

13 January 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 05.01.22



The meeting will also be livestreamed to YouTube here:

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## Cabinet

### Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickens  
Cllrs. McArthur, Dyball, Maskell and Thornton


### Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 9 December 2021, as a correct record	(Pages 1 - 6)	
2. <b>Declarations of interest</b> Any interests not already registered		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)</b>		
5. <b>Budget Update 2022/23</b>	(Pages 7 - 32)	Alan Mitchell Tel: 01732227483
6. <b>Calculation of Council Tax Base and Other Tax Setting Issues</b>	(Pages 33 - 44)	Roy Parsons Tel: 01732 227204



REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

- |    |                                                                                   |                   |                                     |
|----|-----------------------------------------------------------------------------------|-------------------|-------------------------------------|
| 7. | <b>Air Quality Action Plan request to consult</b>                                 | (Pages 45 - 106)  | Nick Chapman<br>Tel: 01322 343160   |
|    |  |                   |                                     |
| 8. | <b>Swanley Sunday Market Proposal</b>                                             | (Pages 107 - 112) | Trevor Kennett<br>Tel: 01732 227407 |



Indicates a Key Decision



indicates a matter to be referred to Council

#### EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

**CABINET**

Minutes of the meeting held on 9 December 2021 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Dyball, Maskell and Thornton

Cllrs. Penny Cole and Perry Cole were also present.

49. Minutes

Resolved: That the Minutes of the meeting of Cabinet held on 11 November 2021, be agreed and signed by the Chairman as a correct record.

50. Declarations of interest

There were no additional declarations of interest.

51. Questions from Members (maximum 15 minutes)

There were none.

52. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)

There were none.

53. Budget Update 2022/23

The Finance & Investment Portfolio Holder presented the report which set out the progress made in preparing the 2022/23 budget and updated Members on key financial information. The Deputy Chief Executive and Chief Officer - Finance & Trading set out the background to the report.

The Head of Finance set out that recommendation (a) of the report asked Cabinet to consider and respond to comments and recommendation of the Advisory Committees regarding growth and savings / additional income proposals (SCIAs) listed in Appendix D and detailed in Appendix E. He explained the SCIAs and invited questions and comments from Members.

Public Sector Equality Duty

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

Resolved: That

- a) SCIA's 1 - 7 (22/23) detailed in Appendix E be included in the budget;
- b) a SCIA be presented to Cabinet in January on the following savings suggestion put forward by the Advisory Committees listed in Appendix F:
  - i) Review the potential of setting up of a social letting agency;and that there be no further action on the following savings suggestions put forward by the Advisory Committees listed in Appendix F:
  - ii) Charging for tourism events;
  - iii) Charging for sporting events.
- c) Officers be requested to identify further saving options to be included in the Budget Update report to Cabinet on 13 January 2022.

54. Street Naming and Numbering Policy

The Portfolio Holder for Improvement & Innovation presented the report which set out the revised Street Naming and Numbering Policy. He advised that Improvement & Innovation Advisory Committee had considered the same report.

The Head of Information and Customer Solutions advised that the current policy was limited in scope and was not robust enough to support officers in some of the more complex decisions that were required, and so the revised policy aimed to provide a more robust and user-friendly document that guided applicants and officers, which supported the Street Naming and Numbering function. It also detailed the decision making process, routes for appeal and issues of responsibility.

It was highlighted to Members that some typographical and consistency errors had been noted by the Improvement and Innovation Advisory Committee and had been addressed.

Public Sector Equality Duty

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

Resolved: That the revised Street Naming and Numbering Policy be adopted.

55. Community Lottery

The Portfolio Holder for People & Places presented the report which outlined proposals to introduce a Community Lottery. A society lottery of the type proposed in the report had been successfully implemented by many other local authorities. The Community Lottery would focus on delivering proceeds locally, maximising benefits to the community, minimising the costs so the scheme was largely self-financing, delivering winners locally.

The Community & Projects & Funding Officer advised that a partnership with an existing deliverer of lotteries in the market place known as an External Lottery Manager was included in the proposal. Their responsibilities included managing the prize fund and associated insurance, providing marketing materials and conducting the draw. The Council would not handle any transactions other than receiving its share of the income on a monthly basis.

The Portfolio Holder advised that People & Places Advisory Committee had also considered the report and resolved in support. She indicated the engagement with the District's Voluntary Sector Forum would help ensure the project's success. She set out that charities and the Voluntary Sector Forum were in favour of the project.

The Deputy Chief Executive and Chief Officer - People & Places answered questions from Cabinet on this item about apportionment of funds and set out that Sevenoaks District based charities, clubs, associations and societies are all groups that would be eligible to register as a local good cause with the Community Lottery provided they meet the terms and conditions.

Cabinet discussed the item and expressed concerns about the adoption of the proposal. Members expressed a wish to consider grant levels and to offer assistance to the charitable sector in setting up their own individual small society lotteries as an alternative.

Cabinet agreed that charities were under financial pressure and that it would be valuable to look at a grant funding scheme offering assistance to charities as part of a SCIA through the budget process, with a view to directing such support directly at those organisations most in need.

The Chief Executive set out that Officers would be glad to investigate a SCIA for the growth item proposed by the Cabinet. He reminded Members that the original proposal for a Community Lottery was a Member proposal and did not originate with Officers.

The Chairman indicated that he considered that it would be more empowering to enable worthy charities to run their own individual small society lotteries. He stated that he considered that there was an absolute immediate need for funding following the Covid-19 pandemic.

Public Sector Equality Duty

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

Resolved: That

- a) The Portfolio Holder for Finance & Investment and the Portfolio Holder for People & Places work with the Deputy Chief Executive and Chief Officer - Finance & Trading and Deputy Chief Executive and Chief Officer - People & Places on a SCIA to set up a grant fund, time limited for Covid-19 recovery, with eligibility criteria along the same lines as set out in the report;
- b) the Council investigate means to advise charities of the means to set up their own individual small society Lotteries.

56. A Local First Homes Policy for Sevenoaks District

The Portfolio Holder presented the report which proposed a local First Homes Policy for the District. The national First Homes policy would be implemented for 106 sites on 28 December 2021. First Homes would be sold at a prescribed discount to first time buyers and held as affordable housing in perpetuity.

The Housing Strategy Manager advised Members that Based on the recommendations from the Targeted Review of Local Housing Needs (TRLHN), it was proposed that the Sevenoaks First Homes policy should contain a 50% discount on open market value, a capped maximum discounted sale price of £250,000 at initial sale and a set annual household income of £56,250. She answered questions on the report.

The Portfolio Holder advised that Housing & Health Advisory Committee had considered the same report.

Public Sector Equality Duty

Members gave consideration to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Local First Homes policy for Sevenoaks District, the contents as set out in the report, or as further defined, be approved and adopted for implementation on 28 December 2021; and
- b) any supplementary First Home policies, including re-sales and use of First Homes Commuted sums, be drawn up by Officers, with delegated authority given to the Chief Officer - People & Places and the Chief Officer - Planning & Regulatory Services, following consultation with the Portfolio Holders for Housing & Health and Development & Conservation, to approve these policies.

57. Approval to Seek Additional Designation of Parishes/Areas under Section 157(1) of the Housing Act 1985

The Portfolio Holder for Housing & Health Advisory Committee presented the report which proposed an application be submitted to the Secretary of State for Department of Levelling up, Housing & Communities to seek additional areas within the District to be designated 'rural' under section 157(1) of the Housing Act 1985. The Portfolio Holder advised that the Housing & Health Advisory Committee had considered the same report.

The Housing Strategy Manager advised that from 2014 affordable housing contributions could be sought for planning application sites with a net residential addition of ten or more homes. Local authorities were able to set a lower threshold to rural areas described under section 157(1) of the Housing Act 1985. S157 designation had applied to over 60% of the District as they were located within Areas of Outstanding Natural Beauty (AONB). A lower site threshold of six to nine homes was agreed by Cabinet to be applied to these designated areas, but could not applied to rural areas located outside of the AONBs.

Local authorities may apply to have additional areas designated rural under S157(1). Parishes would be required to have a population density of less than two persons per hectare and for any settlements within them have a population of fewer than 3,000 inhabitants, with some flexibility to the first criterion.

Rural designation under S157(1) would allow the Council to put restrictive covenants in place so the home could only be sold on to someone who had been living or working in the parish for three years. It would also enable the Council to apply the lower site threshold to all new market housing sites within the parish to maximise the opportunity for S106 commuted sum payments towards the delivery of new affordable housing.

Public Sector Equality Duty

Members gave consideration to impacts under the Public Sector Equality Duty.

Resolved: That an application to the Secretary of State for Levelling Up, Housing and Communities, seeking additional areas/parishes in the District (as detailed in Appendix A) to be designated under section 157(1) of the Housing Act 1985, be submitted.

IMPLEMENTATION OF DECISIONS

This notice was published on 10 December 2021. The decisions contained in Minute 53, 54 and 55 take effect immediately. The decisions contained in Minutes 56 and 57 take effect on 20 December 2021.

THE MEETING WAS CONCLUDED AT 8.03 PM

CHAIRMAN



**BUDGET UPDATE 2022/23**

**Cabinet - 13 January 2022**

**Report of:** Deputy Chief Executive and Chief Officer - Finance and Trading

**Status:** For Decision

**Key Decision:** No

**Executive Summary:**

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

This report sets out progress made in preparing the 2022/23 budget and updates Members on key financial information.

The position after the previous Budget Update report was presented to Cabinet on 9 December 2021, was that savings of £157,000 per annum were still required to produce a balanced 10-year budget.

Since that meeting, officers have identified further savings options which are detailed in Appendix E. The Provisional Local Government Finance Settlement has also been announced and details are included in the report.

It is expected that additional savings will still be required to ensure that this Council is able to once again set a balanced 10-year budget.

The Cabinet will make its final recommendation on the budget at its meeting on 10 February 2022, after taking into account any updated information available at that date.

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officer(s):** Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

**Recommendation to Cabinet:**

- (a) Consider the savings proposals in Appendix E and recommend including them in the budget.
- (b) Recommend a Council Tax increase for 2022/23.
- (c) Depending on the budget position following the recommendations above, provide officers with any further instructions.

**Introduction and Background**

- 1 At the Cabinet meeting on 16 September 2021, Members considered a report setting out the Council's financial prospects for 2022/23 and beyond. That report set out the major financial pressures the Council is likely to face, together with a proposed strategy for setting a balanced and sustainable budget for 2022/23 and beyond.
- 2 As part of the budget process officers put forward their Service Dashboards to the Advisory Committees between September and November, which set out a summary of current and future challenges and risks. The Advisory Committees recommended new growth and savings items which were considered at the last Cabinet meeting on 9 December 2012.
- 3 Following the last Cabinet meeting there remained a £157,000 per annum budget gap and officers were requested to identify further savings options to be included in this report.

**Financial Strategy**

- 4 In order to maintain a viable Council that continues to deliver on its main priorities and the services it provides to its residents, the Council continues to adopt a Financial Strategy that embraces the following principles:
  - Remain financially self-sufficient.
  - Be clear about the Council's future financial prospects, with a ten-year budget as an integral part.
  - Ensure a strategic approach is taken to the management of the Council's finances, Council Tax, and budget setting.
  - Make effective use of reserves and capital receipts.
  - Manage our money carefully, monitor monthly and constantly strive for

better value from our spending.

- 5 A two-page summary of the Financial Strategy can be found at **Appendix F**.
- 6 An audit of the 10-year budget process has recently been completed by Mazars (working for Internal Audit) and their findings were that the Council has adequate, effective and reliable controls in place over budget setting and long-term financial planning.

#### Updates since the Budget Update report to Cabinet on 9 December 2021

- 7 There have been a number of items since the last Cabinet report that impact the 10-year budget. These are detailed in the following sections.

#### Provisional Local Government Finance Settlement

- 8 The Provisional Local Government Finance Settlement for 2022/23 was announced on 16 December 2021. The most relevant elements for this Council are included in paragraphs 8 to 15 below.
- 9 The settlement relates to 2022/23 only.
- 10 A **Lower Tier Services Grant** of £103,000 has been included for 2022/23. This one-year payment is to ensure that no authority has a total Core Spending Power less than in 2021/22.
- 11 A **Services Grant** of £159,000 has been included for 2022/23. It would appear that this is to fund the additional cost to councils of the new Health and Social Care Levy.
- 12 **New Homes Bonus (NHB)** funding of £810,000 has been included for 2022/23. The attached 10-year budget assumes no NHB. As previously agreed, any amounts received will be put into the Financial Plan Reserve to support the 10-year budget including 'invest to save' initiatives and support for the Property Investment Strategy.
- 13 **Council Tax increase** - It was announced that the referendum limit for 2022/23 was an increase of 2% or £5 for a Band D property if higher.
- 14 The assumption currently included in the 10-year budget is a 2% increase in all years.
- 15 If Members choose to take the higher increase of £5 for a Band D property (which is a 2.2% increase), then an additional £23,000 would be collected in 2022/23 and £269,000 over the 10-year budget period. Details of the potential increases are included in the table below:

2022/23 Council Tax	Current Assumption	Potential Increase
% increase	2.00%	2.2%
£ increase (Band D pa)	£4.50	£4.95
£ (Band D pa)	£229.41	£229.86

## Agenda Item 5

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

### **Council Tax Collection Rate**

- 17 The Council Tax Collection Rate has been increased from 98.4% to 98.9% in 2022/23 only. Previously the collection rate assumption rate for all years was 99.4% but as part of the last budget process the collection rates for 2021/22 and 2022/23 were reduced to 98.4% due to the impact of Covid-19. The collection rate in the current year is better than anticipated therefore it is reasonable to assume that there will continue to be a further increase in 2022/23 before returning to pre-Covid-19 levels in 2023/24.

### **Council Tax Base**

- 18 A separate 'Calculation of Council Tax Base and Other Tax Setting Issues' report is being presented at this meeting.
- 19 It was assumed in the 10-year budget that the tax base (i.e. number of Band D equivalent properties) for 2022/23 would increase by a greater amount than it did following the reduction last year. This shortfall has been added to the assumptions in later years resulting in no overall impact on the 10-year budget.

### **Collection Fund Surplus/Deficit**

- 20 Rules governing the operation of the collection fund require the Council to make an estimate each year. The latest estimate for this Council is an improvement on the previous assumption of £36,000 in 2022/23 and £13,000 in 2023/24.

### **Health and Social Care Levy**

- 21 The Government has announced a new Health and Social Care Levy. The Levy will be obtained by a 1.25% increase to both employee and employer National Insurance Contributions. This is expected to cost the Council £140,000 in 2022/23. This additional cost will be covered by the Services Grant which was announced in the Provisional Local Government Finance Settlement.
- 22 It is uncertain whether any funding will be provided to fund this extra cost in later years and is therefore a new risk to the budget process.

### **Additional Service Change Impact Assessments (SCIAs)**

- 23 At Cabinet on 9 December 2021 officers were requested to identify further savings options. These are listed in **Appendix D** with further details in **Appendix E**.
- 24 Also, at Cabinet on 9 December 2021 it was requested that the Portfolio Holder for Finance & Investment and the Portfolio Holder for People & Places work with the Deputy Chief Executive and Chief Officer - Finance &

Trading and Deputy Chief Executive and Chief Officer - People & Places on a SCIA to set up a grant fund, time limited for Covid-19 recovery, with eligibility criteria along the same lines as set out in the Community Lottery report. It is anticipated that this will be able to be provided within the current service therefore a growth SCIA should not be required.

### Current Position

- 25 All of the changes explained above are listed in **Appendix D** which shows that there remains a £98,000 per annum budget gap if the additional SCIA's are recommended to be included in the budget. Therefore, further savings of £98,000 per annum are required to deliver a balanced 10-year budget once again.
- 26 The latest 10-year budget incorporating these changes can be found in **Appendix B**.

### Further Possible Changes to the Budget

- 27 There remain a number of items that may impact the budget and any further information will be included in the Budget Setting report to Cabinet on 10 February 2022. These items include:
- 28 **Pay** - Agreement between the National Employers for Local Government Services and the unions regarding the national pay award for 2021/22 have not been reached and strike action is being balloted.. The latest offer is a 1.75% increase which is 0.25% below the 2% assumption included in the budget approved by Council in February. Discussions regarding the pay award for 2022/23 have not yet commenced.
- 29 The assumption in the attached 10-year budget is a 2% increase in all years.
- 30 **White Oak Leisure Centre** - The costs of the new leisure centre are being monitored closely and any increased costs above the budgeted amount may have an impact on the revenue budget.
- 31 **Car Parking charges increase** - The car parking income budget for 2021/22 was not increased and it was agreed that the assumed inflation would be deferred until 2022/23. The methods to deliver the assumed increased income in 2022/23 have not yet been confirmed.
- 32 **Covid-19** - the financial impact of Covid-19 remains uncertain and continues to be monitored.

### Key Implications

#### Financial

All financial implications are covered elsewhere in this report.

## Agenda Item 5

### Legal Implications and Risk Assessment Statement

There are no legal implications.

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

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

An effective integrated policy and priority driven long-term financial and business planning process is required for the Council to deliver on its priorities and maintain a sustainable budget. It is also essential that continuous improvements are identified and implemented in order to take account of the changing climate within which the Council operates and to meet the expectations of both Government and the public on the quality of service demanded from this Council.

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

### Equality Assessment

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

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

### Net Zero Implications

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030.

Individual net zero implication assessments have been completed for all Service Change Impact Assessments (SCIAs).

## **Conclusions**

The Financial Strategy and 10-year budget process have ensured that the Council follows a logical and well considered process and approach in dealing with the many difficult financial challenges that it has faced. They have also helped to ensure that the Council is well placed in dealing with more immediate and longer-term challenges.

By becoming financially self-sufficient at an early stage, this Council has become much more in control of its own destiny.

This report shows that this Council is aiming to continue to be financially stable going into the future with a level of assurance that any council would aspire to, but further work is required to achieve this before the budget is set in February.

