	19,382	12,416	9,967	2,449	17,511	7,544	
2 MAY	13,025	13,827	16,828	(3,001)	17,511	683	
3 JUN	11,742	12,546	17,112	(4,566)	17,511	399	
4 JUL	13,243	13,782	16,113	(2,331)	17,511	1,398	
5 AUG	12,132	14,070	15,149	(1,079)	17,511	2,363	
6 SEP	21,283	9,855	14,286	(4,431)	17,511	3,225	
7 OCT	13,360	14,249	16,854	(2,605)	17,511	657	
8 NOV	12,568	10,650	16,519	(5,869)	17,511	993	
9 DEC	10,270	8,425	9,444	(1,019)	17,511	8,067	
10 JAN	11,950	8,755	11,917	(3,162)	17,511	5,595	
11 FEB	10,438	9,882	15,554	(5,672)	17,511	1,958	
12 MAR	<u>12,485</u>	<u>11,220</u>	<u>15,857</u>	<u>(4,637)</u>	<u>17,511</u>	<u>1,654</u>	<u>(40,000)</u>
	161,879	139,678	175,599	(35,922)	210,135	34,536	(40,000)



LAND CHARGES (CUMULATIVE)

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Cumulative increase / decrease from 18/19	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
APR	19,382	12,416	9,967.29	2,449	17,511	7,544	
MAY	32,408	26,244	26,795	(552)	35,023	8,227	
JUNE	44,149	38,789	43,907	(5,118)	52,534	8,626	
JUL	57,393	52,572	60,020	(7,449)	70,045	10,025	
AUG	69,525	66,641	75,169	(8,528)	87,556	12,387	
SEP	90,808	76,497	89,455	(12,958)	105,068	15,612	
OCT	104,167	90,746	106,309	(15,564)	122,579	16,269	
NOV	116,735	101,396	122,828	(21,432)	140,090	17,262	
DEC	127,005	109,821	132,272	(22,451)	157,601	25,329	
JAN	138,955	118,576	144,188	(25,613)	175,113	30,924	
FEB	149,394	128,457	159,742	(31,285)	192,624	32,882	
MAR	161,879	139,678	175,599	(35,922)	210,135	34,536	(40,000)



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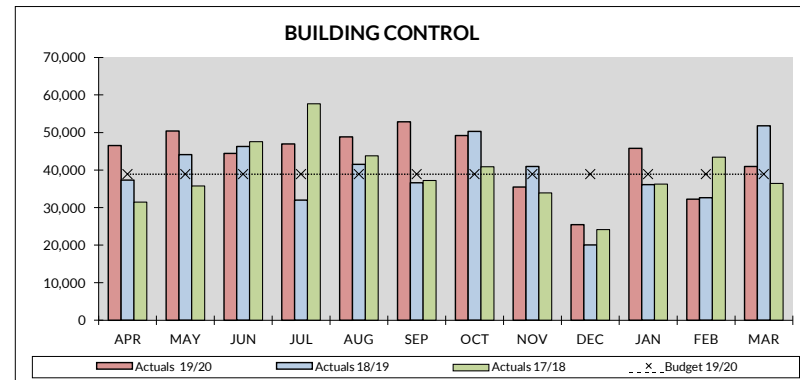
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	Received (Month)	Percentage (Month)	Percentage (Month 19/20)	(Cumulative)
Searches Received - Paper	£105	6	2%	146
Searches Received - Electronic	£86	123	41%	1,131
Searches Received - Personal	£0	173	57%	1,370
	<u>302</u>	<u>100%</u>	<u>100%</u>	<u>2,647</u>

Agenda Item 11

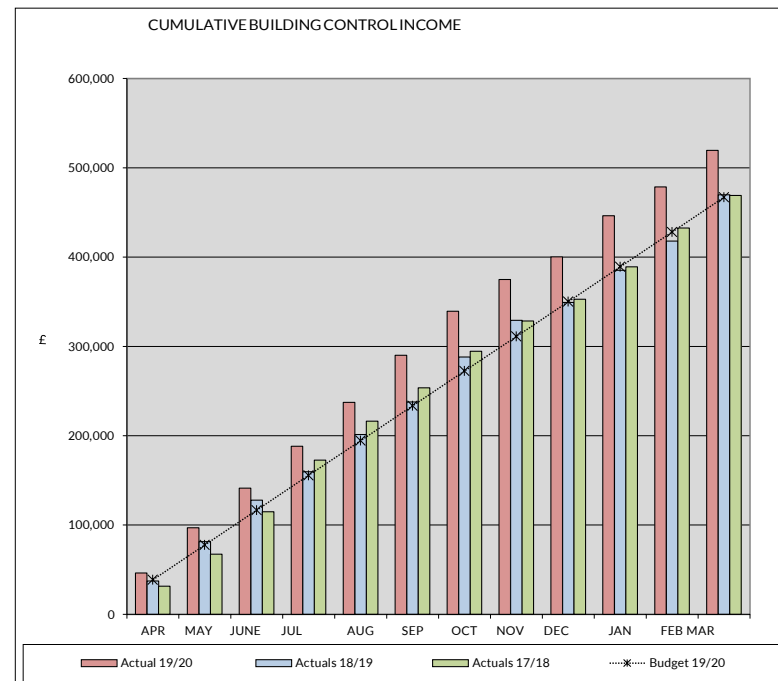
BUILDING CONTROL (DVBCFEE)

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Increase / decrease from 18/19 to 19/20	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
1 APR	31,511	37,342	46,552	(9,210)	38,926	(7,626)	
2 MAY	35,809	44,099	50,427	(6,328)	38,926	(11,501)	
3 JUN	47,602	46,293	44,461	1,833	38,926	(5,535)	
4 JUL	57,651	32,009	47,025	(15,017)	38,926	(8,100)	
5 AUG	43,832	41,516	48,869	(7,353)	38,926	(9,943)	
6 SEP	37,255	36,624	52,900	(16,276)	38,926	(13,975)	
7 OCT	40,902	50,302	49,220	1,082	38,926	(10,294)	
8 NOV	33,940	40,944	35,500	5,444	38,926	3,426	
9 DEC	24,156	20,059	25,489	(5,430)	38,926	13,436	
10 JAN	36,291	36,097	45,849	(9,752)	38,926	(6,923)	
11 FEB	43,486	32,648	32,288	360	38,926	6,638	
12 MAR	36,473	51,799	40,975	10,823	38,926	(2,050)	50,000
TOTAL	468,910	469,732	519,556	(49,824)	467,110	(52,446)	50,000



BUILDING CONTROL (CUMULATIVE)

