

21 April 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 11.04.22



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## Cabinet

### Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins  
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>  | (Pages 1 - 6)  |   |
| To agree the Minutes of the meeting of the Committee held on 17 March 2022, as a correct record  |                |   |
| 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> |                |   |
| REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES   |                |   |
| 5. <b>Movement Strategy</b>  | (Pages 7 - 24) | Helen French,<br>Tel: 01732 227357,<br>Claire Pamberi<br>Tel: 01732227221<br>Carlyn Kann<br>Tel: 01732 227000 |
|   |                |   |

- |     |   |                   |   |
|-----|---|-------------------|---|
| 6.  | <b>Net Zero 2030 - Actions 2022/23</b>  | (Pages 25 - 60)   | Margaret Carr,<br>Tel: 01732 227341,<br>Helen French<br>Tel: 01732 227357 |
|     |    |                   |   |
| 7.  | <b>Financial Results 2021/22 to the end of January 2022</b>                         | (Pages 61 - 96)   | Alan Mitchell<br>Tel: 01732227483   |
| 8.  | <b>Carry forward requests 2021/22</b>   | (Pages 97 - 108)  | Alan Mitchell<br>Tel: 01732227483   |
| 9.  | <b>Air Quality Action Plan Consultation and Request to Adopt</b>                    | (Pages 109 - 240) | Nick Chapman<br>Tel: 01732 227000   |
|     |    |                   |   |
| 10. | <b>Environmental Health Enforcement Policy</b>                                      | (Pages 241 - 270) | Nick Chapman<br>Tel: 01732 227000   |
|     |    |                   |   |
| 11. | <b>Dunbrik Depot Refurbishment &amp; Development Programme</b>                      | (Pages 271 - 278) | Trevor Kennett<br>Tel: 01732 227407                                       |
|     |    |                   |   |
| 12. | <b>Waste &amp; Recycling Collection Round Review 2022</b>                           | (Pages 279 - 318) | Trevor Kennett<br>Tel: 01732 227407                                       |
|     |  |                   |   |
| 13. | <b>Annual Review of Parking Management 2022 - 23</b>                                | (Pages 319 - 328) | 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).



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CABINET

Minutes of the meeting held on 17 March 2022 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Dyball, Maskell and Thornton

84. Minutes

Resolved: That the Minutes of the meeting of Cabinet held on 10 February 2022, be approved and signed by the Chairman as a correct record.

85. Declarations of interest

There were none.

86. Questions from Members (maximum 15 minutes)

There were none.

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

There were none.

88. LGA Peer Challenge - Final Report

Members considered the report which set out the outcome of the Council's Corporate Peer Challenge, which was held between 29 November and 1 December 2021. The final report from the Peer Challenge Team was set out in Appendix A to the report with the 9 key recommendations. Overall the Peer team concluded that the Council was a well-led and an effectively managed authority with a strong track-record of effective delivery and innovation. This, was reflected in strong performance outcomes across a range of areas; excellent residents' survey results; and a highly committed and talented workforce.

It was expected that the Council will develop an action plan in response to the findings and recommendations made in the final report and the action plan would be published within eight weeks of the report's publication and following six months following the conclusion of the Peer Challenge, a check in will be organised with the LGA to provide an opportunity to update on progress made against the action plan and to discuss any further next steps.

Members discussed the report.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) Member's thanks to the LGA Peer Challenge Team for giving their time and expertise in undertaking the peer review of the Council, be noted; and
- b) the findings of the Peer Challenge and the nine recommendations set out in the report, be noted.

89. Community Grant Scheme 2022/23

The Portfolio Holder for People & Places presented the report which set out the Community Grant Scheme and summarised applications received by the Council from voluntary organisations for funding during 2022/23. The People & Places Advisory Committee had also considered the same report and suggested a review of the scheme guidelines going forward. The Committee supported the recommendation.

Members considered that the Council's Community Grant Scheme supported local charities and voluntary sector organisations that, through their work, contributed to the priorities set out in the Community Plan. In 2021/22, the grants awarded through the Community Grant Scheme enabled voluntary organisations to support 80,377 volunteer hours in the Sevenoaks District, which represented an economic benefit of £1.53 million. The grants had no decreased from the previous year.

Public Sector Equality Duty

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

Resolved: That the Grants, as set out in Appendix C of the report be approved, subject to the conditions as set out in paragraph 12 of the report below:

- That performance indicators as set out in the application forms are adhered to and monitored;
- That appropriate Safeguarding policies and arrangements are in place, where necessary;
- That appropriate recognition of this Council's funding contribution is made in all their publicity; and
- Where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents;
- That organisations funded either have or are working towards any quality accreditation.

90. Voluntary Sector Barometer Survey

The Portfolio Holder for People & Places presented the report which updated Members on the results of the second barometer survey which tracked the impact of Covid-19 on the voluntary and community sector in the District. The People & Places Advisory Committee had considered the same report.