This budget process will once again be a challenge for a Council that already provides value for money services to a high standard; and ensuring that these proposals lead to an achievable 10-year budget, Members will need to consider the impact on service quality, staff and well-being.

### **Appendices**

Appendix A - Budget Timetable

Appendix B - 10-year Budget

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

Appendix D - Changes to the 10-year Budget

Appendix E - Service Change Impact Assessment forms (SCIAs) for the new savings/additional income proposals in Appendix D

Appendix F - Financial Strategy

### **Background Papers**

Report to Cabinet 9 December 2021 - Budget Update 2022/23

Report to Cabinet 16 September 2021 - Financial Prospects and Budget Strategy 2022/23 and Beyond

Report to Housing and Health Advisory Committee 28 September 2021, People and Places Advisory Committee 6 October 2021, Improvement and Innovation Advisory Committee 7 October 2021, Cleaner and Greener advisory Committee 12 October 2021, Development and Conservation Advisory Committee 19 October 2021, Finance and Investment Advisory Committee 4 November 2021 - Budget 2022/23: Service Dashboards and Service Change Impact Assessments (SCIAs)

## Agenda Item 5

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & Trading**



## 2022/23 Budget Setting Timetable

### **Stage 1: Financial Prospects and Budget Strategy 2022/23 and Beyond**

7 September - Finance & Investment AC

16 September - Cabinet

### **Stage 2: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)**

28 September - Housing and Health AC

6 October - People & Places AC

7 October - Improvement & Innovation AC

12 October - Cleaner & Greener AC

19 October - Development & Conservation AC

4 November - Finance & Investment AC

### **Stage 3: Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)**

9 December - Cabinet

### **Stage 4: Budget Update (incl. Government Settlement information)**

13 January - Cabinet

### **Stage 5: Budget Update and further review of Service Change Impact Assessments (if required)**

January to February - Advisory Committees

### **Stage 6: Budget Setting Meeting (Recommendations to Council)**

10 February - Cabinet

### **Stage 7: Budget Setting Meeting (incl. Council Tax setting)**

22 February - Council

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

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Ten Year Budget - Revenue

Appendix B

	Budget 2021/22	Plan 2022/23	Plan 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30	Plan 2030/31	Plan 2031/32
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Expenditure</b>											
Net Service Expenditure c/f	15,581	16,783	17,143	17,337	17,282	17,509	17,789	18,337	18,894	19,458	20,031
Inflation	616	511	519	525	533	539	547	557	565	574	584
Superannuation Fund deficit	0	0	100	0	0	50	0	0	0	0	0
Net growth/(savings) (approved in previous yrs.)	586	(546)	(169)	(206)	(206)	(209)	1	0	(1)	(1)	0
<b>New growth</b>	<b>0</b>	<b>496</b>	<b>(156)</b>	<b>(300)</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>New savings/Income</b>	<b>0</b>	<b>(101)</b>	<b>(100)</b>	<b>(75)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
Net Service Expenditure b/f	16,783	17,143	17,337	17,282	17,509	17,789	18,337	18,894	19,458	20,031	20,615
<b>Financing Sources</b>											
Govt Support: Revenue Support Grant	0	0	0	0	0	0	0	0	0	0	0
: Lower Tier Services Grant	(98)	(103)	0	0	0	0	0	0	0	0	0
: Services Grant	0	(159)	0	0	0	0	0	0	0	0	0
: Local Council Tax Support (LCTS)	(245)	0	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(11,443)	(11,818)	(12,285)	(12,704)	(13,134)	(13,577)	(13,995)	(14,424)	(14,864)	(15,316)	(15,767)
Business Rates Retention	(2,182)	(2,226)	(2,271)	(2,316)	(2,362)	(2,409)	(2,457)	(2,506)	(2,556)	(2,607)	(2,659)
Collection Fund Deficit/(Surplus)	17	(19)	4	0	0	0	0	0	0	0	0
Interest Receipts	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)
Property Investment Strategy Income	(1,372)	(1,508)	(1,558)	(1,558)	(1,558)	(1,655)	(1,655)	(1,655)	(1,696)	(1,696)	(1,696)
Contributions to/(from) Reserves	(337)	(146)	(130)	(572)	226	241	255	271	285	185	148
<b>Total Financing</b>	<b>(15,848)</b>	<b>(16,167)</b>	<b>(16,428)</b>	<b>(17,338)</b>	<b>(17,016)</b>	<b>(17,588)</b>	<b>(18,040)</b>	<b>(18,502)</b>	<b>(19,019)</b>	<b>(19,622)</b>	<b>(20,162)</b>
<b>Budget Gap (surplus)/deficit</b>	<b>935</b>	<b>976</b>	<b>909</b>	<b>(57)</b>	<b>493</b>	<b>201</b>	<b>297</b>	<b>392</b>	<b>439</b>	<b>409</b>	<b>453</b>
<b>Contribution to/(from) Stabilisation Reserve</b>	<b>(935)</b>	<b>(878)</b>	<b>(811)</b>	<b>155</b>	<b>(395)</b>	<b>(103)</b>	<b>(199)</b>	<b>(294)</b>	<b>(341)</b>	<b>(311)</b>	<b>(355)</b>
<b>Unfunded Budget Gap (surplus)/deficit</b>	<b>0</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>

<b>Assumptions</b>	
Revenue Support Grant:	nil all years
Business Rates Retention:	Business Rates Retention safety-net plus 2% per year
Council Tax:	2% in all years
Council Tax Base:	Increase of 730 Band D equivalent properties p.a. from 22/23, 580 p.a. from 27/28, 530 p.a. from 31/32
Interest Receipts:	£188,000 in all years
Property Investment Strategy:	£1.508m in 22/23, £1.558m from 23/24, £1.655m from 26/27, £1.696m from 29/30
Pay award:	2% in all years
Other costs:	2.25% in all years
Income:	2.5% in all years except for off-street car parks which are an average of 3.5% per annum from 19/20 - 23/24. Note 21/22 Car Parking inflation deferred for one year

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Year	SCIA No.	Description	2011/12 - 2021/22 £000	2022/23 £000	Later Years £000	Total £000
		<b>Cleaner and Greener Advisory Committee</b>				
2021/22	2	Car Parking income inflation 21/22: deferred for one year (reversal of temporary growth item)		(118)		
2021/22	10	Direct Services: new commercial services		(100)		
		<b>Development and Conservation Advisory Committee</b>				
		No savings or growth agreed from 2022/23 onwards				
		<b>Finance and Investment Advisory Committee</b>				
2021/22	13	Property Investment Strategy: Tenant in administration (reversal of temporary growth item)		(96)		
2021/22	17	Internal Audit: ongoing impact of 2019 staff restructure		(8)		
2020/21	10	Insurance contract renewal (reversal of temporary savings item)			87	
		<b>Housing and Health Advisory Committee</b>				
		No savings or growth agreed from 2022/23 onwards				
		<b>Improvement and Innovation Advisory Committee</b>				
2021/22	22	Review efficiency of partnerships		(100)		
2020/21	1	Apprenticeship Levy (reversal of temporary growth item)			(50)	
		<b>People and Places Advisory Committee</b>				
		No savings or growth agreed from 2022/23 onwards				
		Minor movements between years				
		<b>Total Savings/additional income</b>	<b>(8,192)</b>	<b>(208)</b>	<b>87</b>	<b>(8,313)</b>
		<b>Total Growth</b>	<b>2,677</b>	<b>(214)</b>	<b>(50)</b>	<b>2,413</b>
		<b>Net Savings</b>	<b>(5,515)</b>	<b>(422)</b>	<b>37</b>	<b>(5,900)</b>

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## Changes to the 10-year Budget

SCIA	Description	2022/23 £000	10-year Budget £000	
	Net savings assumption	100	1,000	
	<b>Position after Cabinet on 16/09/21: Budget gap/(surplus)</b>		<b>1,000</b>	<b>i.e. £100,000 per annum gap</b>
	SCIAs: Savings/additional income	(45)	(450)	
	SCIAs: Growth	356	1,016	
	<b>Position after Cabinet on 09/12/21: Budget gap/(surplus)</b>		<b>1,566</b>	<b>i.e. £157,000 per annum gap</b>
	<b>Changes included in this report</b>			
	Additional SCIAs proposed by officers:			
8	Car Parking: Business Rates below budget	(12)	(120)	
9	Planning - Dev Mgt: Possible surplus of additional application fee income after more capacity has been secured (assumed 2 yrs only)	(25)	(50)	
10	IT: Reduced use of printers	(9)	(90)	
11	Property: Reduced voids budget	(10)	(100)	
	Other changes:			
	Govt: Lower Tier Services Grant	(103)	(103)	
	Govt: Services Grant	(159)	(159)	
	Council Tax: Collection rate increased from 98.4% to 98.9% in 2022/23 only	(60)	(60)	
	Council Tax: 2022/23 tax base increase less than assumption	81	897	
	Council Tax: tax base increased in later years	0	(888)	
	Council Tax: Collection fund surplus	(36)	(49)	
	Staff pay: Health and Social Care Levy (additional 1.25% national insurance charge)	140	140	
	<b>Current position (if SCIAs are supported): Budget gap/(surplus)</b>		<b>984</b>	<b>i.e. £98,000 per annum gap</b>

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SERVICE CHANGE IMPACT ASSESSMENT

SCIA 08 (22/23)

Chief Officer: Adrian Rowbotham  
Service: Car Parking  
Activity: Business Rates  
No. of Staff: N/A

Activity Budget Change	2022/23 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Business Rates	(12)	Ongoing

**A. Reasons for and explanation of proposed change in service**

Currently the business rates charges for Council owned car parks are below the budgeted level and this is expected to continue.

**B. Key Stakeholders Affected: None**

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

None

**D. Risk to Service Objectives (High / Medium / Low) Low**

**E. 2021/22 Budget (£'000)**

Operational Cost 439

Income -

Net Cost 439

**F. Performance Indicators**

N/A

**G. Equality Impacts**

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

**H. Net Zero Implications**

The decision recommended through this SCIA have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no

**SERVICE CHANGE IMPACT ASSESSMENT**

perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

**SERVICE CHANGE IMPACT ASSESSMENT**

**SCIA 09 (22/23)**

**Chief Officer:** Richard Morris  
**Service:** Development Management  
**Activity:** Development Management Income  
**No. of Staff:** N/A

Activity Budget Change	2022/23 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Planning Application fees	(25)	Two Years Only

**A. Reasons for and explanation of proposed change in service**

Expected Surplus of increased application fees for the next two years. The increased levels of surplus are uncertain hence the inclusion for 2 years only at this time.

**B. Key Stakeholders Affected:** Planning Services

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

It will rely on a short-term continuation of the current market uptick, which cannot be guaranteed, and the ability of the service to generate capacity without additional spend.

**D. Risk to Service Objectives:** Medium

**E. 2021/22 Budget (£'000)**

Operational Cost      919  
Income                      (988)  
Net Cost                    (69)

**F. Performance Indicators**

From: Council performance from April 2021 to Sept 2022

Processing of planning applications: Major applications in 13 weeks

**Actual** 94.44% **Target** 80.00%

Percentage of appeals against planning application refusal dismissed

**Actual** 68.75% **Target** 75.00%

Market Share

**SERVICE CHANGE IMPACT ASSESSMENT**

**Actual 69% Target 70%**

Average number of days taken to validate a planning application

**Actual 4.48 Target 5**

Processing of planning applications: Minor applications in 8 weeks

**Actual 85.51% Target 80.00%**

Processing of planning applications: Other applications in 8 weeks

**Actual 90.58% Target 90.00%**

**G. Equality Impacts**

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

**H. Net Zero Implications**

The decision recommended through this SCIA have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

**SERVICE CHANGE IMPACT ASSESSMENT**

**SCIA 10 (22/23)**

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

Activity Budget Change	2022/23 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduction in print/paper usage	(9)	Ongoing

**A. Reasons for and explanation of proposed change in service**

With the impacts of the pandemic changing the way people work and access information, printing requirements through MFDs (office printers) have consequently reduced. This has allowed a reduction in expenditure on current levels.

**B. Key Stakeholders Affected:** All Service areas of the Council who utilise MFDs for printing

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

No perceived risk to service delivery

**D. Risk to Service Objectives (High / Medium / Low)** Low

**E. 2021/22 Budget (£'000)**

Operational Cost 25

Income -

Net Cost 25

**F. Performance Indicators**

N/A

**G. Equality Impacts**

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

**SERVICE CHANGE IMPACT ASSESSMENT**

**H. Net Zero Implications**

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030. The decision recommended in this SCIA directly impact on this ambition. The impact has been reviewed and there will be a decrease on carbon emissions produced in the district as a result of this decision.

There is a likely decrease in energy use as the amount of printing has reduced with a corresponding reduction in consumption of electricity, toner and paper.

**SERVICE CHANGE IMPACT ASSESSMENT**

**SCIA 11 (22/23)**

**Chief Officer:** Adrian Rowbotham  
**Service:** Strategic Property  
**Activity:** Investment Property  
**No. of Staff:** n/a

Activity Budget Change	2022/23 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduced transfer to the Property reserve for voids	(10)	Ongoing

**A. Reasons for and explanation of proposed change in service**

Reduced annual contribution to the reserve which aims to cover voids. Currently it is £100,000 and the revised annual contribution will be £90,000.

**B. Key Stakeholders Affected:** Property tenants

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

The economy remains significantly influenced by the Covid pandemic and the property market remains volatile. We therefore remain concerned with our commercial exposure for the foreseeable future. Provisions may become stretched.

**D. Risk to Service Objectives (High / Medium / Low)** Medium to High

**E. 2021/22 Budget (£'000)**

Operational Cost	306
Income	(1,677)
Net Cost	(1,371)

**F. Performance Indicators**

None

**G. Equality Impacts**

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

**SERVICE CHANGE IMPACT ASSESSMENT**

**H. Net Zero Implications**

The decision recommended through this SCIA have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Members are reminded, however, that empty properties do require minimal energy consumption to ensure facilities are maintained and to ensure statutory compliance. The consumption of energy, albeit low, is nonetheless a negative impact.



# Financial Strategy

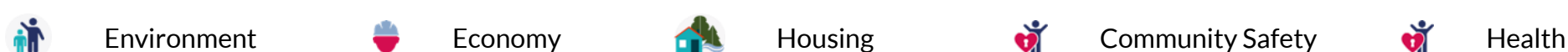


## INTRODUCTION

In the years preceding this Strategy Sevenoaks District Council has proven itself to be highly successful in some of the most austere and challenging times faced by local government. This was only possible because of our award winning financial strategy and the achievement of a self-sufficient balanced budget within our unique 10-year budget framework.

The absolute need and desire to support our local businesses and people in our communities during the Covid-19 pandemic placed an unforeseen and difficult challenge on the Council and its finances. Using our previous experience and following our principles, we acted early, bringing forward our budget setting, making incredibly difficult but necessary savings to maximise the opportunity for a much stronger financial position in the medium to long-term.

Our Financial Strategy enables the Council to deliver its services effectively, in accordance with the priorities set out in the Corporate Strategy. At the same time, it ensures that our spending is prioritised to deliver the promises our Members set out in the **Council Plan themes**:



## OUR FINANCES

### Our Vision

Long-term financial health to deliver exceptional services and achieve the promises set out in the Council Plan.

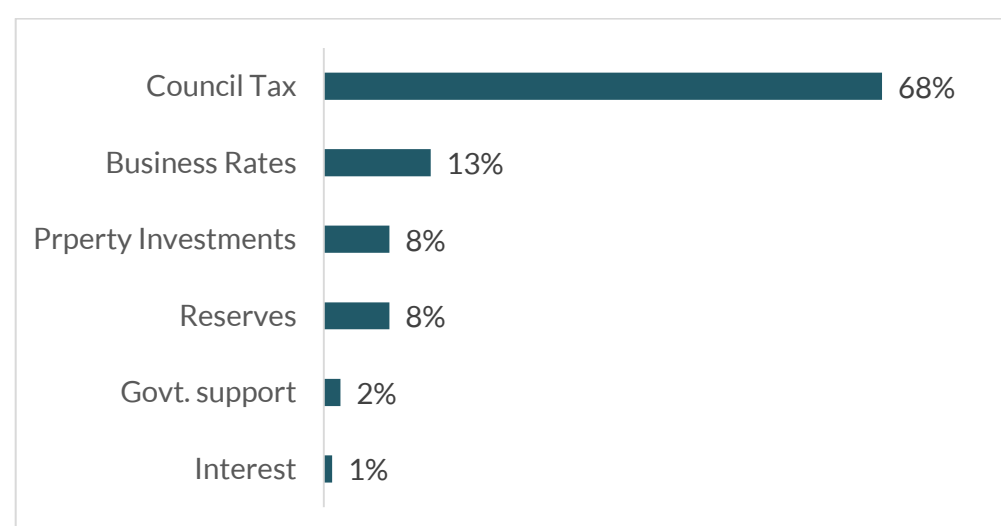
### What's important to us:

- Our budget supports the Council's vision and priorities
- Taxpayers and customers receive quality services and value for money
- Innovation, efficiency and cost-effectiveness
- Maximising income from grants and other funding opportunities
- Taking a commercial approach where it will benefit our budgets and our residents and local businesses
- Good quality, risk managed investments to generate more income for local priorities

### To be successful, we must:

- Remain financially self-sufficient
- Be clear about the Council's future financial prospects, with a ten-year budget as an integral part
- Ensure a strategic approach is taken to the management of the Council's finances, Council Tax, and budget setting
- Make effective use of reserves and capital receipts
- Manage our money carefully, monitor monthly and constantly strive for better value from our spending

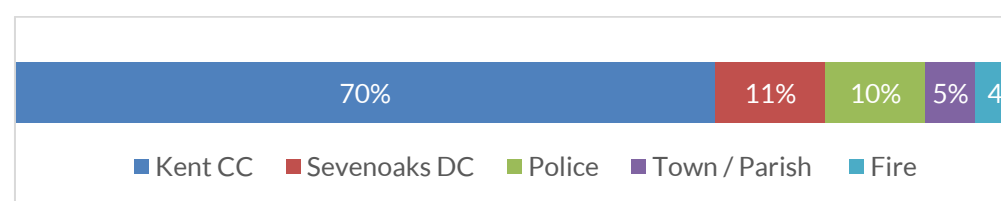
## WHERE OUR MONEY COMES FROM



## COUNCIL TAX

Sevenoaks District Council collects the Council Tax charge for itself but also for Kent County Council, Kent Fire & Rescue Service, Kent Police & Crime Commissioner and all the local town and parish councils. Each authority sets its own charge that contributes to the total.