	Actuals 17/18	Actuals 18/19	Actual 19/20	Cumulative increase / decrease from 18/19-19/20	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
APR	31,511	37,342	46,552	(9,210)	38,926	(7,626)	
MAY	67,320	81,441	96,978	(15,537)	77,852	(19,127)	
JUNE	114,923	127,734	141,439	(13,705)	116,777	(24,661)	
JUL	172,574	159,743	188,464	(28,722)	155,703	(32,761)	
AUG	216,406	201,259	237,334	(36,075)	194,629	(42,704)	
SEP	253,661	237,883	290,234	(52,351)	233,555	(56,679)	
OCT	294,563	288,185	339,454	(51,269)	272,481	(66,973)	
NOV	328,503	329,129	374,954	(45,825)	311,407	(63,548)	
DEC	352,660	349,188	400,444	(51,255)	350,332	(50,111)	
JAN	388,951	385,285	446,292	(61,007)	389,258	(57,034)	
FEB	432,437	417,933	478,580	(60,647)	428,184	(50,396)	
MAR	468,910	469,732	519,556	(49,824)	467,110	(52,446)	50,000



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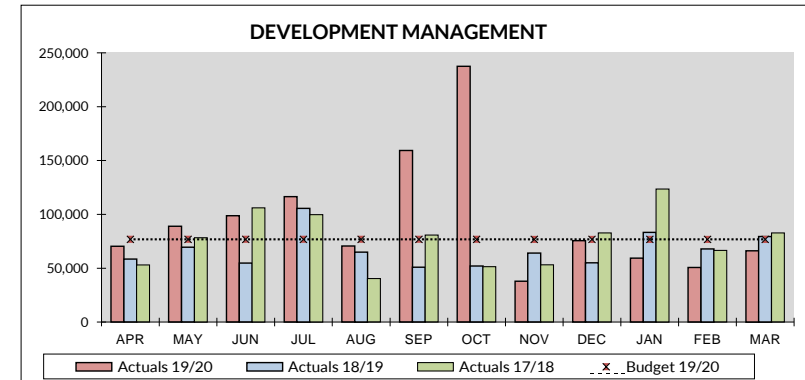
Mar-20

DVBCFEE

	Actual (Cumulative)	Budget	(Monthly)	
Plan Fee	3066	330,272	285,485	25,652
Inspection Fee	3067	184,761	181,625	15,323
Other	9999	3,455		
New Burdens Grant	3905	1,068		
TOTAL	519,556	467,110	40,975	
		0.00		

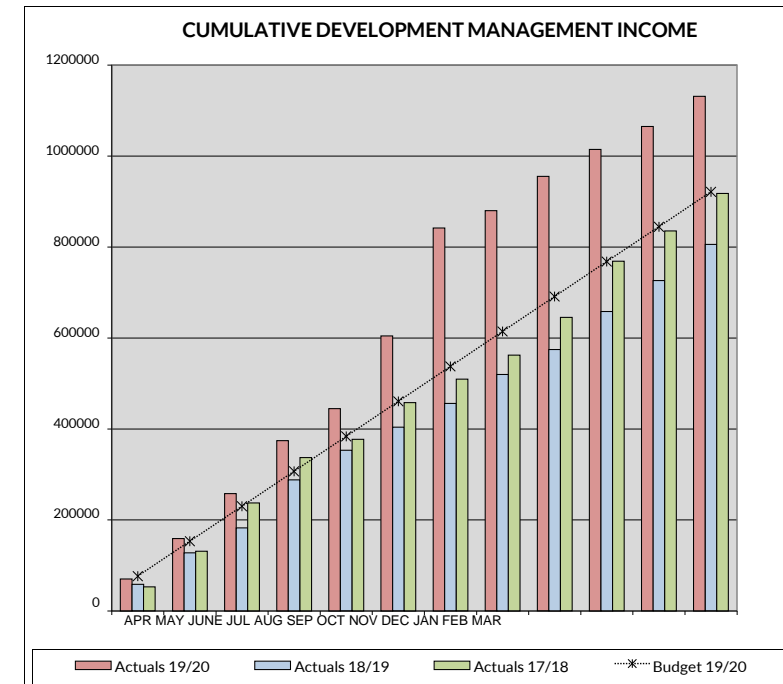
DEVELOPMENT MANAGEMENT (DVDEVCT/DVDEVRND)

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Increase / decrease from 18/19 -19/20	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
1 APR	52,884	58,404	70,363	(11,959)	76,810	6,447	
2 MAY	78,250	69,455	88,827	(19,372)	76,810	(12,017)	
3 JUN	106,124	54,668	98,710	(44,043)	76,810	(21,900)	
4 JUL	99,681	105,667	116,501	(10,834)	76,810	(39,690)	
5 AUG	40,402	64,977	70,614	(5,637)	76,810	6,196	
6 SEP	80,747	50,827	159,361	(108,534)	76,810	(82,551)	
7 OCT	51,400	51,985	237,506	(185,522)	76,810	(160,696)	
8 NOV	53,057	63,941	37,774	26,167	76,810	39,036	
9 DEC	82,753	54,926	75,475	(20,549)	76,810	1,335	
10 JAN	123,499	83,258	59,329	23,929	76,810	17,481	
11 FEB	66,539	67,922	50,534	17,387	76,810	26,276	
12 MAR	<u>82,682</u>	<u>79,480</u>	<u>66,253</u>	<u>13,227</u>	<u>76,810</u>	<u>10,557</u>	<u>76,810</u>
	918,017	805,509	1,131,247	(325,738)	921,722	(209,525)	200,000



DEVELOPMENT MANAGEMENT (CUMULATIVE)

	Actuals 17/18	Actuals 18/19	Actuals 19/20	Cumulative increase / decrease from 18/19 to 19/20	Budget 19/20	Variance (Budget-Actuals)	Manager's Forecast
APR	52,884	58,404	70,363	(11,959)	76,810	6,447	
MAY	131,134	127,859	159,190	(31,331)	153,620	(5,570)	
JUNE	237,257	182,526	257,900	(75,374)	230,431	(27,469)	
JUL	336,939	288,193	374,400	(86,208)	307,241	(67,160)	
AUG	377,340	353,170	445,014	(91,844)	384,051	(60,963)	
SEP	458,087	403,997	604,376	(200,378)	460,861	(143,515)	
OCT	509,487	455,982	841,882	(385,900)	537,671	(304,211)	
NOV	562,544	519,923	879,656	(359,733)	614,481	(265,175)	
DEC	645,297	574,849	955,131	(380,282)	691,292	(263,840)	
JAN	768,796	658,107	1,014,460	(356,353)	768,102	(246,358)	
FEB	835,335	726,029	1,064,994	(338,965)	844,912	(220,082)	
MAR	918,017	805,509	1,131,247	(325,738)	921,722	(209,525)	200,000