The Health and Communities Manager advised that there were similar themes from the May 2021 results remained prevalent, there seemed to be the need for the Voluntary Sector Forum to provide the sector with support in the following areas:

- Improving the wellbeing of the sector's leaders, staff and volunteers with training and events;
- Recruitment and training for volunteers.
- Disseminating fundraising and grant streams to the sector;
- Encouraging more collaboration and partnership working;
- Sharing information and support regarding compliance with restrictions and best practice for returning to some face-to-face interactions.

Public Sector Equality Duty

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

Resolved: That the report be noted.

91. Sevenoaks District Community Safety Partnership Strategy and Action Plan 2022- 23

The Portfolio Holder for People & Places presented the report which outlined the 2022 - 23 Sevenoaks District Community Safety Strategy and Action Plan. The People & Places Advisory Committee had considered the same report.

The Health and Communities Manager advised that the plan responded to the community safety priorities identified in the most recent Strategic Assessment. The Strategic Assessment was undertaken in December 2021. The six priorities, as ranked in the Strategic Assessment, were:

- Serious and Acquisitive Crime including Crime Trends
- Anti-Social Behaviour including Environmental Crime & Rogue Trading
- Domestic Abuse
- Safeguarding (including Mental Health, Prevent, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children
- Violence against Women & Girls including Stalking & Harassment
- Drug Misuse & County Lines

All priorities included actions around public perception and reducing repeat offenders/victims.

Members asked questions of clarification.

Public Sector Equality Duty

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

Resolved: That the Community Safety Partnership Strategy & Action Plan for 2022-23, be approved.

92. Citizens Advice Financial Split

The Portfolio Holder for People & Places presented the report which proposed to Cabinet certain changes to be made by Citizens Advice to the financial split between its two offices over the next three years. This had been agreed in March 2021 but had been amended subsequently.

The Health & Communities Manager set out that the People & Places Advisory Committee had considered the same report.

Public Sector Equality Duty

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

Resolved: That new financial split as set out below be approved

|                        | General Advice |         | Housing Advice            |         | Total   |
|------------------------|----------------|---------|---------------------------|---------|---------|
| Edenbridge & Westerham | 30%            | £29,562 | 33 1/3 <sup>rd</sup><br>% | £6,000  | £35,562 |
| North West Kent        | 70%            | £68,978 | 66 2/3 <sup>rd</sup><br>% | £12,000 | £80,978 |

93. Safeguarding Policy

The Portfolio Holder for People & Places presented the report which updated the Safeguarding Policy which reflected all changes in legislation and working practices. Members were advised that the People & Places Advisory Committee had considered and supported the same report and noted that under the Equality Assessment ‘Young people’ needed to be included under the second row, final column.

The Deputy Chief Executive and Chief Officer People & Places confirmed that there would be Member Safeguarding training and advised that the main aims of the policy were to:

## Cabinet - 17 March 2022

- Raise awareness of the duties and responsibilities for children, young people and adults at risk of harm
- Encourage good practice among staff, elected members, volunteers and contractors, to safeguard children and adults at risk who receive Council services
- Provide clear guidance on procedures to be adopted if it is suspected that an adult, young person or child may be at risk of harm  
The Committee discussed the report.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council, to adopt the updated Safeguarding Children, Young People and Vulnerable Adults Policy.

## IMPLEMENTATION OF DECISIONS

This notice was published on 21 March 2022. The decisions contained in Minute 90 and 92 take effect immediately. The decisions contained in Minute 89, and 91 take effect on 29 March 2022. The decisions contained in Minutes 88 and 93 are references to Council.

THE MEETING WAS CONCLUDED AT 7.27 PM

CHAIRMAN

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**Item 5 - Movement Strategy**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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## MOVEMENT STRATEGY

Cabinet - 21 April 2022

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

**Status:** For Decision

**Also considered by:**

- Cleaner and Greener Advisory Committee - 19 April 2022

**Key Decision:** Yes

**This reports support the Key Aim of The Council's commitment to Net Zero 2030.**

**Portfolio Holder:** Cllr. Margot McArthur

**Contact Officer(s):** Claire Pamberi, Ext. 7221; Helen French, Ext. 7357; Carlyn Kan, Ext. 7264

**Recommendation to Cleaner and Greener Advisory Committee:**

That it be recommended to Cabinet to adopt the Movement Strategy

**Recommendation to Cabinet:**

To adopt the Movement Strategy

**Reason for recommendation:** To support sustainable movement within Sevenoaks District and work towards the Council's commitment to Net Zero 2030 made in November 2019 to reduce carbon emissions.

### Introduction and Background

- 1 Sevenoaks District Council (SDC), as part of its many functions, is required to consider a number of issues, which influence movement across our District. This includes, amongst other things, drafting the right planning policies for our Local Plan, determining the right priorities in our Air Quality Action Plan, working towards our aims of achieving net zero carbon emissions by 2030 and supporting resident's needs through our Community Plan.
- 2 It became clear as Officers, Members and Stakeholders discussed various issues concerning movement that our approach and needs across the District should be better understood. The aim of this Strategy is to co-ordinate all the issues

## Agenda Item 5

and needs to ensure that movement across the District is easier, healthy, safe, low carbon and sustainable. It is important as an Authority that we proactively support movement of people, goods and services across our District that is active, efficient and accessible, through all our policies and plans.