Sevenoaks District Council's part of the charge at Band D is £224.91, 11% of the total. Council Tax contributes about £11.4million to District Council services.



## WHERE OUR MONEY IS SPENT

In 2021/22 the Council will spend about £16.8million on services for local people

	Cleaner & Greener £5.7m
	Development & Conservation £0.9m
	Housing & Health £1.0m
	People & Places £0.6m

	Finance & Investments £3.1m
	Improvement & Innovation £5.7m
	Other -£0.2m

## OUR PRIORITIES | By keeping a focus on our priorities we will deliver our vision

### Financial self-sufficiency



No longer relying on direct government funding gives greater certainty to our financial planning. It allows for long-term plans to be developed over our 10-year budget period.

- We will produce high quality financial reports and monitor our budgets every month
- We will address growth items and service pressures annually through the budget planning process
- We will manage inflationary pressures and prudent assumptions about future pressures and keep them under regular review

### Savings & reserves



Creating a culture where there is a continuous drive for better value in our spend helps to create savings to balance our budgets. Alongside flexible and effective use of reserves, it allows for sustainable solutions to financial pressures

- We will seek to deliver a minimum of £100,000 in savings annually
- We will regularly review the use of reserves and maintain a minimum balance of 10% of the Net Service Expenditure budget.
- We will make flexible use of the Budget Stabilisation Reserve to increase resilience in the budget setting process

### Income & investments



Making best use of the Council's reserves and carefully managed borrowing generates 10% of the Council's annual budget. Seeking new opportunities for funding from grants and investments is increasingly essential to the Council's financial sustainability.

- We will bid for external funding
- We will adopt a commercial approach where it will be of benefit to our budgets and support the delivery of Council priorities
- We will make investments in property and banks and institutions to bring in income to support the delivery of Council services

## Delivering our Financial Strategy

Our Financial Strategy is supported by a number of related strategies and an action plan to help us achieve our vision and to deliver the ambitions set out by Members in the Council Plan.

How we work as a team of officers is critical to the success of the organisation and to help us achieve our aims, the Financial Strategy seeks to unite us all behind the same priorities and approach.

The outcomes we hope to achieve and the measures that will help us to determine whether we have been successful are set out below.



## Outcomes and success measures

Financial self-sufficiency					
	Financial plans ensure there are no unplanned reductions to Council services		Overall proportion of Council budgets funded by income from council tax does not increase		A balanced 10-year budget is delivered annually
Savings & Reserves					
	Annual savings exceed the £100,000 target whilst continuing to protect services		The General Fund reserves retains at least 10% of the Net Service Expenditure budget		Specific savings agreed as part of the annual budget process are achieved as planned.
Income & Investments					
	Successful bids for external funding generate new income and opportunities for the Council		Income from paid for services is in accordance with budget costs, is comparable to neighbouring authorities and is considered to provide value for money		Treasury Management, Property and commercial investments exceed expected yield

## CALCULATION OF COUNCIL TAX BASE AND OTHER TAX SETTING ISSUES

Cabinet - 13 January 2022

**Report of:** Deputy Chief Executive and Chief Officer - Finance & Trading

**Status:** For Decision

**Also considered by:** Council - 22 February 2022

**Key Decision:** No

**Executive Summary:** This report sets out details of the calculation of the District's tax base for council tax setting purposes. These figures are used to determine tax rates for each of the council tax bands once the Council's budget requirement is known. The report also advises Members of the timetable for setting the 2022/23 council tax.

**This reports support the Key Aim of:** efficient management of the Council's resources.

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officer:** Roy Parsons, Ext. 7204

**Recommendation to Cabinet:**

That it be recommended to Council that:

- (a) the report of the Deputy Chief Executive and Chief Officer - Finance & Trading for the calculation of the Council's tax base for the year 2022/23 be approved;
- (b) pursuant to the report of the Deputy Chief Executive and Chief Officer - Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2022/23 shall be 51,514.27;
- (c) pursuant to the report of the Deputy Chief Executive and Chief Officer - Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2022/23 for the calculation of local precepts shall be:

## Agenda Item 6

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,444.31
Badgers Mount	331.71
Brasted	781.61
Chevening	1,450.67
Chiddingstone	609.13
Cowden	440.01
Crockenhill	655.21
Dunton Green	1,343.85
Edenbridge	3,819.62
Eynsford	951.52
Farningham	669.26
Fawkham	297.59
Halstead	778.64
Hartley	2,556.47
Hever	638.60
Hextable	1,693.66
Horton Kirby & South Darenth	1,277.99
Kemsing	1,854.08
Knockholt	633.16
Leigh	966.25
Otford	1,721.95
Penshurst	840.95
Riverhead	1,258.50
Seal	1,343.85
Sevenoaks Town	9,766.28
Sevenoaks Weald	626.83
Shoreham	701.30
Sundridge	941.03
Swanley	5,665.09
Westerham	2,079.47
West Kingsdown	2,375.68
(d)	any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.

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

**Reason for recommendation:** As part of the tax setting process for 2022/23, the Council needs to formally approve the tax base at individual town and parish level as well as for the District as a whole.

## Introduction and Background

- 1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992, made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.
- 2 The council tax base is a measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and other precepting authorities' band D council tax. The amounts payable in the other bands are expressed as a proportion of the band D figure and these are shown in Appendix A.
- 3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the Council's estimated collection rate for the year.
- 4 The Council is required to calculate a tax base figure for the Department for Levelling Up, Housing & Communities (DLUHC). This is based on the valuation list as at 13 September 2021 and occupancy information at 4 October 2021. The tax base for tax setting purposes is based on information available in December 2021. In addition, other factors may be taken into account to reflect likely changes to the tax base during 2022/23. These factors include:-
  - An allowance for changes in the amount of disabled relief
  - An allowance for changes in the number of exempt properties
  - An estimate of the number of new properties liable to council tax
  - An estimate of the number of properties ceasing to be liable to council tax
  - An allowance for changes in the number of single person discounts
  - An allowance for changes in the level of Council Tax Reduction Scheme payments
  - An allowance for the effect of appeals by taxpayers on the banding of their properties

- 5 It has always been the practice to assume that these items will be self-balancing and hence no adjustment to the overall tax base was made other than the usual allowance for non-collection. Over the last few years the tax base has been rising due to new properties being built. However, due to the effect of the COVID-19 pandemic, there has been a significant increase in the amount of Council Tax Reduction Scheme payments to individual taxpayers. It is also prudent to reconsider the level of the non-collection allowance and this is addressed in the following paragraphs.

### **Detailed Tax Base Calculations**

- 6 The current year's tax base calculation assumes a 98.4% collection rate, which also allows for some movement in the items mentioned in Paragraphs 4 & 5. It had been reduced from 99.4% in 2020/21. Having assessed previous years' collection rates plus the less than expected effect of the COVID-19 pandemic on current and forthcoming financial years' collection rates, it is considered appropriate to increase the assumed collection rate up to 98.9% for 2022/23.
- 7 The second column of the table below sets out the number of band D equivalents based on the valuation list and occupancy information at 1 December 2021 for each parish, together with a summary for the District. The figures are then subjected to the collection rate adjustment in column 3 to arrive at the tax base for council tax setting purposes appearing in column 4. The corresponding figures for 2021/22 appear in column 5.

<u>(1)</u> <u>Parish</u>	<u>(2)</u> <u>Band D</u> <u>Equivalents</u>	<u>(3)</u> <u>Collection</u> <u>Rate</u> <u>Multipliers</u>	<u>(4)</u> <u>Tax base</u> <u>2022/23</u>	<u>(5)</u> <u>Tax base</u> <u>2021/22</u>
Ash-cum-Ridley	2,471.50	0.989	2,444.31	2,426.35
Badgers Mount	335.40	0.989	331.71	328.16
Brasted	790.30	0.989	781.61	775.49
Chevening	1,466.80	0.989	1,450.67	1,445.79
Chiddingstone	615.90	0.989	609.13	602.21
Cowden	444.90	0.989	440.01	442.50
Crockenhill	662.50	0.989	655.21	654.75
Dunton Green	1,358.80	0.989	1,343.85	1,329.09
Edenbridge	3,862.10	0.989	3,819.62	3,730.15
Eynsford	962.10	0.989	951.52	944.94
Farningham	676.70	0.989	669.26	661.54
Fawkham	300.90	0.989	297.59	289.59
Halstead	787.30	0.989	778.64	767.03
Hartley	2,584.90	0.989	2,556.47	2,532.03
Hever	645.70	0.989	638.60	618.74
Hextable	1,712.50	0.989	1,693.66	1,677.33
Horton Kirby & South Darenth	1,292.20	0.989	1,277.99	1,276.35
Kemsing	1,874.70	0.989	1,854.08	1,825.81
Knockholt	640.20	0.989	633.16	633.11
Leigh	977.00	0.989	966.25	945.82
Otford	1,741.10	0.989	1,721.95	1,723.77
Penshurst	850.30	0.989	840.95	826.26
Riverhead	1,272.50	0.989	1,258.50	1,246.83
Seal	1,358.80	0.989	1,343.85	1,298.29
Sevenoaks Town	9,874.90	0.989	9,766.28	9,648.91
Sevenoaks Weald	633.80	0.989	626.83	611.46
Shoreham	709.10	0.989	701.30	686.73
Sundridge	951.50	0.989	941.03	928.01
Swanley	5,728.10	0.989	5,665.09	5,640.98
Westerham	2,102.60	0.989	2,079.47	2,037.57

## Agenda Item 6

West Kingsdown	2,402.10	0.989	2,375.68	2,321.26
TOTALS	52,087.20		51,514.27	50,876.85

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

### Timetable for Setting the Tax

- 9 The County Council, Police & Crime Commissioner and Fire and Rescue Service have advised me of their budget meeting dates for 2022/23:
- County Council - 10 February 2022
  - Police & Crime Commissioner - 2 February 2022
  - Fire & Rescue Service - 18 February 2022
- 10 The council tax for the Sevenoaks area cannot be set before the County, Police and Fire precepts have been ratified. There are several dates laid down in regulations on, or by which, certain tasks in relation to the budget process and tax setting have to be carried out. These key dates appear in Appendix B.
- 11 As part of the tax setting process, the Council is required to make an estimate of the collection fund surplus or deficit at 15 January 2022 or the first working day after this, for the year ending 31 March 2022.
- 12 The amount of any surplus or deficit which a billing authority estimates in its collection fund will not remain in the collection fund but will be shared and taken into account by both billing and major precepting authorities in calculating their basic amounts of council tax for 2022/23.
- 13 As a result of the COVID-19 pandemic, the rules were changed regarding recovery of an estimated deficit on the collection fund in relation to the year 2020/21. In simple terms, rather than the full amount of an estimated deficit being taken into account by the billing and precepting authorities in 2021/22, it had to be spread equally over 2021/22 and the following two financial years. This was designed to reduce the effect on an authority's General Fund. The rules do not apply to an estimated surplus, the full amount of which gets taken into account by the billing and precepting authorities.
- 14 An authority's share of any surplus or deficit relating to council tax is to be in the same proportion as its demand bears to the total demand and precepts on the collection fund for 2021/22. Payment is to be made during 2022/23 on the same dates as precept payments.



## **Key Implications**

### Financial

There are no financial implications.

### Legal Implications and Risk Assessment Statement

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

### Equality Assessment

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

## **Conclusions**

Members are asked to approve the calculation of the District's tax base for council tax setting purposes and to note the timetable for setting the 2022/23 council tax.

### **Appendices**

Appendix A - Council tax valuation bands

Appendix B - Key dates in the council tax setting process

### **Background Papers**

None

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & Trading**

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## APPENDIX A

**COUNCIL TAX VALUATION BANDS**

To calculate the relative value of dwellings for council tax purposes each dwelling is placed on a valuation list in one of eight bands ranging from A to H. Within a local area, the amount of council tax payable will vary between the different bands according to proportions laid down by law. The bands are based on property values as at April 1991.

<b>Band</b>	<b>Value</b>	<b>Proportion</b>
A*	Up to £40,000	5/9
A	Up to £40,000	6/9
B	Over £40,000 and up to £52,000	7/9
C	Over £52,000 and up to £68,000	8/9
D	Over £68,000 and up to £88,000	9/9
E	Over £88,000 and up to £120,000	11/9
F	Over £120,000 and up to £160,000	13/9
G	Over £160,000 and up to £320,000	15/9
H	Over £320,000	18/9

Band A\* is applicable to recipients of a Disabled Persons Reduction who would otherwise be in Band A.

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## KEY DATES IN THE COUNCIL TAX SETTING PROCESS

- |       |                                             |                                                                                                                                                                  |
|-------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i)    | By 15 October 2021                          | Notify tax base for grant settlement purposes to the Department for Levelling Up, Housing & Communities (DLUHC)                                                  |
| ii)   | During December 2021                        | DLUHC notifies schedule of payment dates for Revenue Support Grant (RSG) and Non-Domestic Rates (NDR). DLUHC notifies the NDR multiplier (rate in £) for 2022/23 |
| iii)  | By 31 December 2021                         | Issue proposed schedule of payment dates to precepting authorities                                                                                               |
| iv)   | By 31 January 2022                          | Agree actual schedule of precept payment dates                                                                                                                   |
| v)    | Between 1 December 2021 and 31 January 2022 | Notify tax base for tax setting purposes to KCC, Fire & Rescue Service and Police & Crime Commissioner                                                           |
| vi)   | On 17 January 2022                          | Estimate collection fund surplus or deficit for year and calculate the amount to be shared between SDC, KCC, Fire and Police (where applicable)                  |
| vii)  | By 24 January 2022                          | Notify KCC, Fire and Police of their shares of the surplus or deficit and when amounts are to be paid or transferred during 2022/23 (where applicable)           |
| viii) | During January and February 2022            | Notify Town/Parish Councils of tax bases for their areas within 10 days of them making such a request                                                            |
| ix)   | During February 2022                        | DLUHC notifies entitlements and payment dates of Formula Spending Share (FSS), RSG and NDR                                                                       |
| x)    | By 1 March 2022                             | KCC, Fire & Rescue Service, Police & Crime Commissioner and Town/Parish Councils issue their precepts                                                            |
| xi)   | By 11 March 2022                            | District sets council tax for 2022/23, taking account of its own budget requirement and those of the precepting authorities.                                     |



## **AIR QUALITY ACTION PLAN- REQUEST TO CONSULT**

**Cabinet - 13 January 2022**

**Report of:** Deputy Chief Executive and Chief Officer Planning and Regulatory Services

**Status:** For Decision

**Also considered by:**

- Cleaner & Greener Advisory Committee - 5 January 202
- Council - 22 February 2022

**Key Decision:** no

**This report supports the Key Aim of:** Green Environment -Priority 2 Maintain a clean local environment

**Portfolio Holder:** Cllr. Margot McArthur

**Contact Officer:** Nick Chapman, Ext. 7167

### **Recommendation to Cleaner & Greener Advisory Committee**

- (a) To note the contents of the 'Draft Air Quality Action Plan' and support the Environmental Health Team undertaking public consultation of the draft plan.

### **Recommendation to Cabinet**

- (a) To note the contents of the 'Draft Air Quality Action Plan' and support the Environmental Health Team undertaking public consultation of the draft plan.

### **Recommendation to Council**

- (a) To note the contents of the 'Draft Air Quality Action Plan' and authorise the Environmental Health Team to undertake public consultation of the draft plan.

**Reason for recommendation:** The District Council is required to consult on the proposals within its Air Quality Action Plan and then incorporate comments in the final version.

### Introduction and Background

- 1 Sevenoaks District Council is required to produce an Air Quality Action Plan (AQAP) which details measures it intends to take to mitigate air pollution within its designated Air Quality Management Areas (AQMA) over the next 5 years.
- 2 A specialist consultant was engaged in 2019 to produce our Air Quality Action Plan with the assistance and input of our officers within strategic planning and environmental health teams. An initial draft of the AQAP is now available for consultation and is presented in Appendix 1.
- 3 The AQAP is a technical document, which brings together the scientific evidence and air quality monitoring data collected by the District Council to justify appropriate measures to improve air quality.
- 4 Within Sevenoaks District, vehicular activity is the principle source of emissions and all of our existing AQMA are associated with busy stretches of road and junctions.
- 5 A source apportionment exercise undertaken by our consultant has shown that within these areas, diesel cars and diesel LGV's make up the largest proportion of the measured pollution.
- 6 It has been confirmed that that in AQMA 10 (Sevenoaks High Street) the area of poorest air quality is located along the High Street between Dorset Street and Locks Yard. In this location, a 59.0% reduction in NO<sub>x</sub> from emission sources would be required to achieve that the national air quality objective level for NO<sub>2</sub> of 40µg/m<sup>3</sup>. Elsewhere within this AQMA, a reduction of 25.0% NO<sub>x</sub> is required.
- 7 Within AQMA 13 (A25) the area of poorest air quality is located along London Road, just off the A25 in Westerham. A reduction of 49.2% in NO<sub>x</sub> emissions is required in order to meet the national air quality objective level and generally within this AQMA a reduction of 25.8% in NO<sub>x</sub> emissions is required.
- 8 As a result of this analysis, measures which reduce emissions from internal combustion engines are likely to have the most significant impact on air quality within our AQMA's
- 9 Table 5.1 of the draft AQAP, outlines a number of measures which could be implemented to improve air quality within our AQMA. These measures have been identified following consultation with Councillors, Officers and our consultants and are each believed to be achievable and realistic.
- 10 A number of these potential measures align with the District Councils Net Zero aspirations. As a result, the District Council has already made progress in a number of areas and several initiatives that will improve Air Quality are already under way.