Mar-20

	Actual (Cumulative)	Budget	(Monthly)
DVDEVCT/DVDEVRND			
Planning Application Fees	94300/3009	1,051,790	813129
Other	94300/9999	(153)	0
Pre-application Fees	94301	79,310	97201
Monitoring Fees	94302	300	11392
RECH-Other A/C'S	98100		
	<u>1,131,247</u>	<u>921,722</u>	<u>66,253</u>

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	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between February forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
	£'000	£'000	£'000	£'000		£'000	
People & Places							
All Weather Pitch	-5	-5	-5	-0		-0	
Business Area Improvement Fund	0	0	0	0		0	
Community Safety	200	214	212	12	* Additional expenditure has been necessary to bring the Convent of Mercy in Swanley under control. It was agreed that all corporate costs relating to the Convent of Mercy including legal and planning enforcement costs are being charged to this budget. There will be an attempt to recover some costs from the landowner.	-2	
Community Development Service Provisions	-6	-6	-6	0		0	
Community Housing Fund	0	0	0	0		0	
The Community Plan	56	53	51	-5		-2	
Dunton Green Projects - S106	1	1	1	0		0	
Dunton Green Projects	0	0	0	0		0	

Economic Development	59	58	37	-22	* Underspend on salaries due to restructure and reduced allocations. Reduced expenditure on service activity partially offsets the overspend on Economic Development - Property.	-21	* Underspend on salaries due to restructure and reduced allocations. Reduced expenditure on service activity partially offsets the overspend on Economic Development - Property.
Economic Development Property	256	266	305	49	* This relates to feasibility and other work in the lead up to a number of property investments and where possible it has been capitalised as projects proceed and start to attract an income. Sites upon which work was undertaken include High Street, Swanley; Timberden Farm; Russetts Way; Alder Way; White Oak; Church Lane, Kemsing. This also includes additional salaries costs to fill Head of Service post with interim staff, pending permanent appointment and the advert costs for the Strategic Head of Service for Commercial and Property	39	* This relates to feasibility and other work in the lead up to a number of property investments. This also includes additional salaries costs to fill Head of Service post with interim staff, pending permanent appointment and the advert costs for the Strategic Head for Commercial and Property
Energy Efficiency	5	1	0	-5		-1	
Grants to Organisations	182	181	188	6		7	

Gypsy Sites	-6	4	5	11	* Overspend due to rent arrears which are actively being pursued.	1	
Health Improvements	51	49	47	-5		-2	
Homeless	254	253	256	3		4	
Housing Register	6	6	20	14	* Housing Register cost centre moved to its own budget line. TUPE staff from WKHA charged here. Saving on Register in Housing to offset.	14	* Housing Register cost centre moved to its own budget line. TUPE staff from WKHA charged here. Saving on Register in Housing to offset.
Disabled Facilities Grant Administration	-20	-20	-37	-17	* Extra admin fee - based on work undertaken by the team. This helps offsets PSH restructure cost split across various budgets.	-17	* Extra admin fee - based on work undertaken by the team. This helps offsets PSH restructure cost split across various budgets.
Housing	149	149	138	-11	* Housing Register split out (See Housing Register), Saving on register to fund - Staff transferred	-11	* Housing Register split out (See Housing Register), Saving on register to fund - Staff transferred
Housing Initiatives	49	49	48	-0		-0	
Homelessness Prevention	0	0	0	0		0	
Needs and Stock Surveys	0	0	-0	-0		-0	
Housing Energy Retraining Options (HERO)	46	46	46	0		0	

Leisure Contract	183	181	160	-22	* Reduced activities in order to offset by leisure related feasibility work.	-21	* Underspend offset by leisure related feasibility work.
Leisure Development	20	20	20	0		0	
Partnership - Home Office	0	0	0	0		0	
Private Sector Housing	230	218	221	-9		3	
Administrative Expenses - Communities & Business	22	32	23	1		-9	
Administrative Expenses - Housing	0	0	2	2		2	
Sevenoaks Switch and Save	0	0	0	0		0	
Tourism	33	33	30	-3		-3	
One You - Your Home Project	0	-1	0	0		1	
Choosing Health WK PCT	1	1	1	0		0	
Community Sports Activation Fund	0	0	0	0		0	
Dementia Area Project - Run Walk Push	0	0	0	0		0	
PCT Health Checks	0	0	0	0		0	
Homelessness Funding	0	0	0	0		0	
Leader Programme	4	4	5	0		0	
PCT Initiatives	0	-1	0	0		1	
Sportivate Inclusive Archery Project	0	0	0	0		0	
Sport Satellite Clubs	0	0	-0	-0		-0	

Troubled Families Project	0	0	0	0	0
West Kent Business Rates Retention	0	0	0	0	0
West Kent Enterprise Advisor Network	0	0	0	0	0
West Kent Kick Start	0	0	0	0	0
West Kent Partnership	0	0	0	0	0
West Kent Partnership Business Support	0	0	0	0	0
Youth	34	34	38	5	5
	1,802	1,819	1,806	4	-13

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between February forecast and final outturn
	£'000	£'000	£'000	£'000		£'000
Customer & Resources						
Asset Maintenance IT	283	283	283	0		0
Benefits Admin	7	6	5	-2		-0
Benefits Grants	-25	-25	-25	-0		-0
Civic Expenses	17	17	16	-1		-1
Corporate Projects	102	74	78	-24	* Additional one-off costs due to staff turnover and subsequent recruitment	4
Democratic Services	149	154	152	3		-2
Elections	136	136	142	5		5
Land Charges	-105	-55	-55	50	* Underachievement in income is due to a reduced volume of search requests received.	-0
Local Tax	-113	8	11	124	* A new enforcement service has been trialled for a year and as forecast did not achieve the full £100,000 in the year. £61,000 has been spent with business rates valuation experts and is shown as a cost here. A corresponding amount of additional income is shown on the Business Rates line. The remainder is accounted for by court costs and impact on recovery	3
Register of Electors	224	218	208	-16	* Underspend due to staff turnover which has now been recruited to.	-10
Administrative Expenses - Corporate Services	17	19	21	4		2
Administrative Expenses - Legal and Democratic	69	73	68	-0		-4
Administrative Expenses - Human Resources	4	14	16	11	* Additional one-off costs due to staff turnover and subsequent recruitment	1

Administrative Expenses - Revenues and Benefits	0	0	-0	-0		-0
Street Naming	6	-8	-8	-13	* Increased income	1
Support - Rev & Ben Control	241	241	241	-0		-0
Support - Counter Fraud	57	57	57	-0		-0
Support - Contact Centre	539	529	527	-13	* Underspend due to staff turnover.	-3
Support - IT	1,121	1,091	1,094	-27	* Due to undersepnds of staff costs and savings on licencing and support costs.	3
Support - Legal Function	242	199	199	-43	* Underspend mainly due to staff turnover and reduced legal expenditure.	-0
Support - Local Offices	19	29	29	10		-0
Support - Nursery	0	0	2	2		2
Support - Human Resources	319	347	351	32	* Additionally staffing costs to deliver service	4
	3,307	3,405	3,410	103		5