- 3 We have therefore devised a Movement Strategy to help identify our priorities towards movement and set out how we aim to monitor and achieve these aims.

### Purpose

- 4 The Strategy aims to make it clear that the Council wants to work proactively in the right partnerships and set clear priorities regarding all movement. The document also sets clear priorities for us to work towards and sets goals that are achievable and measurable.
- 5 As part of our Net Zero 2030 commitment it has already 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 (KCC), Parish and Town Councils, Local Interest Groups and the Local Government Association.
- 6 The Movement Strategy follows on from this and proactively sets out the key issues and priorities for sustainable movement and transport for the District. This includes reducing the need to travel, promoting active travel, improving the cycling and walking network, encouraging the use of low emission vehicles and making it easier to access and use public transport.
- 7 The Movement Strategy relates to, and is supported by, other SDC strategies and plans which will help to deliver the vision, including:
  - Net Zero 2030
  - The Local Plan
  - Air Quality Action Plan
  - Local Transport Plan
  - Low Emission and Electric Vehicle Strategy
  - Local Cycling and Walking Infrastructure Plans
  - SDC Travel Plan

### **Movement in Sevenoaks District**

- 8 Sevenoaks District is located in West Kent with 4 towns, where approximately half of residents reside, and a large rural area. The District is well connected to the strategic road network with major transport links provided by the M25, M26, M20, A21, A21 and A25. Train stations throughout the District provide services into London in under an hour. The bus services are primarily focused on the Towns with less provision in the rural areas and the frequency and routes have suffered during the pandemic. There is poor coverage of the National Cycle Network with only one route connecting Penshurst Place to Tonbridge.
- 9 The urban and rural areas of the District present different challenges for movement. The urban areas suffer from congestion and air quality issues on the local highway network and within town centres. The rural nature of the District can isolate residents contributing to loneliness and making it difficult for some people to access services without a car.

### **Supporting Evidence**

- 10 To understand the strengths and weaknesses of the existing movement network we have looked information that has been collated from our residents and external sources. We have looked at previous consultations for Council plans and strategies, such as the Local Plan consultations, to understand the main issues and concerns, residents and visitors, have already expressed.
- 11 We have also referred to the Sevenoaks District Strategy for Transport 2010-2026 that undertook a thorough assessment of the entire District's transport provision identified strengths, weaknesses and areas of improvement.
- 12 We have discussed the Movement Strategy aims with other departments across the Council and with Kent County Council to understand their issues, priorities and opportunities, and incorporated these into the strategy where appropriate.

### **Movement Strategy Priorities**

- 13 The Strategy sets out 4 priorities for movement for the next 5 - 10 years.

#### Health and Wellbeing

- 14 As a Council, we are committed to improving the health and wellbeing of our communities. The Strategy sets out ways that movement can contribute to this aim. For example, we will encourage projects and schemes that make it easier and safer for people of all ages and abilities to move around by foot. This may be through physical infrastructure changes, planning policies, improving signage and connections, and promoting active travel.

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### Cycling and Walking

- 15 We are committed to improving the cycling and walking network across the District. We will work with partners to improve cycling infrastructure and have committed to delivering Local Cycling and Walking Infrastructure Plans (LCWIPs) for the District.
- 16 We are making the most of funding opportunities and are currently awaiting the outcome of the Department for Transport's Active Travel Fund project allocations. Kent County Council invited local authorities to submit walking and cycling improvement schemes for their consideration to progress to Central Government's Active Travel Fund. We submitted three bids to KCC, with one, Sevenoaks East-West cycling route, being chosen by KCC to be submitted for the Active Travel Fund in addition to a KCC public right of way improvement project for Otford-Kemsing.

### Public Transport

- 17 As part of our aims, the Movement Strategy highlights our desire to work with partners to deliver a high quality, innovative and connected public transport system. We will work proactively with infrastructure providers such as Network Rail, South Eastern, TFL and bus providers to ensure that we achieve the best services for our District. This includes attending meetings, being a part of the conversation and influencing decisions. We will enter into formal partnerships where necessary and also attracting funding where we can. We will also work with transport providers and the community rail partnerships in operation across the District to deliver improvements to the public transport environment. It is important that the users of the public transport feel safe and it is easier to connect between places of interest and other modes of transport.

### Sustainable Movement

- 18 We support sustainable movement in many forms. We will promote sustainable developments, which reduce the need to travel and support local services and facilities. We will actively support the role electric vehicles play in decarbonising transport and reducing emissions. We will embrace suitable new technologies and innovations, as well as, new sustainable transport solutions and opportunities such as electric car clubs and ebikes.
- 19 We will produce a Travel Plan for the Council, which will be centred on reducing carbon emissions from work related travel and embracing sustainable movement and solutions. We will also encourage businesses, schools and other organisations to develop their own travel plans.