- 11 The District Council is required to consult with relevant stakeholders and the public on the measures proposed by our AQAP. It is intended that this consultation will take place over a 6-week period between February and March 2022.
- 12 The outcome of this consultation will then be reported on and the comments used to shape the final draft AQAP that will be brought back through the committee process in April 2022.

## **Key Implications**

### Financial

There are costs associated with running a public consultation. These costs will be met from existing budgets.

### Legal Implications and Risk Assessment Statement.

It is a legal requirement for the District Council to consult stakeholders on the actions proposed by the Air Quality Action Plan.

### 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

### Net Zero Implications

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The impact has been reviewed and there will be an (decrease) on carbon emissions produced in the district as a result of this decision.

**Appendices**

Appendix A - Draft Air Quality Action Plan December 2021

**Background Papers**

- Report from Bureau Veritas- Sevenoaks District Council Detailed Assessment of Existing AQMA
- Sevenoaks District Council Annual Status Report 2021

**Richard Morris**

**Deputy Chief Executive and Chief Officer - Planning & Regulatory Services**

## **Appendix A**

### Air Quality Action Plan



## Sevenoaks District Council Air Quality Action Plan

December 2021




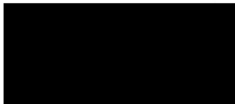
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## Document Control Sheet

Identification	
<b>Client</b>	Sevenoaks District Council
<b>Document Title</b>	Sevenoaks Air Quality Action Plan
<b>Bureau Veritas Project No.</b>	6726243

Contact Details		
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Configuration				
Version	Date	Author	Reason for Issue/Summary of Changes	Status
v1.0	24/09/2021	A Smith	Draft for comment	Draft
V2.0	10/12/2021	A Smith	Update following initial comments	Draft

	Name	Job Title	Signature
<b>Prepared By</b>	A Smith	Graduate Consultant	
<b>Approved By</b>	H Smith	Principal Consultant	

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## Sevenoaks District Council Air Quality Action Plan

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

December 2021

Local Authority Officer	Nick Chapman
Department	Environmental Health
Address	Sevenoaks District Council Argyle Road Sevenoaks TN13 1HG
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Report Reference number	UK_6726243_v2.0
Date	December 2021

## Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Sevenoaks District Council (SDC) between 2022 and 2027.

Where an exceedance of the Air Quality objective is recorded, local authorities are required to declare an Air Quality Management Area (AQMA) to focus efforts into reducing pollutant concentrations. This action plan is for the existing AQMAs as detailed below:

- AQMA No.8 (Swanley Town Centre) - An area encompassing Swanley Town Centre, High Street and London Road. Declared for exceedances of the NO<sub>2</sub> annual mean objective;
- AQMA No.10 (Sevenoaks High Street) - An area encompassing Sevenoaks High Street and London Road. Declared for exceedances of the NO<sub>2</sub> annual mean objective;
- AQMA No.13 (A25) - The entire length of the A25 from the border with Tonbridge and Malling in the East to the border with Tandridge on the West. Declared for exceedances of the NO<sub>2</sub> annual mean objective; and
- AQMA No.14 (Junction of Birchwood and London Roads, Swanley) - Junction of Birchwood Road and London Road, Swanley. Declared for exceedances of the NO<sub>2</sub> annual mean objective.

This action plan replaces the previous “Air Quality Action Plan 2009”, which has been in place since 2009. The measures detailed within this updated action plan are largely to be considered as district-wide measures, therefore relevant to all AQMAs listed above. A detailed modelling assessment to support this action plan has been carried out for all AQMAs with the exception of AQMA No.8 and AQMA No.14, due to a lack of available traffic data at the time of assessment, and the COVID-19 pandemic preventing any representative traffic data to be collected.

Projects delivered through the past action plan include:

- Setting up an internal working group to identify, implement and monitor air quality mitigation measures;



**Sevenoaks District Council**

- Introducing 2 electric cars, 2 electric bicycles and 1 electric road sweeper into the Council's fleet;
- Installing 10 EV charging points in public car parks;
- Retrofitting boilers in the housing stock to low carbon alternatives, whilst encouraging switch and save; and

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas<sup>1,2</sup>.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>3</sup>. Sevenoaks District Council is committed to reducing the exposure of people in Sevenoaks District to poor air quality in order to improve health.

This Action Plan aims to tackle the main causes of poor air quality within Sevenoaks District, namely emissions from combustion engines, particularly diesel vehicles, and emissions from domestic combustion sources. We have developed actions that can be considered under 8 EU Measure Categories:

- Alternatives to private vehicle use
- Policy guidance and development
- Promoting low emission transport
- Promoting travel alternatives
- Public information
- Transport planning and infrastructure
- Traffic management
- Vehicle fleet efficiency

The Council have identified a number of priorities to help achieve this aim:

- **Promoting Public Health and Wellbeing** – Providing information of the impacts associated with poor air quality alongside providing information and

---

<sup>1</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010

<sup>2</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

<sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

guidance to residents on how they can help bring about improvements to air quality.

- **Reducing the Need to Travel** – Supporting sustainable development and initiatives that support the local economy, services and facilities.
- **Active Travel, Public Transport and Low Emission Vehicles** – Encouraging the uptake of alternatives to the car through improving cycling and walking opportunities, supporting sustainable public transport, car clubs and travel plans, encouraging the uptake of electric vehicles, improving the electric vehicle charging infrastructure and other initiatives.
- **Public Information and Behavioural Change** – Providing information on the causes and implications of poor air quality. Encouraging changing travel patterns and lower emission alternatives for domestic heating.
- **Local Planning Policy and Development Management** – Ensuring new development does not exacerbate any existing poor air quality issues and provides appropriate mitigation measures where this is unavoidable. The Local Plan will also support active travel, sustainable transport modes and electric vehicle charging infrastructure.
- **SDC Vehicle Fleet** – SDC will look at its own vehicle fleet and operations to reduce harmful emissions and increase efficiency.
- **Transport Planning and Traffic Management** – We will work with partners to mitigate existing areas of traffic and transport issues as well as seeking opportunities for alternatives and improvement.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Sevenoaks District Council's direct influence.

## **Responsibilities and Commitment**

This AQAP was prepared by Bureau Veritas and the Environmental Health Department of Sevenoaks District Council with the support and agreement of the following officers and departments:

- Deputy Chief Executive and Chief Officer Planning and Regulatory Services
- Environmental Health Manager
- Strategic Planning Team
- Head of Direct Services
- Net Zero Working Group
- Transformation and Strategy Team
- Communications Manager
- Economic Development and Property

This AQAP has been approved by:

- Sevenoaks District Council Senior Management Team
- Cleaner & Greener Advisory Committee
- Cabinet
- Full Council at Sevenoaks District Council

This AQAP will be subject to an annual review, appraisal of progress and reporting to the Cleaner and Greener Advisory Committee Progress each year will be reported in the Annual Status Reports (ASRs) produced by Sevenoaks District Council as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Nick Chapman, Environmental Health Manager at:

Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG

Telephone: 01732 227000

Email: [environmental.health@sevenoaks.gov.uk](mailto:environmental.health@sevenoaks.gov.uk)

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# 1 Introduction

This report outlines the actions that Sevenoaks will deliver between 2022 - 2027 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the district.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within the SDC air quality ASR.

This Plan focuses on actions to improve air quality across the entire district, with a specific focus on four AQMAs declared by Sevenoaks District Council. Five AQMAs are planned for revocation following the acquisition of supporting monitoring data to verify modelled predictions and have therefore not been included within this action plan. AQMA No.8 (Swanley Town Centre) and AQMA No.14 (Junction of Birchwood and London Roads, Swanley) have not had a detailed assessment carried out due to a lack of traffic data available to undertake the dispersion modelling. Additionally, as a result of the COVID-19 pandemic, no ANPR surveys were able to be undertaken. Nonetheless, AQMA No.8 and AQMA No.14 are still discussed in relation to the monitoring carried out within these areas.

This AQAP considers measures that can be applied to the entire district and will therefore also improve air quality within these AQMAs.

The AQMAs are presented in Figure 1.1, and are as follows:

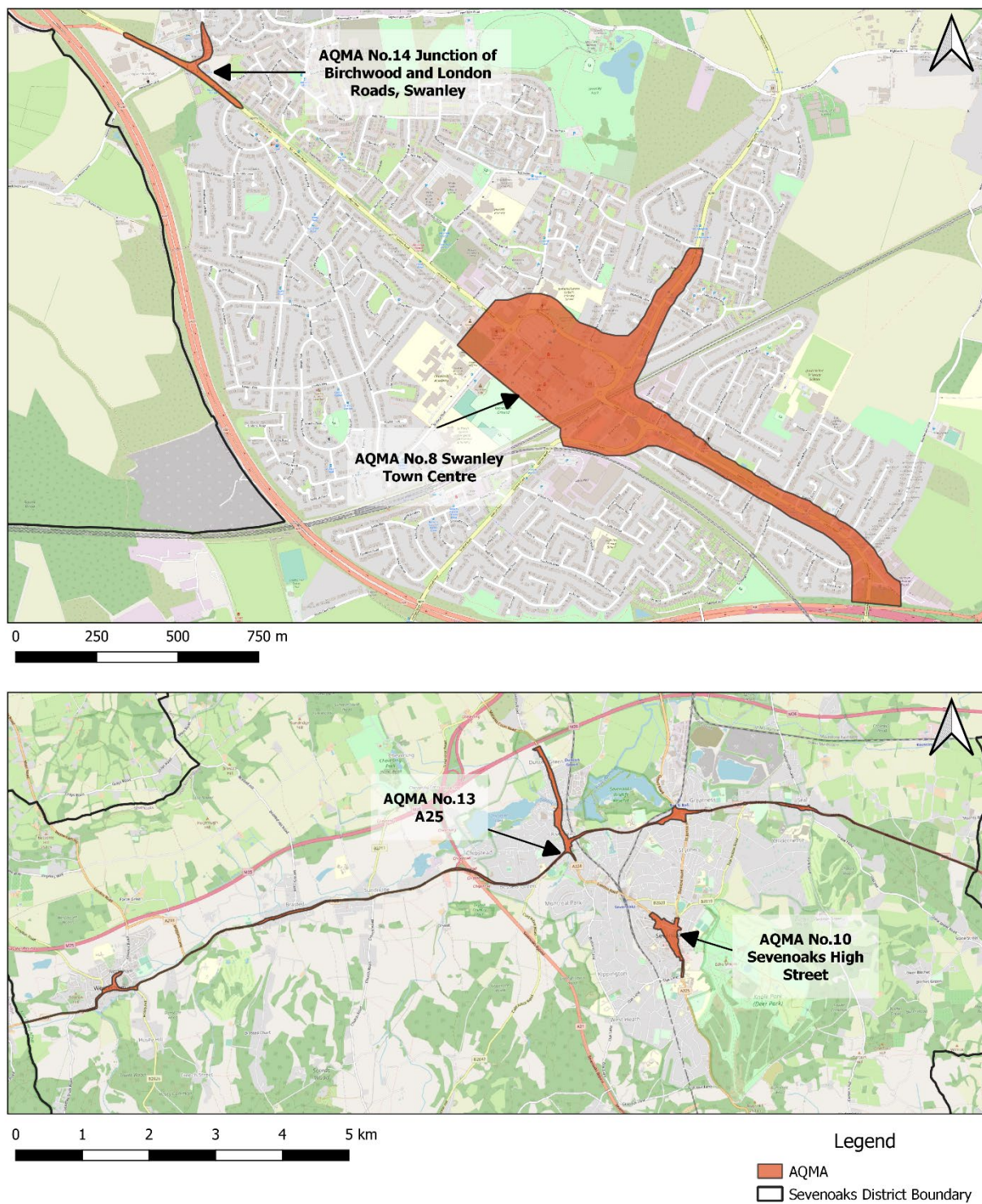
- AQMA No.8 (Swanley Town Centre) - An area encompassing Swanley Town Centre, High Street and London Road. Declared for exceedances of the NO<sub>2</sub> annual mean objective;
- AQMA No.10 (Sevenoaks High Street) - An area encompassing Sevenoaks High Street and London Road. Declared for exceedances of the NO<sub>2</sub> annual mean objective;

**Sevenoaks District Council**

- AQMA No.13 (A25) - The entire length of the A25 from the border with Tonbridge and Malling in the East to the border with Tandridge on the West. Declared for exceedances of the NO<sub>2</sub> annual mean objective; and
- AQMA No.14 (Junction of Birchwood and London Roads, Swanley) - Junction of Birchwood Road and London Road, Swanley. Declared for exceedances of the NO<sub>2</sub> annual mean objective.



Figure 1.1 – Overview Map of AQMAs within Sevenoaks District





## 2 Summary of Current Air Quality in Sevenoaks District

Sevenoaks District is located within Kent, just south-east of London, and is home to approximately 120,750 residents<sup>4</sup>. The main source of air pollution within the district originates from vehicular emissions of nitrogen dioxide (NO<sub>2</sub>) and particulate matter. The major roads passing through the district include the M25, M26, A21 and A25, linking many parts of London to the Dover port and the Channel Tunnel. As a result, there is a significant amount of continental traffic that passes through the District, including HGVs, as well as the presence of local traffic and commuters passing through into London from other areas within Kent. This creates several air pollution hotspots, chiefly in the towns of Sevenoaks, Swanley and Westerham.

Air quality monitoring is carried out across the district via a network of 51 diffusion tube sites and 2 automatic monitoring locations. Monitoring data for the past 5 years is presented in the following sections so that the trends and the frequency of any exceedances can be considered. It should be noted that there is a degree of uncertainty with regard to the 2020 monitoring data following the COVID-19 pandemic and its impacts on traffic volumes and air quality.

Detailed dispersion modelling was undertaken at relevant sensitive receptors across the district for the year 2018. A summary of the results of this are also discussed in the following sections where applicable.

There have been no exceedances of any of the AQS objectives outside any AQMA in the last 5 years once considered at the nearest relevant exposure.

### 2.1 AQMA No.8 Swanley Town Centre

AQMA No.8 was designated in 2006 for exceedances of the annual mean NO<sub>2</sub> objective. The current boundary covers Swanley Town Centre and along the B2173 London Road up to the M20. Figure 2.1 shows the extent of this AQMA.

There are 3 existing monitoring locations within the boundary of AQMA No.8. The annual mean NO<sub>2</sub> concentration over the past 5 years are presented in Table 2.1.

- Concentrations have largely been decreasing since 2016.

<sup>4</sup> Office for National Statistics: Mid-2019 Estimates of the population for the UK, England, Wales, Scotland and Northern Ireland. Available at: <https://www.ons.gov.uk/>

- Following distance correction, the predicted annual mean NO<sub>2</sub> concentrations are below the AQS objective in all years reported.

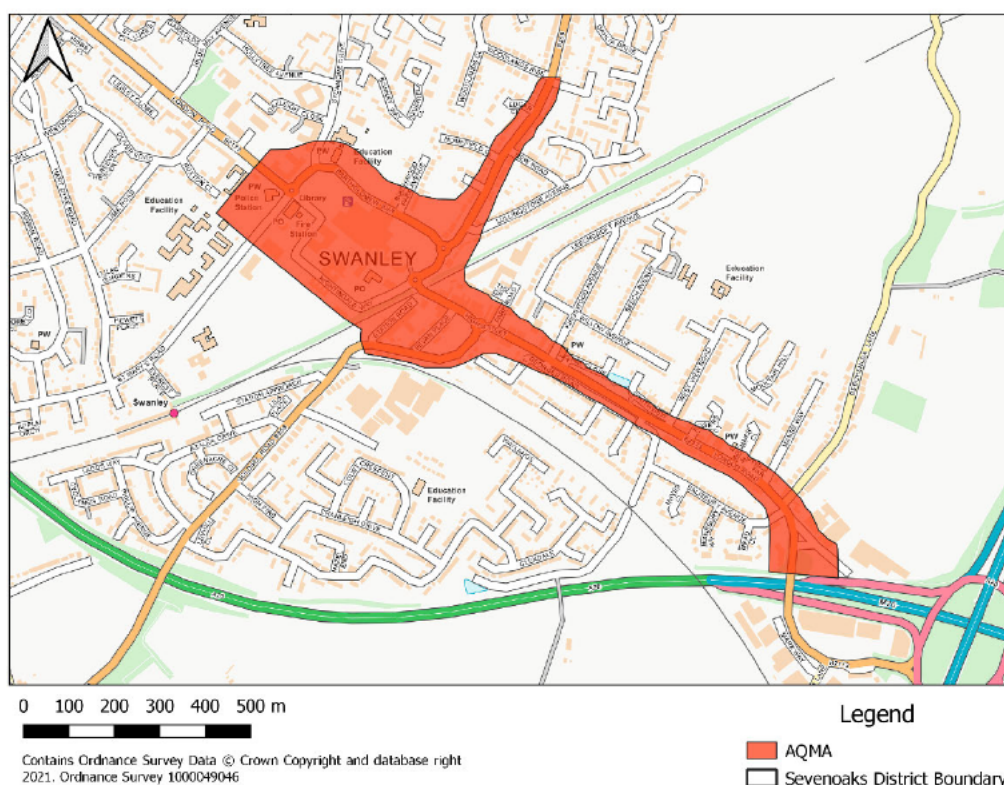
This AQMA was not included within the detailed modelling assessment due to a lack of available traffic data.