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between February forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
	£'000	£'000	£'000	£'000		£'000	
Finance & Trading							
Action and Development	7	7	6	-1		-1	
Asset Maintenance Argyle Road	167	167	152	-15	* Delayed electrical and emergency lighting works at Argyle Rd due to COVID-19 restrictions	-15	* Delayed electrical and emergency lighting works at Argyle Rd due to COVID-19 restrictions
Asset Maintenance CCTV	18	18	17	-0		-0	
Asset Maintenance Countryside	8	3	0	-8		-3	
Asset Maintenance Other Corporate Properties	33	33	33	-0		-0	
Asset Maintenance Direct Services	80	75	52	-27	* Works due to be completed at Mill Pond and Mildmay Depot, Shoreham delayed.	-22	* Delay in works. - Mildmay delayed because of quoted costs massively exceeding the budget (quoted £60k plus for civils). Mill Pond was delayed because of COVID-19 and higher than expected quoted costs to complete the works.
Asset Maintenance Hever Road	38	38	42	4		4	
Asset Maintenance Leisure	182	182	183	2		2	

Asset Maintenance Playgrounds	8	8	6	-2		-2	
Asset Maintenance Support & Salaries	79	79	85	6		6	
Asset Maintenance Sewage Treatment Plants	9	9	0	-8		-8	
Asset Maintenance Public Toilets	7	7	0	-7		-7	
Bus Station	13	13	20	8		8	
Car Parks	-1,951	-1,760	-1,651	299	* Business Rates increases (growth SCIA included in 2020/21 budget process) and increased Electricity Costs. Parking income is below target due to the slower return from off street parking to Sevenoaks Town Car Park. Also due to COVID-19 in March.	109	* Reduction in car parking income due to COVID-19.
CCTV	265	280	272	7		-8	
Civil Protection	71	71	64	-7		-7	
Consultation and Surveys	4	-0	0	-4		0	
Corporate Management	1,043	1,006	1,016	-27	* Compensation of senior management time from Quercus companies. The budgets for services, consultants and external audit	10	* Additional external audit fees agreed at the year end

					were not required in full this year		
Corporate - Other	82	43	0	-82	* The savings made from vacant posts and staff recruitment and retention budget	-43	* The savings made from vacant posts and staff recruitment and retention budget
Dartford Audit Partnership Hub (SDC Costs)	0	0	0	0		0	
Car Parking - On Street	-490	-510	-470	20	* Parking fine income is lower than budgetted for the year.	40	* Further fall in parking fine income due to suspension of parking charges for COVID-19.
Emergency	68	68	69	1		1	
Parking Enforcement - Tandridge DC	-29	-29	-26	4		4	
Equalities Legislation	20	-0	0	-20	* The Council retains a budget to enable it to respond to any actions that may be required to continue to meet its duties under equalities legislation. The budget was not required this year and expenditure was instead met from existing	0	

					service budgets where required.		
Estates Management - Buildings	-11	29	41	52	* Business Rates including for Meeting Point building in Swanley. This will continue to be paid until the building is demolished - £50,000.	12	* Additional income was forecast due to a rental increase. However this did not have full year effect.
Estates Management - Grounds	118	133	140	22	* Essential tree work undertaken. Legal fees paid for transferring open space land to Swanley Town Council.	7	
External Communications	202	193	192	-10	The budget for the website support was not required in full this year.	-1	
Housing Advances	1	1	1	0		0	
Housing Other Income	-14	-14	-20	-6		-6	

Housing Premises	15	5	0	-15	*	Income received higher than budget due to review of charges to enable full cost recovery. Budget was set to assume a deficit.	-5	
Kent Resource Partnership	1	1	0	-1			-1	
Asset Maintenance Operatives	0	0	-8	-9			-9	
Markets	-185	-215	-227	-43	*	Increased income, following re - tendering for Sevenoaks and Swanley markets.	-13	* Additional rental income and a minor reduction in costs increased the over-recovery at the end of the year.
Members	455	428	424	-31	*	This is due to the gap between the election and appointment to roles. Members are only paid one Special Responsibility Allowance which impacts on the total amount of allowance paid.	-4	
Misc. Finance	1,763	1,763	1,803	40	*	The overspend is caused by an increase to Bad debt provision.	40	* Additional costs due to the increase in the bad debt provision.
Parks - Greensand Commons Project	0	0	0	0			0	

Parks and Recreation Grounds	185	180	155	-30	* Underspend due to delay in Bradbourne Lakes Consultancy. Consultancy payment was delayed because the consultants were not working. The scheme has been delayed because the Heritage Lottery Fund (HLF) have suspended all grant funding and applications due to COVID-19	-25	* Consultancy payment was delayed because the consultants were not working. The scheme has been delayed because the Heritage Lottery Fund (HLF) have suspended all grant funding and applications due to COVID-19
Parks - Rural	131	127	136	5		9	
Performance Improvement	-1	6	-2	-1		-8	
Public Transport Support	0	0	0	-0		-0	
Refuse Collection	2,787	2,836	2,769	-17	* Income from glass and paper credits higher than previously forecast and additional income received.	-67	* Quarter 4 credits higher than originally forecast and additional income received.
Administrative Expenses - Chief Executive	22	22	14	-8		-8	
Administrative Expenses - Direct Services	0	0	0	0		0	

Administrative Expenses - Finance	32	61	73	42	*	Works carried out to improve the Finance IT system, including setting up of the ledger for new entities, Making Tax Digital and Direct Debit in addition to staff advertising and recruitment costs.	12	*	Works carried out to improve the Finance IT system, including setting up of the ledger for new entities, Making Tax Digital and Direct Debit in addition to staff advertising and recruitment costs.
Administrative Expenses - Transformation and Strategy	5	5	6	1			1		
Administrative Expenses - Property	3	3	5	2			2		
Administrative Expenses - Transport	7	7	8	1			1		
Street Cleansing	1,467	1,467	1,450	-17	*	Additional bins ordered before year end did not arrive due to COVID-19 delays.	-17	*	The litter bins were ordered for delivery before the end of March but they were not actually delivered until April because of Covid-19 so not able to pay until new year.
Support - Audit Function	176	160	150	-27	*	Salary underspends due to a number of vacant posts during the year within the Sevenoaks/Dartford Audit Partnership.	-10	*	Vacant posts