### **Partnership working**

- 20 We have already made it clear that Sevenoaks District Council is not the transport authority. However, we do have an important role to play, to ensure positive changes and by influencing decisions, to help meet the needs of our community.
- 21 We have already started discussing the priorities in the Movement Strategy with transport providers, stakeholders and highways authorities who are keen to work with us to improve movement across the District.
- 22 They are keen to work with us to bring forward new ideas and innovations, and a number have already introduced us to possible funding streams. In highlighting this issue, and making it clear to our partners what our priorities are, we have already become a part of the wider transport and movement conversation and have attracted funding. It is clear that this is a big subject covering a number of issues, and we will have to work with partners to achieve success.
- 23 The type of organisations we will be working with are:
- KCC Transport Innovations Team and Highways
  - National Highways
  - Kent Climate Change Network
  - Bus infrastructure providers inc KCC and TFL
  - Airspace stakeholders
  - Rail infrastructure providers and Local Community Rail Partnerships
  - Town and Parish Councils
  - Local schools and community groups
  - Local businesses and landowners
- 24 In particular, schools have a considerable impact on movement across our District and we are keen to work with the community, our partners and schools to influence better, safer and healthier modes of transport.
- 25 In addition to this, it should be understood that our role here is not just about providing physical infrastructure, which we will encourage where needed, but it is also to work with our partners to provide training and behavioural change.

### **Success Measures**

- 26 After considering the main priorities of this Movement Strategy, it is also considered important to ensure that our outcomes and successes can be recognised and measured. As part of the Strategy, we have therefore also highlighted a number of measures and outcomes that we would expect to see following the adoption of this Movement Strategy.

## Agenda Item 5

Table 1: Movement Strategy Success Measures

| Measure                              | Expected method of measurement   |
|--------------------------------------|--|
| Increase in active travel            | This can be measured by the Government's annual walking and cycling statistics, which sample the proportion of adults that walk and cycle, the frequency of and time spent walking and cycling.  |
| Improvement in air quality           | This will be measured through the Air Quality Action Plan and associated monitoring.   |
| Increase in EV charging points       | This will be measured through the Net Zero 2030 work and delivering the Low Emission and Electric Vehicle Strategy.  |
| Improved health and well being       | This will be measured through the Community Plan and Local Plan. This will look a life expectancy and other information that considers health and wellbeing such as obesity.   |
| Improved safe cycling Infrastructure | The success of this measure would ensure that there would be the implementation of safer cycling infrastructure across the District. We are currently in the process of carrying out the first Local Walking and Cycling Infrastructure Plan, which helps identify safe and convenient cycling routes across the Sevenoaks Urban Area. The implementation would therefore help us meet our priority of cycling infrastructure and would encourage active travel. |
| Successful Partnership working       | We are already working in partnership and will continue to report on the outcomes of this partnership working. This could be in the form of new agreements, further funding or proactive attendance at meetings to ensure that our priorities are met.   |
| Innovation and Technology            | Sevenoaks District Council are considered to be a seriously different council and have always embraced new ways of serving our community. In achieving this success, we would expect to see Sevenoaks District Council attracting and implementing up to date and new technology.  |
| Funding received and given           | In delivering the Strategy, the Council would aim to attract as much funding as possible to help meet our priorities. In addition to this, the Movement Strategy will also influence where money is spent through our grants and our Community Infrastructure Levy to ensure that our priorities are met.  |
| Increased use in Public Transport    | This can be measured by our Transport providers and partners.  |

| Measure                            | Expected method of measurement   |
|------------------------------------|--|
| Improved transport experience      | This includes influencing and helping to fund station improvements, better legibility around stations and helping to improve connectivity between modes of transport. We will be working with the community rail partnerships to deliver improvements. |
| Active Stakeholder engagement      | This involves Members and Officers being prepared for meetings, influencing decisions, and supporting and championing our priorities at every opportunity.   |
| Training and sharing best practice | We will work with other stakeholders to provide training for the community to ensure that they understand and have the skills to use the transport available to them.  |

### Reporting and Review

- 27 The Movement Strategy will be reviewed through the Net Zero 2030 work as it is linked to the Net Zero Actions. The Strategy will be kept up to date and revised when needed and within 5 years.
- 28 Progress on achieving the aims within the Movement Strategy will be reported as part of the Net Zero 2030 reporting.

### Next Steps

- 29 Officers will continue to work with partners to deliver the aims within the Movement Strategy. We will also identify new partners and projects.

### Other options Considered and/or rejected

Not Applicable

### Other Options Considered and/or Rejected

The Council have made a commitment to Net Zero 2030 and the Movement Strategy is part of this delivery.