**Table 2.1 – AQMA No.8 Annual Mean NO<sub>2</sub> Concentrations**

Site ID	X OS Grid Ref.	Y OS Grid Ref.	Site Type	Annual mean NO <sub>2</sub> concentration (µg/m <sup>3</sup> )				
				2016	2017	2018	2019	2020
DT39	551492	168695	Roadside	<b>40.9</b>	34.5	36.4	34.8	28.1
DT40	551575	168508	Kerbside	<b>51.5</b>	<b>40.9</b>	<b>45.6</b>	37.5	28.4
DT41	552174	168162	Roadside	<b>42.7</b>	<b>40.1</b>	38.6	32.6	27.2

**Note:**  
Exceedances of the NO<sub>2</sub> annual mean AQS objective are in bold

**Figure 2.1 – Map of AQMA No.8 Swanley Town Centre**



## 2.2 AQMA No.10 Sevenoaks High Street

AQMA No.10 was designated in 2006 for exceedances of the annual mean NO<sub>2</sub> objective. The current boundary covers Sevenoaks High Street from the junction of the A225 Oak Lane to where the A225 splits from the B2019. It also incorporates

**Sevenoaks District Council**

London Road up to just south of The Drive, Pembroke Road and parts of Suffolk Way, Eardley Road and Argyll Road. The extent of this AQMA is shown in Figure 2.2.

There are 7 existing monitoring locations within the current boundary of AQMA No.10. The annual mean NO<sub>2</sub> concentrations reported at these sites over the past 5 years are presented in Table 2.2.

- DT02, DT28, DT48 and DT51 have all reported at least one exceedance of the annual mean NO<sub>2</sub> AQS objective within the past 5 years. None of these are located at relevant exposure.
- Overall, concentrations have been decreasing since 2016.

**Table 2.2 – AQMA No.10 Annual Mean NO<sub>2</sub> Concentrations**

Site ID	X OS Grid Ref.	Y OS Grid Ref.	Site Type	Annual mean NO <sub>2</sub> concentration (µg/m <sup>3</sup> )				
				2016	2017	2018	2019	2020
DT02	553157	154415	Roadside	<b>54.7</b>	<b>48.1</b>	<b>49.9</b>	<b>40.4</b>	29.6
DT27	553139	154259	Roadside	39.8	38.2	37.7	33.2	21.6
DT28	553043	154890	Kerbside	<b>44.1</b>	36.7	36.8	31.5	23.5
DT29	553073	155026	Roadside	31.5	28.0	28.2	23.7	17.6
DT48	552863	154873	Roadside	27.7	<b>40.7</b>	23.9	20.0	13.6
DT49	553018	154654	Roadside	33.7	28.2	29.1	25.1	17.2
DT51	552662	155153	Kerbside	<b>40.4</b>	35.1	39.0	30.2	22.3
<b>Note:</b> Exceedances of the NO <sub>2</sub> annual mean AQS objective are in <b>bold</b>								

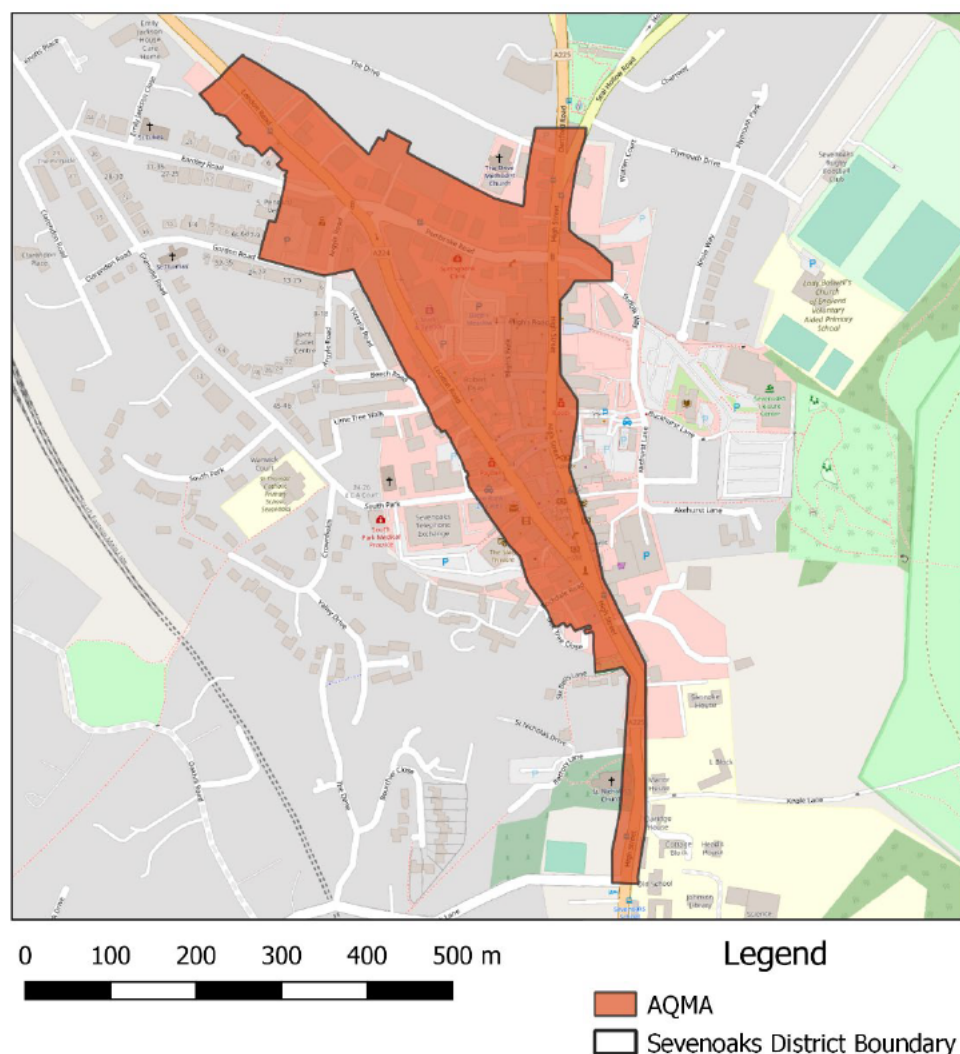
Modelled receptors were positioned at numerous existing residential receptor locations throughout the AQMA, both within and in close proximity to the AQMA boundary, inclusive of receptors at Sevenoaks School.

- Exceedances of the annual mean objective were predicted in two areas of the High Street. Northwards of Rectory Lane, a narrow bend near Six Bells Lane and at the High Street where it splits off from the A224 up until the junction to Pembroke Road/Suffolk Way.
- Additional exceedances were predicted along the A224 London Road/Tubs Hill in Sevenoaks.
- There was a predicted concentration greater than 60µg/m<sup>3</sup> in a narrow section of the High Street between Dorset Street and Locks Yard. This indicates a potential exceedance of the hourly-average AQS objective, as per LAQM.TG(16) guidance.



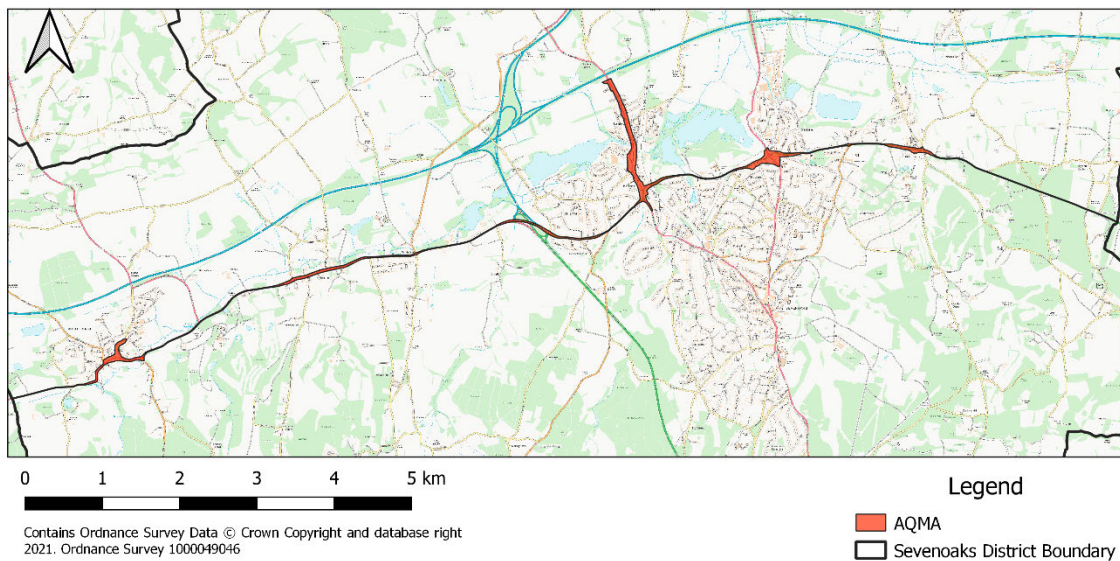
- The receptors modelled at Sevenoaks School are predicted to have concentrations less than  $40\mu\text{g}/\text{m}^3$ .

**Figure 2.2 – Map of AQMA No.10 Sevenoaks High Street**



## 2.3 AQMA No.13 A25

AQMA No.13 has been declared since 2014 for exceedances of the annual mean  $\text{NO}_2$  AQS objective. The AQMA covers the entire stretch of the A25, from the border of Tonbridge and Malling in the east to the border of Tandridge in the west. It also covers the A224 London Road heading northwards from Riverhead until it meets the M26, a section of the A224 Amherst Hill heading south from Riverhead until the junction to Montreal Road, and a section of London Road heading northwards from Market Square in Westerham until it reaches the junction to Quebec Avenue. **Error! Reference source not found.** shows the full extent of this AQMA.

**Figure 2.3 – Map of AQMA No.13 A25**

There are 26 monitoring locations within or in close proximity to the AQMA boundary. Table 2.3 displays the annual mean NO<sub>2</sub> concentrations reported over the past 5 years at these monitoring locations. 12 monitoring locations have reported at least one exceedance of the annual mean NO<sub>2</sub> objective in the past 5 years (2016-2020). Overall, concentrations have been gradually decreasing over the past 5 years.

- Of these 12 sites, only 3 continue to report exceedances in 2019 (DT31, DT32 DT87). These 3 sites have continuously reported exceedances in previous monitoring years. The other 9 sites no longer report exceedances in 2019 following the gradual decrease of concentrations.
- Following distance correction where monitoring is not conducted at relevant exposure, no sites have reported a concentration to be exceeding the AQS objective in 2019. DT32 does however report a concentration to be within 10% of the AQS objective (39.8µg/m<sup>3</sup>).
- DT31 and DT32 are located on the southern and eastern arms of the A25 Seal Road to A225 junction respectively. This junction experiences heavy congestion, and the southern and eastern sections leading up to the junction are narrow, further amplifying this congestion.
- DT87 is located along the A27 Bradbourne Vale Road approaching the Riverhead junction.

**Table 2.3 – AQMA No.13 Annual Mean NO<sub>2</sub> Concentrations**

Site ID	X OS Grid Ref.	Y OS Grid Ref.	Site Type	Annual mean NO <sub>2</sub> concentration (µg/m <sup>3</sup> )				
				2016	2017	2018	2019	2020
CM2	553044	156690	Roadside	31.0	28.0	25.0	23.0	18.0
DT05	551414	156197	Kerbside	47.0	42.7	39.3	34.4	30.3
DT06	551440	156165	Roadside	47.1	40.2	41.7	34.8	27.3
DT07	555092	156694	Roadside	46.8	42.7	41.3	36.6	26.2
DT08	554991	156726	Roadside	35.2	26.9	28.3	23.7	19.2
DT23	553059	156624	Roadside	40.5	34.3	39.2	33.0	26.6
DT24	544415	153914	Roadside	35.3	30.4	35.8	28.2	23.0
DT25	544770	154000	Roadside	29.8	25.9	26.1	23.5	18.4
DT31	553165	156685	Roadside	57.9	51.2	51.1	43.6	35.0
DT32	553151	156558	Roadside	56.3	47.6	51.9	40.7	32.5
DT33	555068	156711	Roadside	48.1	40.5	40.5	34.6	26.3
DT34	549427	155691	Roadside	31.7	27.5	26.1	23.5	18.3
DT35	554093	156798	Roadside	39.6	32.5	33.7	30.0	24.3
DT36	544594	154025	Kerbside	45.1	39.6	40.1	33.5	28.2
DT42	551318	156373	Roadside	39.3	35.5	34.5	27.4	23.6
DT43	551281	156860	Roadside	34.1	29.5	28.5	26.5	19.3
DT54	551216	157007	Roadside	36.0	33.8	32.7	28.8	24.8
DT71	548239	155353	Roadside	33.5	30.0	31.3	25.6	22.5
DT74	550768	155584	Roadside	37.1	35.4	35.9	30.7	22.2
DT76	551026	155710	Roadside	40.0	33.9	37.9	33.3	27.4

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DT77	551529	155967	Roadside	<b>40.0</b>	38.8	38.7	31.6	25.0
DT84	546802	155000	Roadside	35.4	31.2	32.5	26.5	23.0
DT85	547097	155099	Roadside	<b>51.1</b>	<b>43.9</b>	<b>43.7</b>	35.7	31.5
DT86	550308	155593	Roadside	<b>40.8</b>	36.0	34.7	30.7	21.1
DT87	551640	156335	Roadside	<b>51.7</b>	<b>45.7</b>	<b>47.0</b>	<b>42.3</b>	35.7
DT88	552963	156583	Roadside	32.9	28.7	30.3	28.1	20.7
<b>Note:</b> Exceedances of the NO <sub>2</sub> annual mean AQS objective are in <b>bold</b>								

Discrete modelled receptors within this AQMA have predicted 5 areas of exceedances within this AQMA. These are:

- Westerham, along the A25 between the junction to the B2024 and Mill Lane, and where London Road joins the A25;
- Brasted along the High Street, in particular near to junctions to Church Road and Chart Lane, as well as an additional predicted exceedance near the junction to Rectory Lane;
- The junctions of the A25 and A224 in Riverhead, with the majority of exceedances predicted along the eastern stretch of the A25;
- The junction between the A225 and A25 in Bat & Ball, in particular the southern and eastern stretches where there have been monitored exceedances; and
- The eastern section of the A25 leaving Seal.

## 2.4 AQMA No.14 Junction of Birchwood and London Roads, Swanley

AQMA No.14 was designated in 2014 for exceedances of the annual mean NO<sub>2</sub> objective. The current boundary covers the junction of Birchwood Road and London Road in Swanley, as shown in Figure 2.4.

There are 3 existing monitoring locations within or near to the boundary of AQMA No.14. The annual mean NO<sub>2</sub> concentrations monitored at these sites over the past 5 years are presented in Table 2.4.

- Exceedances have been reported at DT83 within the past 5 years. This is not located at a site of relevant exposure.
- Concentrations have been decreasing since 2016.
- Following distance correction at DT83, the predicted annual mean NO<sub>2</sub> concentrations continue to be exceeding in 2016, 2017 and 2018.

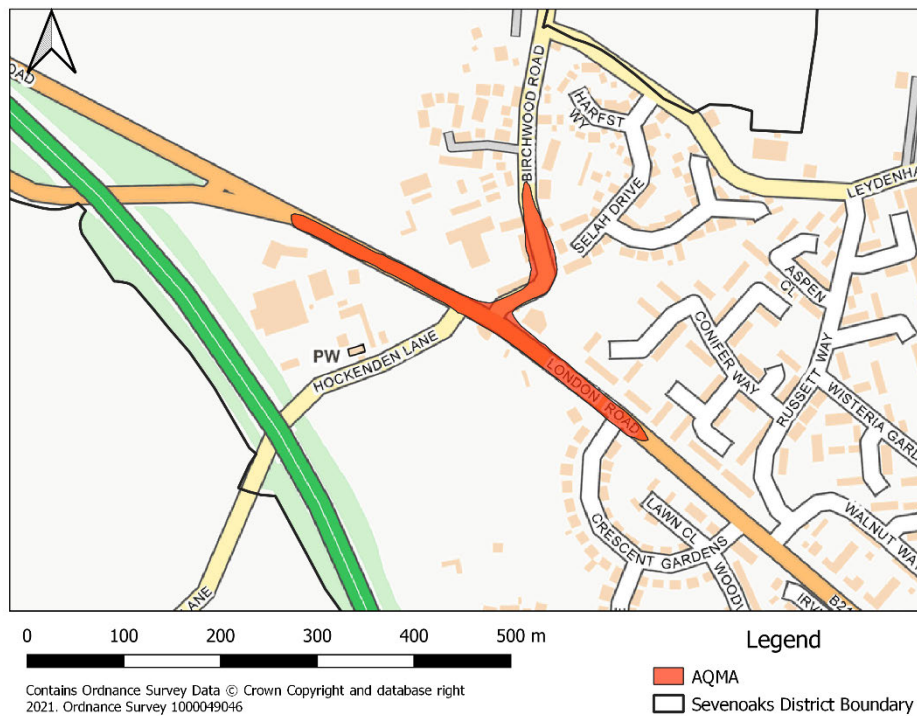
**Table 2.4 – AQMA No.14 Annual Mean NO<sub>2</sub> Concentrations**

Site ID	X OS Grid Ref.	Y OS Grid Ref.	Site Type	Annual mean NO <sub>2</sub> concentration (µg/m <sup>3</sup> )				
				2016	2017	2018	2019	2020
DT83	550297	169682	Roadside	<b>60.5</b>	<b>49.8</b>	<b>46.7</b>	<b>42.4</b>	<b>33.3</b>
DT94	550258	169575	Roadside	36.9	32.2	33.8	28.6	22.8
DT95	550351	169499	Roadside	38.0	33.6	33.0	30.2	25.0
<b>Note:</b> Exceedances of the NO <sub>2</sub> annual mean AQS objective are in <b>bold</b>								

This AQMA was not included within the detailed modelling assessment due to a lack of available traffic data.