Support - Central Offices	474	464	490	16	*	Reduction in rental income relating to KCC and additional R&M costs relating to electrical works.	26	*	Additional R&M costs and anticipated utilities savings not achieved.
Support - Exchequer and Procurement	116	121	141	25	*	Temporary staffing to cover vacancies	20	*	Ongoing payment for temporary officer due to delayed recruitment.
Support - Central Offices - Facilities	272	300	286	14	*	Facilities Management relies heavily on overtime to maintain building opening times and also manage the asset maintenance service.	-14	*	Reduced levels of overtime required and a contribution from the Reorganisation Reserve to cover SMT restructure costs reduced the overspend compared to forecast at year end.
Support - Finance Function	185	179	190	5			10	*	Salaries overspend partly offset by hours charged to Quercus.
Support - General Admin	166	166	154	-12	*	Reduction in corporate memberships and underspend on scanning equipment.	-12	*	Reduction in corporate memberships and underspend on scanning equipment.
Support - General Admin (Print Shop)	-37	-23	-18	19	*	Print Studio income has been reduced this year. Savings in staff costs and	5		

						expenditure on materials.		
Support - General Admin (Post/Scanning)	185	170	147	-38	*	Savings on Salaries and postage costs.	-23	* Ongoing savings due to redeployment of staff in other areas.
Support - Health and Safety	22	22	21	-1			-0	
Support - Direct Services	51	65	64	13	*	Additional staff training.	-1	
Support - Procurement	6	6	7	0			0	
Support - Property Function	49	49	59	10	*	Salaries overspend due to restructure.	10	* Salaries overspend due to restructure.
Direct Services Trading account	-144	-55	-29	115	*	Income £66,000 below profile. Expenditure £49,000 above profile. Income is below budget on Trade Waste, Cesspools and Pest Control and there are overspends on Refuse, Green Waste and Fleet partly due to COVID-19	26	* Additional expenditure on Refuse, Green Waste and Fleet
Public Conveniences	49	49	57	8			8	
Treasury Management	126	126	114	-13	*	Variance due to reduced levels of bank charges and other fees	-12	* Variance due to reduced levels of bank charges and other fees
	8,414	8,646	8,669	255			23	

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between February forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
	£'000	£'000	£'000	£'000		£'000	
Planning & Regulatory Services							
Building Control Partnership Members	0	0	0	0		0	
Building Control	-127	-124	-145	-18	* Overachievement on fee income is planned to be reinvested in future periods and to offset an increased staff costs of the partnership.	-21	* The Council was reimbursed for Support Costs provided to the partnership; the increased fee income was only partially carried forward to be reinvested in future periods
Conservation	85	73	70	-15	* This results from an underspend on salaries due to vacant posts	-2	
Dangerous Structures	3	1	2	-1		1	
EH Commercial	264	267	271	7		4	
EH Animal Control	1	17	18	18	* This is the result of an underachievement on fee income.	2	

EH Environmental Protection	406	359	352	-54	*	Expenditure on air quality monitoring was either delayed due to the situation with COVID, or funded by S106 contributions. This also reflects a reduction in the payment of hub costs, agreed with DBC.	-7
Licensing Partnership Hub (Trading)	0	0	0	0			0
Licensing Partnership Members	0	0	-0	-0			-0
Licensing Regime	11	-12	-16	-26	*	This is the result of exceeding income targets for premises licensing.	-4
Planning Policy	593	543	543	-50	*	This relates to a vacant post. Unlike in previous year, the underspend did not form part of the Local Plan reserve.	0
LDF Expenditure	0	0	0	0			0
Planning - Appeals	204	237	241	37	*	This is the result of an award of costs at Fircroft Way Edenbridge, and re Swanley planning appeal	4

Planning - CIL Administration	-68	-74	-68	-0		6	
Planning - Counter	0	0	-0	-0		-0	
Planning - Development Management	227	-47	-38	-265	* This results from an underspend on salaries due to vacant posts, which are still proving difficult to fill, and an overachievement on fee income due to a small number of high fee applications.	9	
Planning - Enforcement	281	374	395	114	* This is due to increased enforcement activity, including the successful serving of Injunctions, associated costs and the salary cost of our temporary officers.	21	* The difference results from the additional fee paid to make a temporary staff permanent, and additional costs awarded
Planning Performance Agreement	0	47	50	50	* This is our Urban Designer post costs, which will be offset by an underspend on salaries due to vacant posts in the service.	3	

Administrative Expenses - Building Control	12	2	1	-11	*	This results from an underspend on Admin budget due to expenses being part of the partnership arrangement.	-1
Administrative Expenses - Health	10	5	2	-8			-3
Administrative Expenses - Licensing	8	3	2	-7			-2
Administrative Expenses - Planning Services	46	88	93	47	*	This is a result of staff training and development, including university fees.	5
Taxis	4	-10	-10	-15	*	This is an overachievement of fee income.	-0
Air Quality (Ext Funded)	0	0	0	0			0
	1,960	1,749	1,764	-196			14

Item 12 - Earning Income from Council Owned Assets

The attached report was considered by the Finance & Investment Advisory Committee on 8 July 2020. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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EARNING INCOME FROM COUNCIL OWNED ASSETS

Cabinet - 9 July 2020

Report of	Chief Officer - Finance and Trading
Status	For Decision
Also considered by	Finance & Investment Advisory Committee - 8 July 2020
Key Decision	Yes

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Matthew Dickins

Contact Officer Richard King Ext. 7099

Recommendation to Finance & Investment Advisory Committee:

- a) The Committee consider the options for the disposal of Land to the Rear of Sealcroft Cottages as set out in paragraphs 3 & 4 and recommend the preferred option to Cabinet;
- b) The Committee consider the options for disposal of land adjacent to 9 Pound Lane, Sevenoaks as set out in paragraphs 5 & 6 of the report and recommend the preferred option to Cabinet.