### Key Implications

#### Financial

Funding for delivering the Movement Strategy will be met through utilising existing budgets where possible, working in partnership with others, and by applying for external funding opportunities.

#### Legal Implications and Risk Assessment Statement.

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No legal implications have been 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

The Movement Strategy will have a positive impact on the Net Zero 2030 commitment by supporting the action for low carbon travel.

### **Conclusion**

The Movement Strategy is required to help us co-ordinate all the issues regarding Movement, which are dealt with across the Council and our District. It also supports our Health and Wellbeing and Net Zero ambitions.

It lays out clear priorities for us as an Authority to support sustainable movement and also provides a clear structure for us to pursue these priorities as well as monitor our success.

This document will help to improve our relationships with partners and secure funding for our District and we ask that it be adopted.

#### **Appendices**

SDC Movement Strategy 2022

#### **Background Papers**

None

**Richard Morris**

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



# Movement Strategy

April 2022

## Vision and purpose

To enable movement across the District to be easy, healthy, safe, low carbon and sustainable

### We will

Support movement of goods, services and people across the District that is active, efficient and accessible.

### We will do this by

- Identifying and supporting measures that already work
- Promoting innovation and improving our options
- Removing barriers, improving connections and making the most of opportunities
- Creating a system that is resilient and future looking
- Continuing to support the Council's Net Zero 2030 commitment and promoting health and wellbeing
- Providing choice and access for all
- Continuing to support economic opportunities and proactively bidding for investment

### Our role

We are not the transport authority, but we will lead our community and support sustainable movement across our District. We will work in partnership to make positive changes and ensure that the needs of our residents, businesses and visitors are met in a sustainable way.



# Our District

## About our District

- South of London with 4 towns and a large rural area
- Rail access to London in under an hour
- 4.3 million visitors to the District in 2017

## Movement opportunities & challenges

- The rural nature of the District can isolate residents contributing to lone-liness and making it difficult for some people to access services
- High level of car ownership - 34% own 2 cars or vans per household
- Limited public transport links to employment, education and tourism destinations
- Poor coverage of the national cycle network
- Highest level of electric car ownership in Kent

## What our community and partners have told us

- Safety and topography is a barrier to cycling and walking
- Concerns about capacity and frequency of public transport
- Lack of electric vehicle charging infrastructure
- Behaviour change is needed to reduce reliance on cars
- Traffic congestion and parking difficulties during school drop off



## Our priorities

| Health and Wellbeing  | Cycling and Walking  | Public Transport  | Sustainable Movement  |
|---|--|---|---|
|    |   |    |    |
| <p>We will support movement that improves the health and wellbeing of our communities.</p>  | <p>We are committed to improving the cycling and walking network in Sevenoaks District.</p>  | <p>We will work with partners to deliver a high quality, innovative and connected public transport system.</p>  | <p>We support the need to reduce travel, embrace new technology and encourage sustainable movement.</p>   |
| <p><b>Our aims</b></p> <ul style="list-style-type: none"> <li>■ Improve air quality by reducing vehicle emissions</li> <li>■ Promote active travel and making it easier for people of all ages and abilities to move around by foot</li> <li>■ Increasing the number of “safe” routes</li> <li>■ Encourage positive behaviour change for healthier choices</li> <li>■ Support and provide opportunities for social prescribing</li> <li>■ Promote access for all</li> </ul> | <p><b>Our aims</b></p> <ul style="list-style-type: none"> <li>■ Increase the number and improve the safety of cycling routes</li> <li>■ Work with partners to improve the walking routes into and through the District</li> <li>■ Make walking and cycling easier through improved connections and improved infrastructure</li> <li>■ Encourage behaviour change through community engagement, training and awareness</li> </ul> | <p><b>Our aims</b></p> <ul style="list-style-type: none"> <li>■ Improve the quality, legibility and accessibility of public transport and remove barriers</li> <li>■ Strengthen connections between transport modes to improve access and to support “first and last mile” connections</li> <li>■ Improve the public transport environment and experience to ensure safety, with better wayfinding and signage</li> <li>■ Proactively engaging with public transport providers</li> </ul> | <p><b>Our aims</b></p> <ul style="list-style-type: none"> <li>■ Improve electric vehicle use and infrastructure within the District</li> <li>■ Support suitable innovative low emission alternatives for short and long distance travel</li> <li>■ Support local services and facilities and sustainable neighbourhoods</li> <li>■ Reduce the need for private car ownership and support suitable low car neighbourhoods</li> <li>■ To develop a robust and sustainable Sevenoaks District Council travel plan</li> </ul> |

## Delivering the priorities

We will deliver our priorities and aims of this strategy in different ways across our various services within and outside of the Council. The strategy seeks to embed sustainable movement into decision-making and to make the most of every opportunity.