Figure 2.4 – AQMA No.14 Junction of Birchwood and London Roads, Swanley



### 3 Sevenoaks District Council's Air Quality Context and Priorities

This chapter presents the main drivers and the approach taken by Sevenoaks District Council for the development and subsequent selection of measures that have been included within this AQAP. Included within this section of the AQAP are descriptions of the existing strategies and policies that relate to air quality within the district.

A source apportionment study has been completed across the district, focusing on the seven AQMAs whereby a detailed assessment was completed (AQMAs 1, 2, 3, 4, 6, 10 and 13). The source apportionment study has allowed the most significant sources of oxides of Nitrogen (NO<sub>x</sub>) vehicle contributors to be identified. NO<sub>x</sub> are predominantly emitted into the atmosphere in the form of nitric oxide (NO) which is then converted to nitrogen dioxide (NO<sub>2</sub>) through chemical processes in the atmosphere. Under most atmospheric conditions, the dominant pathway for NO<sub>2</sub> formation is via the reaction of NO with ozone (O<sub>3</sub>).

In conjunction, with the strategies and policies that are currently in place, the conclusions of this apportionment exercise have been used to identify and prioritise the action measures presented within Section 5.

#### 3.1 Public Health Context

There is increasing scientific evidence that poor ambient air quality has a significant negative impact on health. Research shows that the most common air pollutants of concern, NO<sub>2</sub>, PM<sub>10</sub> and PM<sub>2.5</sub> (particulate matter in the fractions of less than 10 microns and 2.5 microns in diameter), are linked to various health complications, impacting the cardiovascular and respiratory systems. Exposure to these pollutants can bring about symptoms such as nose and throat irritation, followed by bronchoconstriction and dyspnoea, alongside increasing reactivity to natural allergens, increasing the risk of respiratory infections through the pollutants interaction with the immune system<sup>5</sup>, and may lead to reduced lung function. Alongside this, there is increasing interest and pressure from members of public for Local Authorities to actively tackle and reduce air pollution in their areas. Previously, there had been no deaths officially linked to air pollution, however in 2020 the first person in the UK had 'air pollution' listed as a cause of death. Although currently

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<sup>5</sup> Marilena Kampa and Elias Castanas, Human Health Effects of Air Pollution, June 2007

there are no legislative outcomes as a result of this, this further increases the pressure and duty of care that Local Authorities have in order to protect their residents. Poor air quality is considered to be a significant contributory factor to the loss of life, shortening lives by an average of 5 months. In 2010, the Department of Health's Committee on the Medical Effects of Air Pollutants (COMEAP) reported that long-term exposure to outdoor air pollution contributes to the equivalent of 29,000 deaths in 2008 in the UK, and an associated loss to the population of 340,000 life-years. A further report by the Royal College of Physicians reported in 2016 that it contributed to the equivalent of 40,000 deaths in 2015.

Local authorities have a range of powers which can effectively help to improve air quality. However, the involvement of public health officials is crucial in playing a role to assess the public health impacts and providing advice and guidance on taking appropriate action to reduce exposure and improve the health of everyone within Sevenoaks District Council.

The Air Quality Indicator in the Public Health Outcomes Framework (England) provides further impetus to join up action between the various local authority departments which impact on the delivery of air quality improvements. The "Air Quality – A Briefing for Directions of Public Health" document published in March 2017 provides a one-stop guide to the latest evidence on air pollution, guiding local authorities to use existing tools to appraise the scale of the air pollution issue in its area. It also advises local authorities how to appropriately prioritise air quality alongside other public health priorities to ensure it is on the local agenda.

The document comprises the following key guides:

- Getting to grips with air pollution – the latest evidence and techniques
- Understanding air pollution in your area
- Engaging local decision-makers about air pollution
- Communicating with the public during air pollution episodes
- Communicating with the public on the long-term impacts of air pollution
- Air Pollution: an emerging public health issue: Briefing for elected members

Besides NO<sub>2</sub>, there is an increasing focus on fine particulate matter. PM<sub>2.5</sub> is a pollutant of concern meaning particulate matter which is 2.5 microns or less in

diameter. The AQMA has not been declared for PM<sub>2.5</sub> and the modelling as part of the detailed assessment has shown predicted levels below the annual mean objective of 25µg/m<sup>3</sup>.

The Public Health Outcomes Framework data tool compiled by Public Health England quantifies the mortality burden of PM<sub>2.5</sub> within England on a county and local authority scale. The 2019 fraction of mortality attributable to PM<sub>2.5</sub> pollution in Sevenoaks is 5.3%, which is above the national average of 5.1%, and the regional average (South East) 5.2%. It should be noted that this figure only accounts for one pollutant (PM<sub>2.5</sub>) for which stronger scientific evidence on links with mortality exist, and not NO<sub>2</sub>, for which the AQMA is declared, so the true figure is possibly even higher.

Furthermore, following on from a review of research into the death burden associated with the air pollution mixture rather than single pollutants acting independently, the Committee on the Medical Effects of Air Pollutants (COMEAP) are currently reviewing the ability to link deaths to one specific pollutant.

With regards to health impacts as a result of air pollution within Sevenoaks, this is largely associated to concentrations of NO<sub>2</sub> exceeding the annual mean objectives, as well as the hourly-mean objective in some areas. Levels of PM<sub>10</sub> are currently shown to comply with the AQS objectives. Evidence continues to show that there is no real safe threshold for PM<sub>2.5</sub> and the UK government should achieve reductions in levels of PM<sub>2.5</sub> as low as reasonably practicable below the current air quality standard. Monitoring of PM<sub>2.5</sub> shows that concentrations reported are considerably well below the recommended AQS objective. It is expected that some of the measures implemented within this action plan for the achievement of reductions in NO<sub>2</sub> will have co-benefits in additionally reducing concentrations of PM<sub>10</sub> and PM<sub>2.5</sub>.

### 3.2 Planning and Policy Context

This Air Quality Action Plan outlines the Sevenoaks District Council's plan to effectively tackle air quality issues within its control. There are numerous existing and impending policies and strategies adopted at all levels (local, regional and national) that can exert significant effects, both positive and negative, on air quality across Sevenoaks. It is important to identify and consider these plans and strategies at an early stage of the development of the plan, as these will aid the establishment of the

context in which specific options for improving air quality can be implemented.

Whilst certain policies and / or strategies may be outside of the influence of Sevenoaks District Council, there are a number of related policies and strategies at local and regional levels that can be tied directly with the aims of this AQAP. Some of these have a focus on air quality improvements within the district, whilst others relate to transportation issues and therefore have the added benefit of contributing to overall improvements in air quality across Sevenoaks.

The review of these strategies and policies also assists in preventing duplication of work within the AQAP but can instead work in concordance for mutual benefit whilst also focusing on direct measures outside those considered within the already developed strategies and policies. This section outlines the strategies and policies that have the most significant potential to impact on pollutant concentrations within Sevenoaks District. Given their importance, the majority of measures listed below have been included as action measures within this Action Plan.

The most relevant policies and strategic documents are detailed below.

### **3.2.1 Clean Air Strategy 2019**

The Clean Air Strategy<sup>6</sup> has been published to set out the case for action at a national level, identifying a number of sources of air pollution within the UK including road transportation (relevant in terms of the AQMAs currently present within Sevenoaks) and sets out the actions required to reduce the impact upon air quality from these sources. It has been developed in conjunction with three other UK Government Strategies; the Industrial Strategy, the Clean Growth Strategy, and the 25 Year Environment Plan.

Key actions that are detailed within the strategy aimed at reducing emissions from transportation sources include the following:

- The publication of the Road to Zero strategy, which sets out plans to end the sale of new conventional petrol and diesel cars and vans by 2040;
- New legislation to compel vehicle manufacturers to recall vehicles and non-road mobile machinery for any failures in emission control systems, and to take effective action against tampering with vehicle emissions control systems;

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<sup>6</sup> Department for Environment, Food and Rural Affairs (2019), Clean Air Strategy

- Develop new standards for tyres and brakes to reduce toxic non-exhaust particulate emissions from vehicles. This action would not necessarily target reductions in NO<sub>2</sub> for which the majority of AQMAs within Sevenoaks has been declared;
- The encouragement of the cleanest modes of transport for freight and passengers; and
- Permitting approaches for the reduction of emissions from non-road mobile machinery, especially in urban areas.

### 3.2.2 UK Plan for Tackling Roadside Nitrogen Dioxide Concentrations

Published in July 2017, the UK Plan for Tackling Roadside Nitrogen Dioxide Concentrations (Detailed Plan)<sup>7</sup> is the UK governments plan for bringing concentrations of NO<sub>2</sub> within statutory limits within the shortest possible time. It is identified that the most immediate air quality challenge within the UK is tackling the issue of NO<sub>2</sub> concentrations close to roads, especially within towns and cities. The plan identifies a number of local authorities that were required to complete feasibility studies to define NO<sub>2</sub> concentrations on road links identified by the national Pollutant Climate Mapping (PCM) model as being in exceedance of the NO<sub>2</sub> annual mean AQS objective.

Sevenoaks District Council were not one of the authorities identified, regardless, the UK Plan provides a high level of detail on possible solutions, and their implementation, to reduce NO<sub>x</sub> emissions from vehicles, and therefore lower NO<sub>2</sub> concentrations. The actions detailed within the UK Plan include the following:

- Implementation of Clean Air Zones (CAZs);
- New real world driving emissions requirements for light passenger and commercial vehicles;
- Additional funding to accelerate the uptake of low emissions buses and also for the retrofitting of older buses;
- Additional funding to accelerate the uptake of hydrogen vehicles and associated infrastructure;

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<sup>7</sup> Department for Environment, Food and Rural Affairs, Department for Transport (2017), UK Plan for Tackling Roadside Nitrogen Dioxide Concentrations (Detailed Plan)

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- New mandatory emissions standards for non-road mobile machinery; and
- Local cycling and walking investment plans.

**3.2.3 Sevenoaks District Council Plan**

The SDC Council Plan<sup>8</sup> was adopted in April 2019 and focuses on 5 themes, two of which are the Environment and Health. There is a strong focus on “protecting the very special environment of the district” whilst also delivering “first class health prevention”. Through reducing air pollution and improving air quality within the district, this will help preserve the high quality environment that exists within Sevenoaks. This in turn is strongly linked to improving the overall health of the residents, by helping promote a more active lifestyle but also reducing the burden on the existing health service and infrastructure. Another one of the 5 themes is the Economy. By improving the environmental conditions and overall quality of life in the district, it will become a more attractive place for both new residents and businesses and aid in strengthening the District’s economy.

**3.2.4 Sevenoaks District Council Local Plan**

Sevenoaks District Council’s Core Strategy<sup>9</sup> (adopted in February 2011) and the Allocations and Development Management Plan (ADMP) form the adopted Local Plan for Sevenoaks District, however, this is currently being updated. The Core Strategy sets out the long-term vision and objectives of the district together with strategic policies for shaping new development up until 2026. Specific development management policies and site specific allocations are set out in the ADMP. Strategic objectives are set out for both the urban population centres within the district, which includes the towns of Sevenoaks, Swanley, Edenbridge and Westerham, but also in rural areas and across the district as a whole. There is a significant focus on maintaining and enhancing the quality of environment across the district in a sustainable manner, reducing the need to travel, encouraging sustainable transport modes and to mitigate and adapt to climate change.

In direct relation to air quality, the Core Strategy states that:

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<sup>8</sup> [The Council Plan](#)

<sup>9</sup> [Core Strategy](#)

*“Poor air quality is an issue in certain parts of the District alongside main roads. Eleven Air Quality Management Areas have been declared and the Council has an Air Quality Action Plan (2009) that includes measures to improve air quality.*

*Road traffic is the main contributor to poor air quality and the level of traffic, particularly through traffic is largely outside the control of the District. Policies in the LDF will have some impact on traffic levels though they can only be part of the solution. Locating new development where it is accessible to services and facilities will have a beneficial impact in reducing the need to travel, while applying policies to retain services and facilities that meet a local need together with promoting alternatives to car travel should also reduce the need to travel by car to reach essential services.*

*Future development should avoid adverse impact on air quality, particularly in Air Quality Management Areas where there is a need to improve air quality. In areas of poor air quality careful design of new development will be needed to ensure an acceptable environment for future occupiers.”*

In addition, Policy SP 2 is relevant to air quality and transport:

### ***Transport***

*The Council will support and promote measures to reduce reliance on travel by car both in providing for new development and in supporting measures promoted through the Transport Strategy. Specifically it will:*

- 1. Support improvements to enhance the safety and convenience of public and community transport.*
- 2. Seek improved facilities for cyclists and pedestrians*
- 3. Require the inclusion of Travel Plans and other appropriate measures in new developments that generate significant traffic volumes*

### ***Air Quality***

*The design and location of new development will take account of the need to improve air quality in accordance with the District’s Air Quality Action Plan. Development in areas of poor air quality or development that may have an adverse impact on air quality will be required to incorporate mitigation measures to reduce impact to an acceptable level. New development in areas of poor air quality will be required to*



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*incorporate measures in the design and orientation that demonstrate an acceptable environment will be created for future occupiers. Permission will be refused where unacceptable impacts cannot be overcome by mitigation.*

### **3.2.1 Sevenoaks District Strategy for Transport**

The Sevenoaks District Strategy for Transport 2010 – 2016<sup>10</sup> was adopted in July 2010 and prepared in parallel with the Core Strategy. The strategy identifies four priority objectives:

- Improving accessibility;
- Tackling congestion;
- Providing safer roads; and
- Improving air quality

It recognises that air pollution is a key challenge with a significant impact on local communities. There are a range of initiatives that link into the air quality action plan, such as developing a traffic management control system to reduce congestion, designating lorry routes and developing a freight quality partnership, and promoting alternative forms of transport. The priority objectives and initiatives have been used to identify priorities in different parts of the district. In direct relation to air quality, these are as follows:

#### **Sevenoaks Urban Area**

- Improve public transport interchange facilities, in particular at the main bus and train stations in Sevenoaks District;
- Bring forward measures to alleviate congestion and tackle air quality issues at Riverhead, Bat and Ball and Sevenoaks Town Centre; and
- Improve facilities for walking and cycling.

#### **Swanley**

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<sup>10</sup> [Strategy for Transport](#)

- Improve accessibility to Swanley Station by walking and cycling;
- Ensure that development in Swanley does not have a significant negative impact on traffic on the Strategic Road Network;
- Improve bus interchange facilities in Swanley;
- Improve facilities for walking and cycling; and
- Bring forward measures to alleviate congestion and tackle air quality issues near Swanley town centre.

### Edenbridge

- Increasing the number of destinations that can be accessed via train services from Edenbridge, including services to Gatwick Airport / improved services to Redhill; and
- Improve facilities for walking and cycling.

### Villages and Rural Areas

- Maintain and improve accessibility to jobs, shops and services by non-car means, including walking, cycling, public transport and community transport; and
- Bring forward measures to alleviate congestion and tackle air quality issues, including those along the A25 corridor, at Seal and Westerham, and on the Strategic Road Network.

### Sevenoaks District Transport Assessment

A transport study<sup>11</sup> for Sevenoaks District was conducted in December 2018 as part of the evidence base for the emerging Local Plan. This identifies existing transport issues and opportunities from the delivery of the emerging Local Plan in addition to mitigation measures.

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<sup>11</sup> [Sevenoaks District Transport Assessment](#)

**Sevenoaks District Council**

In relation to air quality, the study identifies Sevenoaks District being situated within a network of strategic roads including the M25, M20, A21 and A25. Traffic on the motorway and strategic road network, particularly during peak hours, causes congestion and air quality problems exacerbating this on local roads and in town centres. The study's analysis has indicated that where new development is proposed, it will need to be focused in sustainable locations that enable trips to be made by foot, cycle and public transport. To mitigate further exacerbating the district's congestion and air quality issues, the study identifies active travel as an emerging transport mitigation measure. It is considered that encouraging active travel is not only a way to promote healthy living but can also be an important intermediary function of the public transport network. The following infrastructure measures are suggested to encourage active travel:

- Ensure all existing pedestrian crossing facilities and bus stops comply with current DDA requirements.
- Enhance pedestrian footways and crossings throughout the District to provide a connected, permeable and safe pedestrian environment that will help encourage modal shift away from the car.
- Ensure that the current and future cycle route network conforms with currently applicable Cycle Design Standards upgrading where necessary.
- Enhance connectivity through the provision of new cycle routes
- Ensure safer cycling is developed across all wards using a systematic approach to ensure consistency in standard of provision.
- Support the implementation of quietways throughout the District to reduce any network gaps.
- Ensure sufficient off-road cycle parking is provided at key destinations
- Use the planning process to ensure sufficient active travel infrastructure is provided through developer funding.

### 3.2.2 Sevenoaks District Cycling Strategy

The Sevenoaks District Cycling Strategy<sup>12</sup> was developed in partnership with Kent County Council and adopted in 2012. This aims to enable the residents of the district to cycle more safely and to encourage a shift towards more sustainable transport choices. A number of priority areas for action have been identified to achieve this:

1. **Creating New Routes and Linkages** – seeking opportunities to develop new routes and linkages which 1) connect population centres to key services such as local schools, employment areas and transport interchanges in the main urban areas of Sevenoaks, Swanley and Edenbridge; and 2) promote leisure cycling through the identification of attractive longer leisure routes which connect to the main urban centres
2. **Safer Cycling** – ensuring infrastructure is well designed, prioritising routes on quiet residential streets away from busy main roads and junctions and providing road safety education
3. **Improvements to Cycle Parking** – identifying locations for additional cycle parking facilities and positioning them to maximise security
4. **Promotion and Encouragement** – raising awareness of cycling and its benefits amongst the community
5. **Maintenance** – ensuring existing and any future facilities are well maintained

### 3.2.3 Net Zero 2030

The Council have committed to working towards achieving Net Zero emissions by 2030 on Council assets and services.

It has also been agreed that the Council will be a “community leader” and encourage low carbon measures across the District through education, best practice, incentives, policy and opportunities. This includes working collaboratively with Kent County Council, Parish and Town Councils, Local Interest Group and the Local Government Association.