Recommendation to Cabinet: That, subject to any comments from the Finance & Investment Advisory Committee,

- a) delegated authority be granted to the Portfolio Holder for Finance & Investment in consultation with the Chief Officer Finance & Trading, to approve the terms of the disposal of Land to the Rear of Sealcroft Cottages, subject to site investigation and planning; and
 - b) disposal by way of Auction, of the Land Adjacent 9 Pound Lane, Sevenoaks, be approved; with delegated authority granted to the Chief Officer Finance & Trading to set a minimum reserve.
-

Reason for recommendation:

- a) The land to the rear of Seal Croft Cottages was identified as surplus to requirements but is located in the Green Belt. However, the site can be developed by English Rural Housing Association as a Rural Exception Site and so can provide a solution to a rural housing needs requirement
-

-
- b) The land adjacent 9 Pound Lane has no benefit to the Council. It is considered that Planning for development would be difficult. However, an overage clause should be written into the contract for any future consents. The site will generate a capital receipt for the Council.
-

Introduction and Background

Sealcroft Cottages, Seal

- 1 The land, shown on the attached plan outlined in red (Appendix A) has been identified as surplus to requirements as part of the small sites programme. The site is located within the Green Belt, so the opportunities for Sevenoaks District Council (SDC) to develop the land itself are limited.
- 2 Housing Policy and Economic Development & Property have recognised that the best way to unlock the site's potential is as a Rural Exception Site (Core Strategy Policy SP4). Seal Parish Council has a housing needs requirement following a needs survey.
- 3 Opportunities have been considered in conjunction with Housing Policy. Following some Pre-application enquiries, there is the opportunity for development on the site for 2 or 3 x 1 Bedroom Bungalows. (Appendix B & C). The schemes have been drafted by English Rural Housing Association (ERHA) who are SDC's preferred Housing Association (HA) provider for rural locations and they are Seal Parish Council's selected partner.
- 4 There is the possibility of a larger site being considered as the ownership of the land to the north of the site outlined, and to the rear of No. 6 is currently being used without SDC's consent, and is subject to SDC recovering possession. This additional area would provide for a total of 4 Bungalows (Appendix D) to be developed on the site. The disposal to ERHA cannot be considered until all Boundary issues have been settled, however until such time as an in principle decision is made, ERHA are reluctant to incur further costs by commissioning additional feasibility expenditure.

Land Adjacent to 9 Pound Lane

- 5 This site, located on the attached plan Appendix E, has been identified as being surplus to requirements. The site is of no benefit to the Council. It is considered that Planning for development would be difficult. However, an overage clause should be written into the contract for any future consents. The site will generate a capital receipt for the Council.
- 6 It is proposed that Cabinet approval be sought to dispose of the site by way of auction.

Other Options Considered and/or Rejected

Sealcroft Cottages, Seal:

- 7 Because of the site's location within the Green Belt and its development under SP4, this site is not considered suitable for development by Quercus Housing. This is due to the complex nominations arrangements applying to rural exceptions housing which Quercus Housing are unable to provide and also, as they are not a Registered Provider, Quercus Housing are unable to access Homes England grant funding. Grant funding is needed to deliver appropriately designed and genuinely affordable homes on developments such as these.
- 8 Retaining the site in SDC's ownership will risk further encroachments and will be an additional and ongoing maintenance liability which will incur unbudgeted expenditure and considerable officer time in responding to any such encroachments.

Key Implications

Financial

There are no financial implications for the sale of this site outside those already highlighted within the report.

Legal Implications and Risk Assessment Statement.

Resources from the Council's legal team are and will continue to be needed to deal with any claim for adverse possession and to complete the disposal process.

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 of the Finance and Investment Advisory Committee are asked to consider the progress being made in disposing of surplus or underperforming assets and support the recommendations for further action as outlined above.

Appendices

Appendix A - Land to rear of Seal Croft Cottages -
Plan of the site Outlined in Red

Appendix B - Land to rear of Seal Croft Cottages - Site
development Plan for 2 Bungalows

Appendix C - Land to rear of Seal Croft Cottages- Site
development plan for 3 Bungalows

Agenda Item 12

Appendix D - Land to rear of Seal Croft Cottages -
Site development plan for 4 Bungalows

Appendix E - Land adjacent to 9 Pound Lane,
Sevenoaks - Plan of the site Outlined in Red

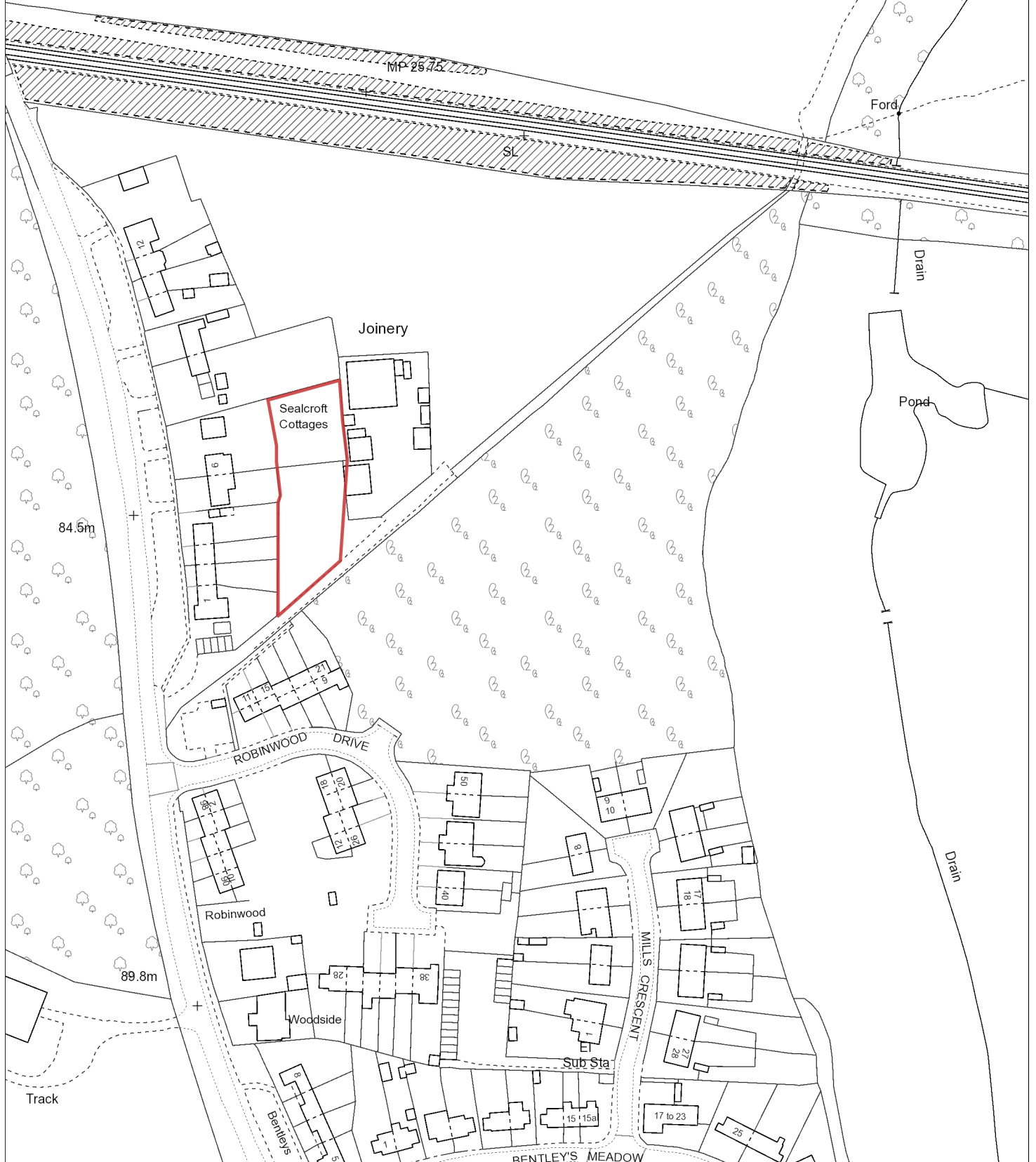
Appendix F - Exempt Information

Background Papers None

Adrian Rowbotham

Chief Officer - Finance & Trading

APPENDIX A



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Ordnance Survey 100019428.