### Strategies and Initiatives

We have committed to embed the priorities into plans, decisions and policies including:

- Council Plan
- Community Plan
- Net Zero 2030
- Local Plan
- Air Quality Action Plan
- Low Emission and Electric Vehicle Strategy
- Local Cycling and Walking Infrastructure Plans
- Local Transport Plan
- Sevenoaks District Council Travel Plan
- Working with schools
- Working with the business community
- Active travel initiatives and innovative schemes
- Car clubs and car sharing opportunities
- Sustainable tourism initiative
- Infrastructure Funding Statement and Community Infrastructure Levy Funding

### Partnership Working

We will work proactively with our partners at Kent County Council (KCC), other transport infrastructure providers, including Transport for London, and our community.

In particular we will engage with:

- KCC Transport Innovations Team and Highways
- National Highways
- Kent Climate Change Network
- Bus infrastructure providers
- Airspace stakeholders
- Rail infrastructure providers and Local Community Rail Partnerships
- Town and Parish Councils
- Local schools and community groups
- Local businesses and landowners

The Movement Strategy will also support partnership strategies and initiatives such as:

- KCC Rights of Way Improvement Plan
- Kent and Medway Energy and Low Emission Strategy

## Outcomes and success measures

The priorities within the Movement Strategy will be delivered in different ways. However, we have identified key outcome and success measures to help us monitor the effectiveness of the strategy.

Increase in active travel



Improvement in air quality



Increase in EV charging points



Improved health and wellbeing



Improved safe cycling infrastructure



Successful partnership working



Innovation & technology



Funding received & given



Increased use of public transport



Improved transport experience



Active stakeholder engagement



Training & sharing best practice



## Report and review

Progress on achieving the aims in this Strategy will be reported as part of the Net Zero 2030 work. The Movement Strategy is an ongoing strategy which looks ahead 5-10 years. It will be updated periodically as necessary led by changing evidence, opportunities and Council objectives.

To find out more,  
please contact us:

t 01732 227000

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e [netzero2030@sevenoaks.gov.uk](mailto:netzero2030@sevenoaks.gov.uk)

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w [www.sevenoaks.gov.uk/netzero](http://www.sevenoaks.gov.uk/netzero)

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**Item 6 - Net Zero 2030 - Actions 2022/23**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**NET ZERO 2030 - ACTIONS 2022/23**

**Cabinet - 21 April 2022**

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

**Status:** For Decision

**Also considered by:**

- Cleaner and Greener Advisory Committee - 19 April 2022

**Key Decision:** Yes

**This reports support the Key Aim of The Council's commitment to Net Zero 2030.**

**Portfolio Holder:** Cllr. Margot McArthur

**Contact Officer(s):** Helen French, Ext. 7357; Margaret Carr, Ext. 7341;

**Recommendation to Cleaner and Greener Advisory Committee:**

To recommend to Cabinet to agree the Net Zero 2030 actions for 2022-23.

**Recommendation to Cabinet:**

To agree the Net Zero 2030 actions for 2022-23.

**Introduction and Background**

- 1 Climate change is an extensive issue, and achieving Net Zero carbon emissions is a top priority that encompasses all aspects of the Council. It incorporates energy efficiency and generation, sustainable transport and active travel, air quality, health and wellbeing, habitats and biodiversity, flooding, water supply and consumption, and more.
- 2 We have made a commitment to work towards achieving net zero carbon emissions for the Council and its assets by 2030 (Council emissions). We also have an ambition to assist the District to become net zero by working closely with local communities (District emissions) and to improve the resilience of the District to a changing climate (Climate resilience). This is collectively known as our Net Zero 2030 commitment.

**Net Zero 2022-23 Actions**

## Agenda Item 6

- 3 In November 2019, the Council agreed a series of actions to begin the process of achieving net zero carbon emissions by 2030. These actions are revised annually to take account of new opportunities, innovations and feasibility.
- 4 The Net Zero Member Working Group and the Net Zero Officer Working Group were involved in drafting the actions to ensure they reflect the aspirations and priorities of the Council.
- 5 A number of key themes were identified for 22-23 that have been reflected in the actions:
  - **SDC Fleet** - This is the largest source of SDC emissions.
  - **Carbon Reduction Plan** - To help set out in more detail what is required to reach Net Zero by 2030.
  - **Electric Vehicle Charging** - To help support uptake of electric vehicles and improvements to infrastructure.
  - **Business and Commercial community** - Working with businesses to help reduce carbon emissions within the District.
  - **Local Community** - Continue to work with communities and schools to help reduce emissions. Encourage residents to take individual responsibility for their carbon emissions.
  - **Housing Associations and landowners** - Working with West Kent Housing, landowners and the Rural Landowners Forum to reduce emissions
  - **Energy and Carbon Efficiency in Council operations** - Review how the Council operates and the way staff and members work to look for carbon efficiency measures.
  - **Local Plan** - To reflect the Net Zero commitment and include policies to reduce emissions.
  - **Procurement** - To ensure the Net Zero commitment is reflected in how we procure goods and services.
  - **Sustainable Transport** - Reducing emissions from travel, delivering the Movement Strategy aims and producing an SDC Travel Plan.
- 6 The actions for 22-23 incorporate the themes and have been organised into 7 categories:

SDC Building Emissions

- 7 We are committed to reduce the carbon emissions from SDC buildings. We have started with buildings that we use and/or deliver services from and will also work with leaseholders and tenants to reduce emissions across our assets. We have already made some changes such as LED lighting and water savings and we will continue to make improvements.
- 8 SDC has a wide property portfolio with some buildings used directly for Council services such as the Council Offices and Dunbrik, others operated on our behalf such as the leisure centres and others which are leased to other organisations. The Carbon Reduction Plan will look at the contribution our buildings make to the Council's carbon emissions and suggest how the leaseholders of our investment assets, many of whom already have their own climate change strategies, should be engaged on this important agenda.