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<sup>12</sup> [Cycling Strategy](#)

Reducing carbon emissions goes hand in hand with improving air quality. Transport remains the largest carbon emitting sector in the UK and accounts for 63% of total carbon emissions in Sevenoaks District. By reducing vehicle emissions, we will improve air quality and also reduce carbon emissions from transport.

### 3.2.4 Low Emission and Electric Vehicle Strategy

The Low Emission and Electric Vehicle Strategy for Sevenoaks District Council<sup>13</sup> was adopted in September 2021. This intends to assist the Council in achieving net zero carbon emissions by 2030, which also has benefits to improving air quality. The focus of this strategy is on promoting low carbon travel, improving the electric vehicle charging network across the district, and continuing the transition to a zero-carbon emissions vehicle fleet. This strategy identifies that ownership of electric vehicles has rapidly increased over the past decade and has the highest level of electric vehicle ownership in Kent.

## 3.3 Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within the district. Vehicular activity has been identified as the principal source of emissions, therefore the relative contributions from different vehicle types (cars, HGVs, LGVs, Buses) have been determined to identify whether a particular vehicle type represents the most significant source of pollution within each AQMA.

A source apportionment exercise was carried out using ADMS-Roads air dispersion modelling to assess the overall emission profiles of the vehicles present within each AQMA. It should be noted that emission sources of NO<sub>2</sub> are dominated by a combination of direct NO<sub>2</sub> (f-NO<sub>2</sub>) and oxides of nitrogen (NO<sub>x</sub>), the latter of which is chemically unstable and rapidly oxidised upon release to form NO<sub>2</sub>. Reducing levels of NO<sub>x</sub> emissions therefore reduces levels of NO<sub>2</sub>. As a consequence, the source apportionment study has considered the emissions of NO<sub>x</sub> which are assumed to be representative of the main sources of NO<sub>2</sub>.

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<sup>13</sup> [Low Emission and Electric Vehicle Strategy](#)

The following sections describe the source apportionment results in each of the AQMAs. A breakdown of NO<sub>x</sub> is given according to vehicle class within the AQMAs and based on the following criteria:

- Contributions based on average NO<sub>x</sub> levels across all monitored locations;
- Contributions based on NO<sub>x</sub> levels across all modelled locations where NO<sub>2</sub> concentrations exceed 40µg/m<sup>3</sup> (where applicable); and
- Contributions based on NO<sub>x</sub> levels at the highest NO<sub>2</sub> concentration receptor in the AQMA.

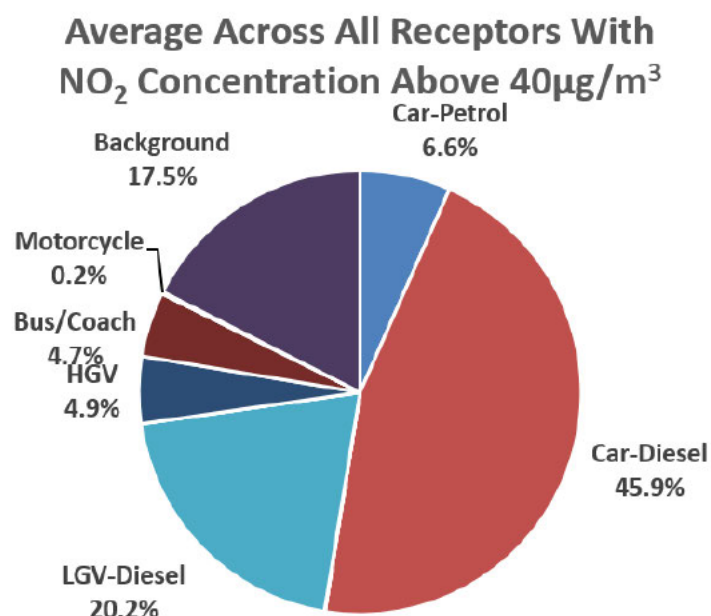
### 3.3.1 AQMA No.10 Sevenoaks High Street

Table 3.1 provides a breakdown in NO<sub>x</sub> emissions according to vehicle class within AQMA No.10, and Figure 3.1 displays the average NO<sub>x</sub> emissions at across all modelled receptors within AQMA No.10 where the modelled annual mean NO<sub>2</sub> concentration was greater than 40µg/m<sup>3</sup>. At modelled locations where the annual mean NO<sub>2</sub> concentration exceeds 40µg/m<sup>3</sup>, the average NO<sub>x</sub> emissions are predominantly associated with diesel cars whereby they contribute 55.7% of the total road NO<sub>x</sub> concentration. This is followed by diesel LGVs at 24.4%, and petrol cars at 8.0% closely followed by HGVs (5.9%) and Buses/Coaches (5.7%). This is consistent with both the average across all modelled receptors and the worst-case receptor, located along the A225 High Street in between Dorset Street and Locks Yard. This indicates that measures to reduce emissions from diesel cars and LGVs are considered to be most important as they have the most significant influence on emissions within this AQMA.

**Table 3.1 – NO<sub>x</sub> Source Apportionment Results: AQMA No.10**

Results	All Vehicles	Car			LGV			HGV	Bus and Coach	Motorcycle	Background
		Petrol	Diesel	EV/LPG	Petrol	Diesel	EV/LPG				
Average across all modelled receptors											
NO <sub>x</sub> Concentration (µg/m³)	54.6	4.4	30.3	0.0	0.0	13.4	0.0	3.2	3.1	0.1	16.7
Percentage of Total NO <sub>x</sub>	76.6%	6.1%	42.5%	0.0%	0.0%	18.9%	0.0%	4.6%	4.3%	0.1%	23.4%
Percentage Contribution to Road NO <sub>x</sub>	100.0%	8.0%	55.5%	0.0%	0.1%	24.6%	0.0%	5.9%	5.7%	0.2%	-
Average Across All Receptors With NO2 Concentration exceeding the AQS Annual Mean Objective											
NO <sub>x</sub> Concentration (µg/m³)	78.6	6.3	43.8	0.0	0.0	19.2	0.0	4.6	4.5	0.1	16.7
Percentage of Total NO <sub>x</sub>	82.5%	6.6%	45.9%	0.0%	0.0%	20.2%	0.0%	4.9%	4.7%	0.2%	17.5%
Percentage Contribution to Road NO <sub>x</sub>	100.0%	8.0%	55.7%	0.0%	0.1%	24.4%	0.0%	5.9%	5.7%	0.2%	-
At the Receptor With the Maximum Road NOx Concentration (ID 32)											
NO <sub>x</sub> Concentration (µg/m³)	121.9	10.2	71.1	0.0	0.1	26.6	0.0	5.9	7.8	0.2	16.7
Percentage of Total NO <sub>x</sub>	88.0%	7.3%	51.3%	0.0%	0.0%	19.2%	0.0%	4.2%	5.7%	0.2%	12.0%
Percentage Contribution to Road NO <sub>x</sub>	100.0%	8.3%	58.4%	0.0%	0.0%	21.8%	0.0%	4.8%	6.4%	0.2%	-

**Figure 3.1 – Average NO<sub>x</sub> Contribution by Vehicle Class, where Modelled Annual NO<sub>2</sub> Concentrations are >40µg/m<sup>3</sup> within AQMA No.10**



### 3.3.2 AQMA No.13 A25

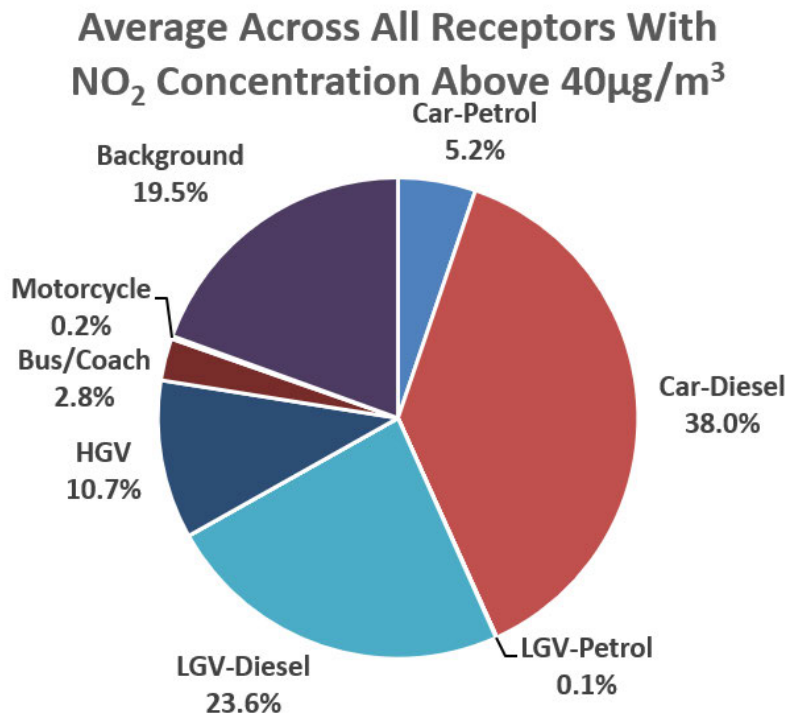
Table 3.2 provides a breakdown in NO<sub>x</sub> emissions according to vehicle class within AQMA No.13 and Figure 3.2 displays the average NO<sub>x</sub> emissions at across all modelled receptors within AQMA No.13 where the modelled annual mean NO<sub>2</sub> concentration was greater than 40µg/m<sup>3</sup>. The majority of NO<sub>x</sub> emissions at locations where annual average NO<sub>2</sub> concentrations were exceeding the AQS objective, and the worst-case location (along London Road off of the A25 in Westerham) results from vehicles (80.5% and 87.6% of the total, respectively). At the locations where the AQS objective was exceeded, the majority of the road emissions come from diesel cars (47.2%), followed by diesel LGVs (29.2%). Additionally, HGVs also have a significant proportion, being 13.2%. This indicates that measures to reduce emissions in this AQMA should largely be focused on diesel cars and LGVs, however some consideration should also be taken to reducing emissions from HGVs as well.

**Table 3.2 – NO<sub>x</sub> Source Apportionment Results: AQMA No.13**

Results	All Vehicles	Car			LGV			HGV	Bus and Coach	Motorcycle	Background
		Petrol	Diesel	EV/LPG	Petrol	Diesel	EV/LPG				
Average across all modelled receptors											
NO <sub>x</sub> Concentration (µg/m³)	42.3	2.7	19.8	0.0	0.0	13.0	0.0	5.3	1.4	0.1	18.5
Percentage of Total NO <sub>x</sub>	69.6%	4.4%	32.6%	0.0%	0.0%	21.4%	0.0%	8.8%	2.3%	0.2%	30.4%
Percentage Contribution to Road NO <sub>x</sub>	100.0%	6.3%	46.8%	0.0%	0.1%	30.7%	0.0%	12.6%	3.3%	0.2%	-
Average Across All Receptors With NO2 Concentration exceeding the AQS Annual Mean Objective											
NO <sub>x</sub> Concentration (µg/m³)	76.2	4.9	36.0	0.0	0.0	22.3	0.0	10.1	2.7	0.2	18.4
Percentage of Total NO <sub>x</sub>	80.5%	5.2%	38.0%	0.0%	0.1%	23.6%	0.0%	10.7%	2.8%	0.2%	19.5%
Percentage Contribution to Road NO <sub>x</sub>	100.0%	6.5%	47.2%	0.0%	0.1%	29.2%	0.0%	13.2%	3.5%	0.2%	-
At the Receptor With the Maximum Road NOx Concentration (ID 268)											
NO <sub>x</sub> Concentration (µg/m³)	111.1	7.8	55.9	0.0	0.1	32.1	0.0	13.2	1.8	0.2	15.7
Percentage of Total NO <sub>x</sub>	87.6%	6.2%	44.0%	0.0%	0.1%	25.3%	0.0%	10.4%	1.4%	0.2%	12.4%
Percentage Contribution to Road NO <sub>x</sub>	100.0%	7.0%	50.3%	0.0%	0.1%	28.9%	0.0%	11.9%	1.6%	0.2%	-



**Figure 3.2 – Average NO<sub>x</sub> Contribution by Vehicle Class, where Modelled Annual NO<sub>2</sub> Concentrations are >40µg/m<sup>3</sup> within AQMA No.13**



### 3.4 Required Reduction in Emissions

In line with the methodology presented in Box 7.6 of LAQM.TG(16), calculations have been carried out to determine the necessary reduction in road NO<sub>x</sub> required to bring AQMA No.10 and No.13 to compliance. These focus largely on the reductions required at the worst-case scenarios, however the reductions at all exceeding locations within the AQMAs have been considered. It is important to understand that although reducing NO<sub>x</sub> emissions from vehicles will in turn reduce NO<sub>2</sub> concentrations, there is a non-linear relationship between NO<sub>x</sub> and NO<sub>2</sub> concentrations and therefore a greater relative reduction in NO<sub>x</sub> may be required.

#### 3.4.1 AQMA No.10 Sevenoaks High Street

The worst-case receptor within AQMA No.10 is located along the High Street between Dorset Street and Locks Yard. The reduction in NO<sub>x</sub> required to achieve compliance with the annual mean NO<sub>2</sub> objective of 40µg/m<sup>3</sup> at this location is **59.0%**. Across all modelled receptors where an annual average NO<sub>2</sub> concentration of 40µg/m<sup>3</sup> or greater was reported, a reduction of **25.0%** NO<sub>x</sub> is required, which would lead to general improvements overall throughout the AQMA but it will not achieve compliance at the worst-case location. This therefore suggests that a target NO<sub>x</sub>

reduction of between 25% and 59% will have improvements on NO<sub>2</sub> concentrations throughout this AQMA.

### 3.4.2 AQMA No.13 A25

The worst-case receptor within AQMA No.13 is located along London Road, just off of the A25 in Westerham. The reduction in NO<sub>x</sub> required to achieve compliance with the annual mean NO<sub>2</sub> objective at this location is **49.2%**. Across all modelled receptors where the annual average NO<sub>2</sub> objective was exceeded, a reduction of **25.8%** in NO<sub>x</sub> emissions is required, however similarly as noted in Section 3.4.1, this will not achieve compliance at the worst-case location. A target NO<sub>x</sub> reduction of between 26% and 49% is therefore required to have improvements on NO<sub>2</sub> concentrations throughout this AQMA.

## 3.5 Key Priorities

- **Priority 1 – Public Health and Wellbeing** (Behaviour change/modal shift, Health Promotion)
  - Air pollution has a significant impact on public health and is therefore a major reason why the Council wishes to improve air quality. This will largely be driven by a change in attitude and travel behaviours, and as a Council, we have strong role in encouraging and facilitating this change.
  - We will seek to show the health impacts associated with poor air quality and provide information and guidance to our residents as to how they can help to bring about improvements. This will include changing travel patterns and providing information about lower emission alternatives for domestic heating.
  - We will seek to promote the health benefits associated with ‘greener travel’ and will develop policies to remove perceived barriers.
- **Priority 2 - Transport** (Licensing, Parking, Public Transport, Procurement)
  - Road traffic and transport is the major contributor for emissions within the district. The Council therefore wishes to control these via measures contained within this AQAP as a priority.

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- The Council is able to influence this via areas of direct control, such as taxi licensing, the composition of its own fleet, encouraging the use of, and facilitating electric charging points to encourage electric vehicle uptake.
- The Council will work with its wider strategic partners, such as Kent County Council, on matters of traffic management and public transport that extend beyond the SDC's direct control. This will help mitigate existing areas of traffic and transport issues, whilst also allowing us to seek opportunities for alternatives and improvements.
- We will lead by example by looking to improve our own vehicle fleet and operations in order to reduce harmful emissions whilst increasing efficiency.
- We will look to reduce the need to travel by supporting sustainable development and initiative that help support the local economy, services and facilities. Additionally, where travelling is required, we will encourage the uptake of alternatives to private and single occupancy vehicles. There will be a focus on active travel, but also supporting sustainable multi-occupancy modes of travel and encouraging the uptake of electric vehicles.
- **Priority 3 - Planning and Infrastructure**
  - As the local planning authority our objectives are:
    - To strengthen and broaden the local economy;
    - To provide sufficient housing to meet local housing need and support economic growth;
    - To protect the built and natural environment; and
    - To develop sustainable communities, and seek to ensure adapt community facilities are provided
  - We believe that applicants should be aware of the air quality impact of their development and that they consider appropriate mitigation as part of the design process.

- We will ensure that new developments do not exasperate any areas of existing poor air quality and provide appropriate mitigation measures where this is unavoidable.
- **Priority 4 - Policy Guidance**
  - A number of relevant and related policy documents are already in place within the Council. It is therefore considered a priority to utilise these and introduce measures that share benefits with other policies and strategies as key mechanisms to reduce emissions from road transport. For example, the Council's Cycling Strategy and Low Emission and Electric Vehicle Strategy identifies that uptake of electric vehicles within Sevenoaks' has increased rapidly over the past decade, already focuses on continuing to encourage this shift to low emission vehicles alongside encouraging the uptake of alternative modes of transport.

## 4 Development and Implementation of Sevenoaks District Council AQAP

### 4.1 Consultation and Stakeholder Engagement

In developing this AQAP, we have worked with other local authorities, agencies, businesses and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 4.1.

The response to our consultation stakeholder engagement is given in Appendix A.

**Table 4.1 – Consultation Undertaken**

Yes/No	Consultee
Yes	the Secretary of State
Yes	the Environment Agency
Yes	the highways authority
Yes	all neighbouring local authorities
No	other public authorities as appropriate, such as Public Health officials
Yes	bodies representing local business interests and other organisations as appropriate

In addition we have consulted the following bodies:

- All Sevenoaks District Council Departments
- Kent County Council
- Kent Health Protection Team
- Local Clinical Commissioning Groups
- Local Chambers of Commerce
- Federation of Small Businesses
- Logistics UK
- Friends of the Earth

- Green Peace
- Natural England
- Places for People
- Greater London Authority
- Surrey County Council
- East Sussex County Council
- West Kent Housing Association

The public consultation completed on the draft AQAP was undertaken in Spring 2022.