Seal Croft Cottages, Appendix A

Scale: 1:1,802

Date: January-2020

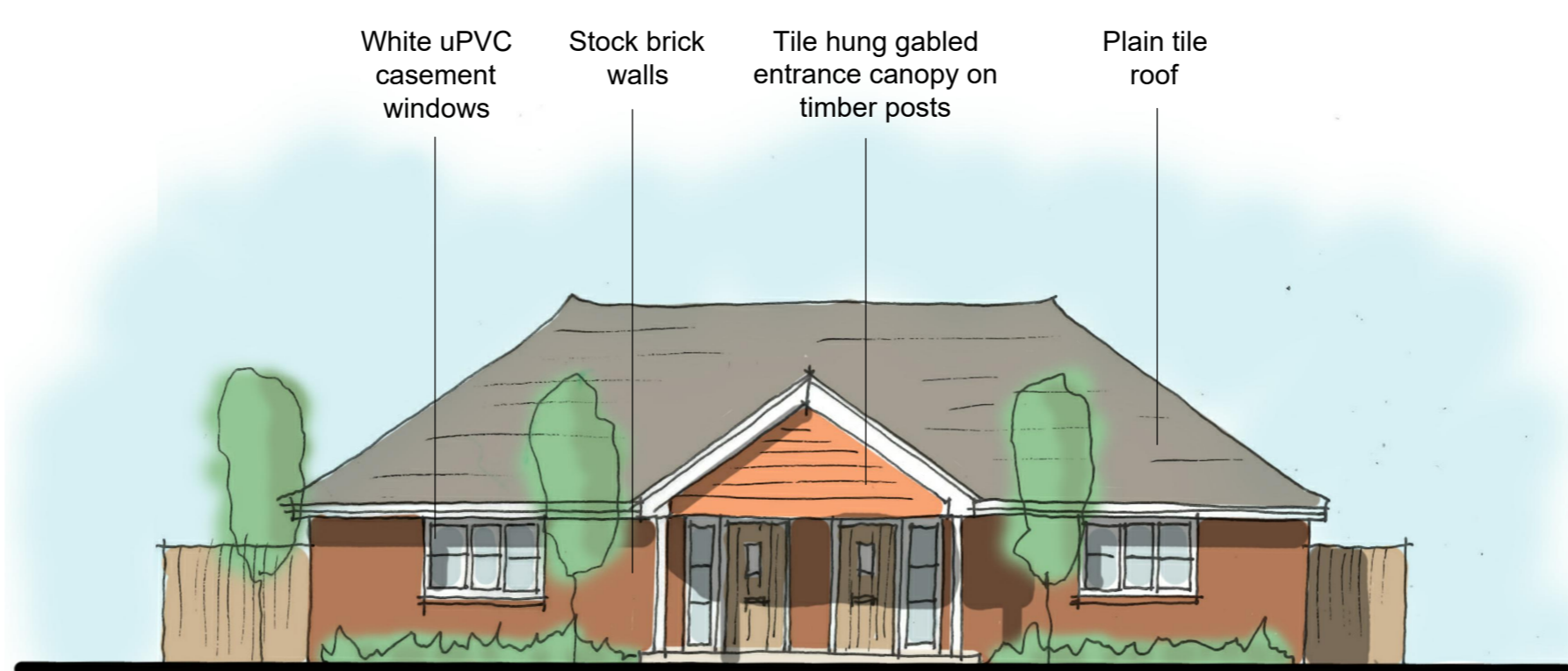
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APPENDIX B



Proposed Site Layout 1:250@A1

Accommodation Schedule:
 2no. 1bed/2person bungalows @ 52 sqm
 Site Area: 0.057Ha
 Car parking: 2no. space per dwelling
 Cycle parking: 2no. spaces per dwellings (in garden shed)



Proposed Front (South) Elevation 1:100@A1

Rev	Date	Revision Details	Dr	Ch
-----	------	------------------	----	----

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Client's Name
 English Rural HA