Community Engagement and Leadership

- 9 We will support businesses, residents and visitors to reduce carbon emissions within the District. We will proactively and positively engage with our communities providing advice, sharing best practice, through education and training, and by encouraging communities to take individual responsibility for their own carbon emissions.
- 10 We will reach out to hard to reach groups where possible through a range of communication methods and engagement opportunities. We will positively engage with schools and community groups to encourage a reduction in emissions and find ways to work together to achieve our joint aims.

Movement and Green Travel

- 11 Transport is one of the greatest sources of carbon emissions for both the District and the Council. Although, we are not the highways authority for the District we will work with Kent County Council and communities to develop and encourage sustainable travel. We also commit to reducing the carbon emissions from our own fleet by efficiency measures and embracing new low emission technologies.
- 12 The Movement Strategy has been developed to set out the Council's priorities for sustainable movement in Sevenoaks District. It includes a number of aims to support the priorities including improving the cycling infrastructure, strengthening connections, embracing new technologies and promoting active travel.

Green Spaces and the Natural Environment

- 13 We commit to improving our natural environment for now and future generations, taking account of a changing climate. We will also support multi-benefit projects which conserve and enhance the natural environment whilst also increasing levels of carbon sequestration.

## Agenda Item 6

### Engagement with Landowners, Partners and Businesses

- 14 Partnership working is key to the delivery of the Council's Net Zero 2030 commitment. We can work with others to achieve joint goals, making the most of resources and learning from best practice.
- 15 We will encourage landowners and businesses to reduce their own emissions and to incorporate climate change adaptation measures.

### Council Plans and Strategies

- 16 We will integrate our Net Zero 2030 commitment to all aspects of the Council's plans, strategies and services to ensure all potential opportunities are utilised. As new strategies are developed or reviewed they will incorporate elements that help to deliver the Net Zero 2030 commitment.
- 17 The Local Plan is a key delivery mechanism for the Net Zero 2030 commitment. The Local Plan will support the commitment and include policies to promote sustainable development in the District. The Air Quality Action Plan, Economic Development Strategy and the Community Plan are also key documents for delivery of the commitment.
- 18 It is important to understand the baseline carbon emissions for the Council. This will be incorporated into the Carbon Reduction Plan and is currently calculated following the Department of Business, Energy and Industrial Strategy guidance and the Local Government Association Greenhouse Gas Reporting Tool.

### Sustainable Development and Renewable Energy Generation

- 19 Buildings remain a significant emitter of carbon and therefore we commit to supporting low carbon buildings and development where possible. The Local Plan will help to deliver sustainable development within the District and residents and businesses will be encouraged to take part in retrofitting schemes.
- 20 We will also explore and support the use of renewable energy technologies and opportunities both large and small scale.

### **Next Steps**

- 21 Officers will continue to assess and implement the actions via the delivery projects and investigate new opportunities to deliver the Net Zero 2030 commitment. Regular update reports on the Net Zero 2030 work will be provided for members via the Cleaner and Greener Advisory Committee.

## **Other Options Considered and/or Rejected**

The Council have made a commitment to Net Zero 2030.

## **Key Implications**

### Financial

Funding for the Net Zero 2030 commitment will be met from existing budgets.

### Legal Implications and Risk Assessment Statement.

No legal implications have been 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 actions are key to delivering the Net Zero 2030 commitment.

## **Conclusions**

The Council have committed to Net Zero 2030 and have identified revised actions to go towards achieving this target.