## 4.2 Consultation Outcomes

The results of the consultation were...

### 4.3 Steering Group

A steering group was established at the start of the update process to drive forward the development of the new AQAP. The core aim of the steering group was to identify measures for inclusion within the AQAP that would be effective both in terms of reducing NO<sub>2</sub> concentrations and also feasible in terms of implementation and delivery.

Sevenoaks District Council set up a steering group in Summer 2021, chaired by the Environmental Health Manager. Membership of the group includes representatives from: Environmental Health, Development Control, Planning Policy, Net Zero Working Group, Parking Services, Direct Services, Economic Development, Communications Team and the Transformation and Strategy Team. This group meets quarterly alongside the Net Zero Working Group and is chaired by the Deputy Chief Executive and Chief Officer for Planning and Regulatory Services. The group reports progress via the Cleaner and Greener Advisory Committee.

## 5 Indicative AQAP Measures

Table 5.1 shows the Sevenoaks District Council indicative AQAP measures to be considered. It contains:

- a list of the actions that form part of the plan
- the responsible individual and departments/organisations who will deliver this action
- estimated cost of implementing each action (overall cost and cost to the local authority)
- expected benefit in terms of pollutant emission and/or concentration reduction
- the timescale for implementation
- how progress will be monitored

**NB:** Please see future ASRs for regular annual updates on implementation of these measures



Table 5.1 – Air Quality Action Plan Measures

Measure No.	Measure	Category	Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Initial Thoughts/Comments
1	Local Plan policy and guidance	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	SDC / KCC	2021	Local Plan progress – Local Development Scheme	Implementation of policy	NO <sub>2</sub> Whilst guidance already exists, it is important to keep these up-to-date as policies and strategies evolve.	Draft policies and allocations	Local Plan timetable: Adoption 2024 Local Plan dated to 2040	Guidance is already provided to developers on a case by case basis.  The emerging Local Plan will include a policy on Air Quality.  Air Quality will be considered in the site selection for allocations.
2	Junction improvements at Bat & Ball and the A224/A25 in Riverhead	Traffic Management	UTC, Congestion management, traffic reduction	SDC	2021	Local Plan	Reduction in NO <sub>2</sub> concentrations	NO <sub>2</sub> To be confirmed if considered for further assessment.	Draft policies and allocations Transport evidence base	Local Plan timetable: Adoption 2024	Bat & Ball junction is currently under review by KCC..  Difficulties in improving A224/A25 junction in Riverhead, however, could benefit from further assessment.  The Local Plan will consider the impact of development on these junctions and potential improvements.
3	Road improvements along the A225 in Sevenoaks High Street, A25 in Seal, and the A25 in Brasted	Traffic Management	UTC, Congestion management, traffic reduction	SDC	2021		Reduction in NO <sub>2</sub> concentrations	NO <sub>2</sub> To be confirmed if considered for further assessment.	SDC working with KCC	Ongoing	Sevenoaks Town centre was previously considered to be made one way however was later discounted.  Councillors raised concerns about traffic entering and exiting Knole Park

Measure No.	Measure	Category	Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Initial Thoughts/Comments
4	Bike rental schemes	Transport Planning and Infrastructure	Public cycle hire scheme	SDC	2021		Number of bikes available and rentals	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Feasibility work	Linked to Net Zero 2030	Currently being considered for feasibility
5	Promotion of active travel schemes	Promoting Travel Alternatives	Promotion of cycling	SDC	2021		Number of promotion events	NO <sub>2</sub> Measure is more an awareness raising tool to encourage uptake and use of existing schemes	Movement Strategy to be adopted Spring 2022 Recruitment of an Air Quality Promotions Officer	Part of the Net Zero 2030 work	Consider promoting to a wider audience as part of the Movement Strategy and the Net Zero 2030 work
6	Development of new walking and cycle routes	Transport Planning and Infrastructure	Cycle network	SDC / KCC	2021		Completion of cycle routes	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Procurement stages	LCWIP for SUA 2022/23	The first Local Cycling and Walking Infrastructure Plan for Sevenoaks Urban Area in early stages. Expected to be completed during 2022  LCWIPs will be prepared for other parts of the District.
7	District wide promotion of active travel	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	SDC	2021		Number of promotion events	NO <sub>2</sub> Measure to increase public awareness	Movement Strategy to be adopted Spring 2022 Recruitment of an Air Quality Promotions Officer	Part of the Net Zero 2030 work	Part of the Movement Strategy and the Net Zero 2030 work

Measure No.	Measure	Category	Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Initial Thoughts/Comments
8	Behavioural change campaigns to reduce single use occupancy car journeys	Public Information	Other	SDC	2021		Number of campaigns	NO <sub>2</sub> Measure to increase public awareness	Recruitment of an Air Quality Promotions Officer	Part of the Net Zero 2030 work	Would need to consider how best to reach audiences
9	Reducing vehicle idling	Traffic Management	Anti-idling enforcement	SDC	2021		Reduction in NO <sub>2</sub> concentrations	NO <sub>2</sub> Measure largely to increase public awareness, but will help reduce pollutant levels in key hotspot areas	Recruitment of an Air Quality Promotions Officer	Part of the Net Zero 2030 work	Could be cost effective, especially if focused around primary schools
10	Educational campaigns for schools	Public Information	Other	KCC	2021		Number of campaigns	NO <sub>2</sub> Measure to increase public awareness	Recruitment of an Air Quality Promotions Officer		DEFRA grant has been received in Kent for the production of educational resources.
11	Collaboration with bus operators to introduce ultra-low emission vehicles into the fleets	Vehicle Fleet Efficiency	Promoting Low Emission Public Transport	KCC	2021		Fleet composition	NO <sub>2</sub> To be confirmed if considered for further assessment. NO <sub>x</sub> emission reduction will be able to be calculated annually depending on the change in fleet composition	Initial discussions with KCC following the national bus strategy		Working with KCC to consider how we can work together to bring forward low emission schemes
12	Transitioning the Council's fleet to low emission vehicles	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	SDC / KCC	2021		Fleet composition	NO <sub>2</sub> To be confirmed if considered for further assessment. NO <sub>x</sub> emission reduction will be able to be calculated annually depending on the change in fleet composition	Part of the recently published Low Emission and Electric Vehicle Strategy	Part of the Net Zero 2030 work	Part of the recently published Low Emission and Electric Vehicle Strategy  Vehicle Replacement Plan to be considered by Members in 2022

Measure No.	Measure	Category	Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Initial Thoughts/Comments
13	Improving and developing the EV infrastructure within the district	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	SDC / KCC	2021		Number of EV charging points	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Part of the recently published Low Emission and Electric Vehicle Strategy	Part of the Net Zero 2030 work	Part of the recently published Low Emission and Electric Vehicle Strategy  EV Technical Study to be undertaken in 2022
14	Installing EV charging points within all Council owned carparks	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	SDC / KCC	2021		Number of EV charging points	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Part of the recently published Low Emission and Electric Vehicle Strategy	Part of the Net Zero 2030 work	Part of the recently published Low Emission and Electric Vehicle Strategy
15	Improving public transport infrastructure	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	KCC	2021		Public transport usage	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Movement Strategy to be adopted Spring 2022	Ongoing	Continue working with KCC
16	Promote the use of public transport	Promoting Travel Alternatives	Promote use of rail and inland waterways	SDC	2021		Number of promotional events	NO <sub>2</sub> Measure is more an awareness raising tool to encourage uptake and use of available infrastructure	Recruitment of an Air Quality Promotions Officer	Ongoing	Public transport within SDC is fragmented, but initiatives are currently underway to encourage use of rail (Rail Projects Community Officer has been employed).

Measure No.	Measure	Category	Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Initial Thoughts/Comments
17	On and off-street parking charges linked to vehicle emissions standards	Promoting Low Emission Transport	Priority parking for LEV's	SDC	2021		Number of discounted permits	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Residential on-street permits are already discounted for hybrid vehicles.	Part of the Net Zero 2030 work	Residential on-street permits are already discounted for hybrid vehicles.
18	Car Club / Sharing schemes	Alternatives to private vehicle use	Car Clubs	SDC	2021		Number of car sharing individuals	NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake.	Movement Strategy to be adopted Spring 2022	Ongoing – Local Plan dated to 2040	Car Club schemes to be encouraged in new development through the Local Plan.  Included within the Movement Strategy
19	Exploring flexible working and home working	Promoting Travel Alternatives	Facilitate flexible and home-working	SDC	2021		Levels of home working	NO <sub>2</sub> Measure to increase public awareness	Initial Local Plan work	Ongoing	Local Plan to facilitate flexible working options.  Working with businesses to explore how flexible working can contribute to reducing emissions
20	Working to school incentives/encouragement	Promoting Travel Alternatives	School Travel Plans	SDC	2021		Reduction in school vehicle drop-offs / pick-ups	NO <sub>2</sub> Measure to increase public awareness	Recruitment of an Air Quality Promotions Officer	Part of the Net Zero 2030 work	Could have a big impact and is supported by Councillors

Measure No.	Measure	Category	Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Initial Thoughts/Comments
21	Complete a detailed modelling assessment of the Swanley Area to quantify the local air quality	Traffic Management	Other	SDC	2021/2022	2022	Completion of the report			2022	A number of developments are due to take place in and near to Swanley, therefore understanding the existing air quality will help inform planning decision making.
22	Hire an Air Quality Promotions Officer	Public Information	Other	SDC	2021	2022	Vacancy fulfilled			2022	This role will be specific to focusing efforts on achieving the measures as set out within this action plan.

# Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

Consultee	Category	Response
e.g. Chamber of Commerce	Business	E.g. Disagree with plan to remove parking on High Street in favour of buses and cycles; consider it will harm business of members.



## Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

Action category	Action description	Reason action is not being pursued (including Stakeholder views)
Active Travel Campaigns	Permanent or temporary lane closures	Not considered to be appropriate unless supported by evidence of health and AQ benefit
Behavioural Change Campaigns	Provision of high quality, bespoke and accessible information on sustainable travel, e.g. on a dedicated travel website with route/mode options	SDC are not the highways authority and therefore have limited resources for a dedicated resource. However, SDC will work with KCC to deliver the priorities in the AQAP and the Movement Strategy which include encouraging behaviour change.
Behavioural Change Campaigns	Encourage home working	Although hybrid working is being trialled at SDC, it is not considered appropriate for the District Council to dictate to businesses a mode of operation. An action on encouraging flexible working has been included this could include home working, but also local offices, flexible work hours/commuting times etc. SDC will work with the business community to help reduce emissions.
Behavioural Change Campaigns	District wide Clean Air Days	Would need a very light touch and alternative transport would be necessary. The Net Zero 2030 communications plan includes promotion of sustainable transport events including Car Free Day.
Low Emission Vehicle Encouragement	HGV/LGV recognition schemes, ECO Stars	SDC do not have the expertise or resources to run this scheme independently, however we will work with KCC to



		reduce emissions from transport and increase the uptake of low emission vehicles.
Low Emission Vehicle Encouragement	Detection and prosecution of vehicles removing diesel particle filter	SDC do not have the resources or expertise to run this scheme
Public Transport Encouragement	Council funding to provide free buses for all schools	KCC Controlled- SDC does not have funding available. We will work with schools and KCC to encourage sustainable transport and active travel.
Public Transport Encouragement	Park and Ride Schemes	Park and Ride schemes have previously been explored and have not been feasible. No such schemes have been included in the Local Plan at this stage.
General Travel Planning Improvements	Business delivery time variations away from peak hours	Unaware of any specific issues that result from delivery times. However, the Local Plan may require mitigation measures for new commercial development if necessary and appropriate.

Appendix C: Add Additional Appendices as Required>

INSTRUCTIONS

The Council should add additional supporting appendices as required.

For example, where the selection of AQAP measures has been supported by further studies, e.g. quantitative appraisal of action plan measures through dispersion modelling, or other feasibility studies, this work should be included here.

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SDC	Sevenoaks District Council
KCC	Kent County Council
AQS	Air Quality Strategy

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## SWANLEY SUNDAY MARKET PROPOSAL

Cabinet - 13 January 2022

**Report of:** Deputy Chief Executive & Chief Officer - Finance & Trading

**Status:** For Decision

**Key Decision:** Yes

**Executive Summary:** This report updates on a draft proposal for an additional Sunday street market in Swanley, presented to the Council by Bray Associates.

**This report supports the Key Aim of:** Building on the District's thriving economy through the regeneration of our market towns, and by enhancing both the visitor and rural economies.

**Portfolio Holder:** Cllr. Margot McArthur

**Contact Officer:** Trevor Kennett, ext. 7407

Adrian Rowbotham, Ext. 7153

**Recommendation to Cleaner & Greener Advisory Committee:** That the additional Sunday market proposal be considered by the Committee, and its views be submitted for consideration by Cabinet.

**Recommendation to Cabinet:** That the additional Sunday market proposal along with any proposals submitted by the Cleaner & Greener Advisory Committee be considered and the proposal is endorsed.

**Reason for recommendation:** The proposal for an additional Sunday street market in Swanley, if successful could assist in generating additional income for the Council and help building on the District's thriving economy through the regeneration of our market towns.

### Introduction

- 1 The Council currently operates; via a specialist contractor (Bray Associates) who was successful in a full tender process a Wednesday street market, operating at the Centre, Swanley.
- 2 The Council's current contractor, Bray Associates has approached the Council with a proposal for consideration to offer an additional Sunday street market at the same location as the existing Swanley market. This could initially be trailed as a 6-month pilot.

## Agenda Item 8

- 3 Bray Associates are specialist market operators, managing markets across London and the South East, including Borehamwood, Chichester, Fareham, Havant, Hounslow, Milton Keynes, Staines and Swanley. Swanley has become one of the biggest and busiest Wednesday markets in the UK.
- 4 Due to the closures of other established Sunday markets, such as Dagenham and Romford, Bray's advise us that they have full stallholder sign up for a Sunday street market.

### Location

- 5 LCP Properties, based in London operate and own the Shopping Centre at Swanley. We have informally approached LCP to enquire if they would consider an additional Sunday market at this location and the rental cost to the Council.
- 6 LCP have agreed in principle for a Sunday market to operate at the Centre, Swanley. The cost to the Council for a 6-month would be in the region of £25,000.
- 7 An addendum to the current lease with LCP will be required to cover the extra trading day.
- 8 The current lease in place for the Wednesday market expires on the 31st March 2022. This will be re-negotiated separately from this proposal, but could include the second market day if needed.
- 9 It should be noted that negotiations with LCP about the future of market days in Swanley are ongoing. We must safeguard the future of the market so that this vital community service is not lost, which would also have a significant negative financial impact on the Council.

### Dartford Market Charter

- 10 A charter market or fair is a street market or fair, established by Royal Charter. As they are today, markets and fairs were trading institutions held at regular intervals. In medieval England and Wales, it was common for a market held once a week, on a set day and in a set place.
- 11 Dartford has a Chartered Market on a Saturday and the Charter protects the market from another town within a 6-mile radius from operating a street market on the same day.
- 12 Consultation with Dartford Borough Council about the pilot proposal has been undertaken and they have no objections to a Sunday street market from operating in Swanley.

## Market Proposal

- 13 Bray Associates have proposed a 6-month pilot to run a full additional market day on a Sunday. They would be responsible for the total management of the Sunday market, including publicity and marketing.
- 14 Bray Associates propose to pay the Council £4,000 per week for the first month of the Sunday market pilot and £6,000 per week for the remainder of the pilot, which would give a total income of £144,000 for the 6-month pilot.
- 15 The proposal is to operate the pilot Sunday market from February 2022 to August 2022.
- 16 The Sunday market pilot would see a mix of different types of market traders that would see traditional traders, along with a food market offering, local produce, and farmer's market like traders, as an example. When established Brays would look to introduce more local traders, such as crafts and locally produced goods. They would also like to give a chance to young entrepreneurial traders, such as start-up and social enterprise businesses.
- 17 Bray's would also ensure litter and rubbish collection is carried out during the market and will work with the Council to ensure that the area is clean and tidy when the market stops trading.
- 18 From research completed by Bray's it suggests that local businesses in the area are supportive, as currently Wednesday is their best trading day of the week, due in the main to the large footfall the market brings.

## Procurement

- 19 The proposal is to submit a Procurement Initiation Form to the Procurement Assurance Group requesting a fully authorised waiver not to undertake a full tender exercise until April 2022.

## Planning

- 20 Planning Developments view is that the existing planning consent would mean that no new planning permission would be needed for a Sunday market. However further legal advice would be needed to ensure any additional market has all of the necessary permissions in place, such as highway and street trading requirements.

## Agenda Item 8

### Engagement

- 21 The Council will undertake detailed engagement with Swanley Town Council and the local business community on the proposals.
- 22 On completion of the pilot public engagement will be undertaken to evaluate the additional Sunday market and its operation under the pilot.

### Key Implications

#### Financial

All budget and financial issues are detailed in the main report.

#### Legal Implications and Risk Assessment Statement.

None identified.

#### 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.

#### Net Zero Implications

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The impact has been reviewed and there will be a slight increase on carbon emissions produced in the district as a result of this decision.

An additional Sunday market in Swanley would see a potential increase to local traffic in the area, which could slightly increase carbon emissions. Additional waste would be produced, which would need to be removed and disposed of correctly.

### Conclusions

Other than monitoring the management of the market, there is no resourcing issues for the Council to be concerned about. This additional and un-planned income would significantly assist the Council in balancing the budget.

If successful, a tender exercise would generate approximately £300,000 per annum for this additional Sunday market for 2022-2023 and future years less costs of £60,000 making an estimated net income of £240,000.



**Appendices - None**

**Background Papers - Net Zero Risk Assessment**

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & Trading**

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