Job Title
 Sealcroft Cottages,
 Childsbridge Road, Seal

Drawing Title
 Sketch Layout & Elevation

Scale
 1:250 @ A1 / 1:500 @ A3

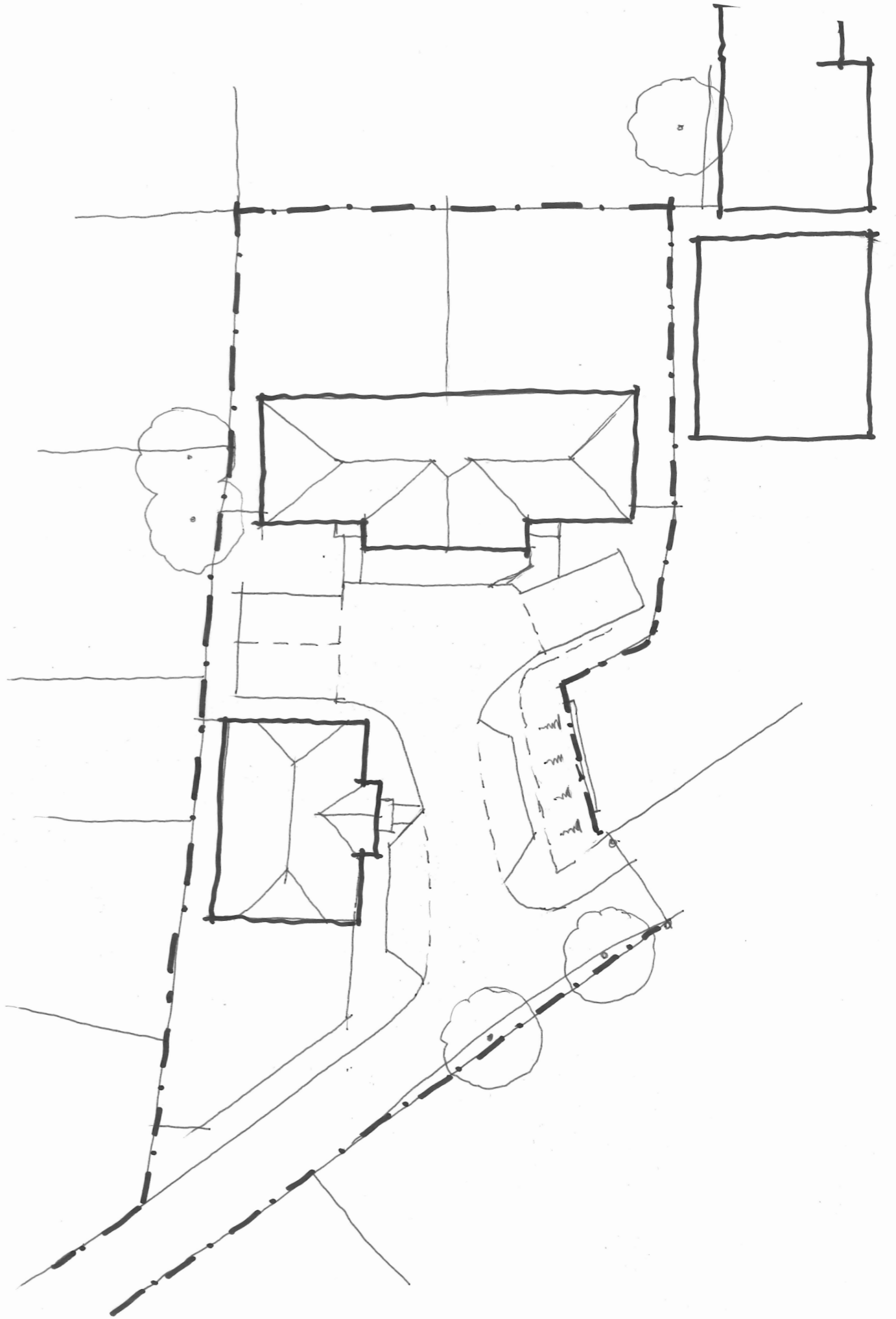


Drawn	Checked	Date
KE	AK	08.10.19

Job No	Drawing No	Rev
6827	SK-01	

Status
PRELIMINARY

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APPENDIX D



Accommodation Schedule:
 2no. 1bed/2person bungalows @ 52 sqm
 2no. 2bed/3person bungalows @ 63 sqm
 Site Area: 0.158Ha
 Car parking: 1no. space per 1 bed dwelling
 2no. space per 2 bed dwelling
 3no. visitors spaces
 Cycle parking: 2no. spaces per dwellings (in garden shed)

A	10.12.19	Revised to Clients comments	KE	AK
Rev	Date	Revisions Details	By	Chk

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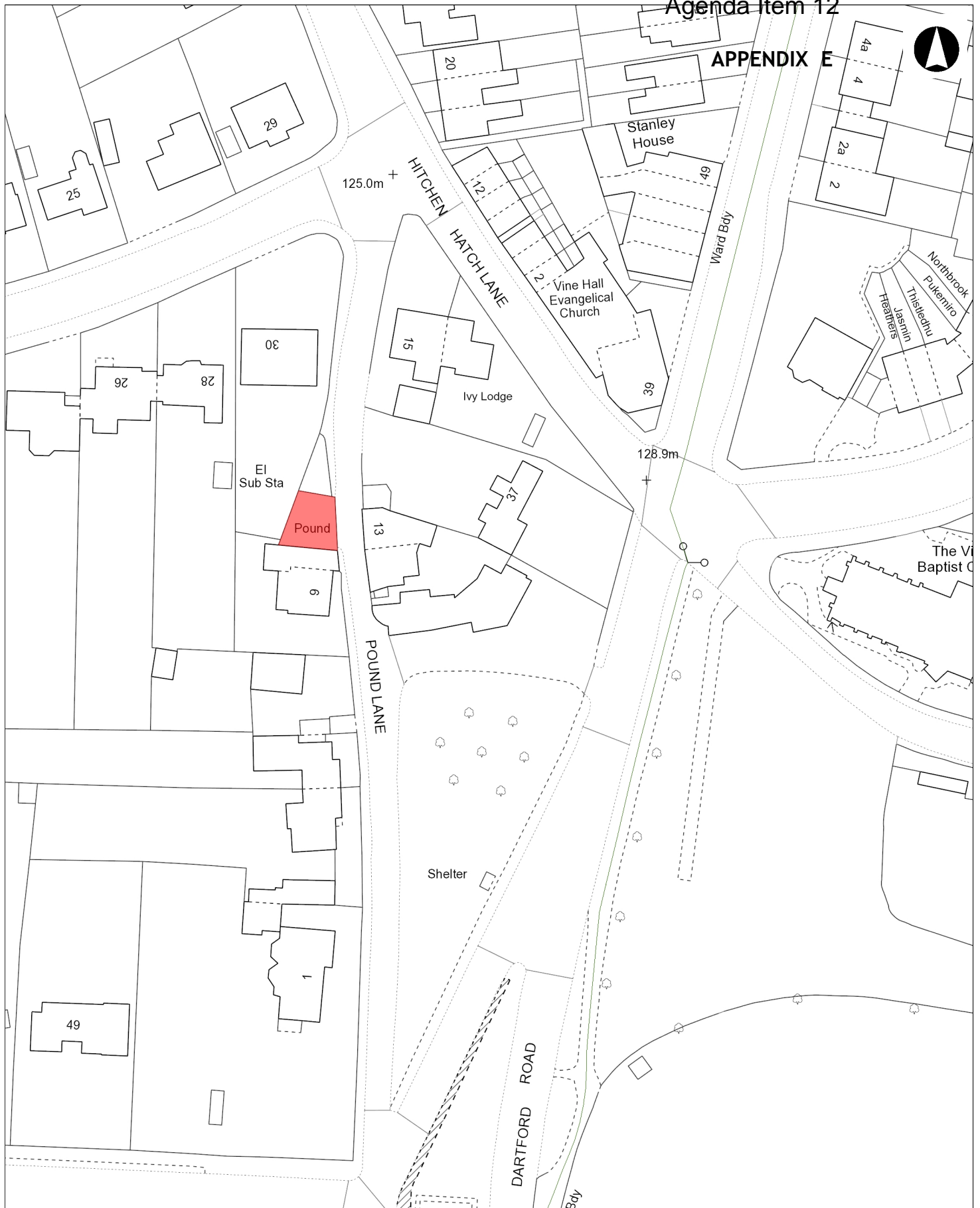
Client Name: English Rural HA
 Job Title: Sealscroft Cottages, Childsbridge Road, Seal
 Drawing Title: Sketch Layout & Elevation

Scale: 1:250 @ A1 / 1:500 @ A3

KE AK 09.12.19
 Job No: 6827 SR-03 A
 Status: PRELIMINARY

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