### **Appendices**

Appendix A - Net Zero Actions 22-23

Appendix B - Net Zero Actions public information pack

### **Background Papers**

None

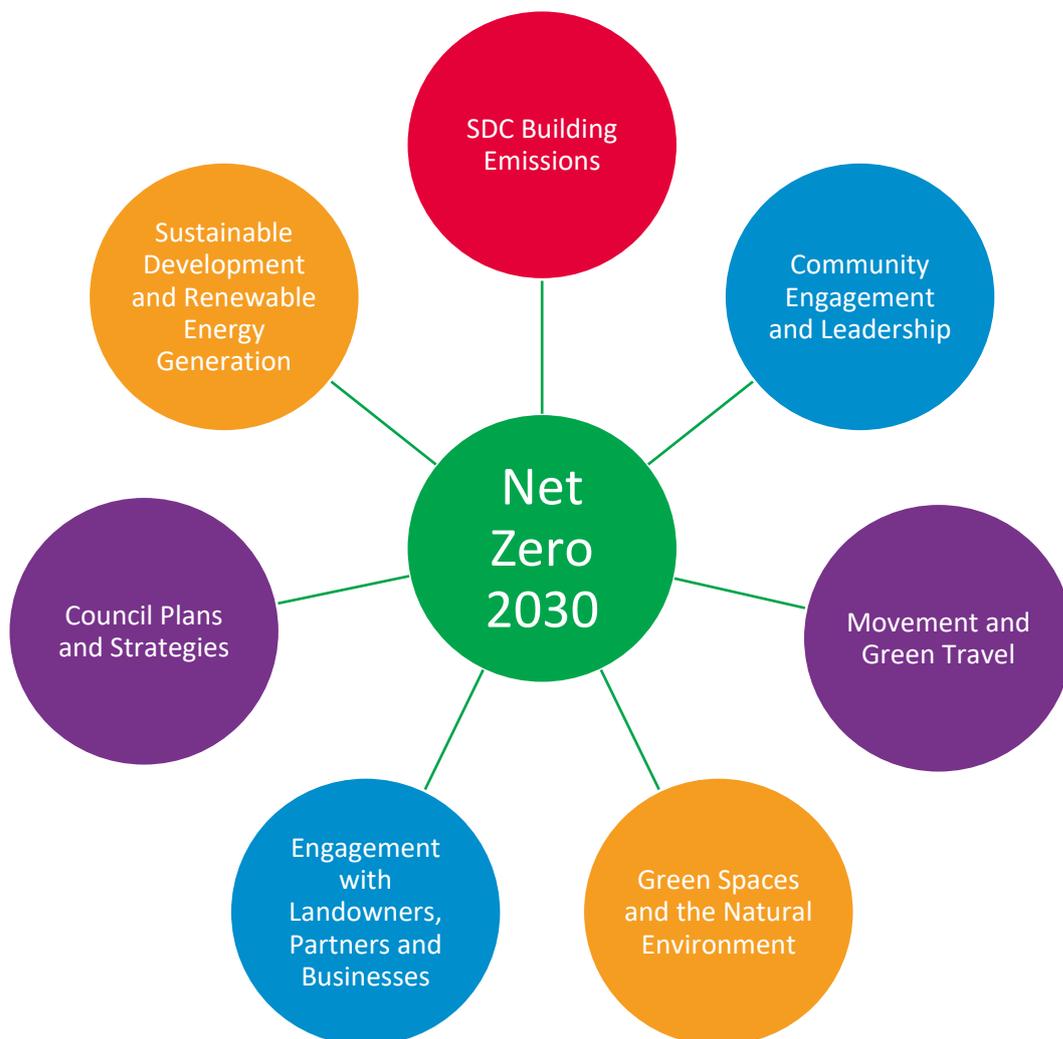
**Richard Morris**

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

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## Net Zero 2030 Actions for 2022-23

1. In November 2019, the Council agreed a series of actions to begin the process of achieving net zero carbon emissions by 2030. These actions have now been updated and revised to take account of new opportunities and innovations. Additional actions have also been added.
2. The actions are grouped into a series of work areas relevant to the Net Zero commitment. Each action is accompanied by delivery milestones for 2022/23 which is the forecasted progress to be made on the action for that year.



## SDC Building Emissions

3. We are committed to reduce the carbon emissions from SDC buildings. We have started with buildings that we use and/or deliver services from and will also work with leaseholders and tenants to reduce emissions across our assets. We have already made some changes such as LED lighting and water savings and we will continue to make improvements.
4. SDC has a wide property portfolio with some buildings used directly for Council services such as the Council Offices and Dunbrik, others operated on our behalf such as the leisure centres and others which are leased to other organisations. The Carbon Reduction Plan will look at the contribution our buildings make to the Council's carbon emissions and suggest how the leaseholders of our investment assets, many of whom already have their own climate change strategies, should be engaged on this important agenda.

| Action  | Timescale | Delivery Projects   | Outcomes for 2022-23   | Resource  | Partners  |
|---|-----------|---|--|---|---|
| SDC1 - Reduce carbon emissions in Council buildings resulting from energy use | Ongoing   | <ul style="list-style-type: none"> <li>• Carbon Reduction Plan</li> <li>• Implement initiatives to reduce energy use in Council buildings at source</li> <li>• Using digital solutions to reduce carbon emissions</li> <li>• Positive Behaviour Change</li> </ul> | <ul style="list-style-type: none"> <li>• Commission the Carbon Reduction Plan and share the findings with Members and staff and other stakeholders.</li> <li>• Research green energy suppliers and SDC to move to a renewable electricity supplier when the current contract expires this year.</li> <li>• Begin to implement the positive behaviour change SMART agenda.</li> </ul> | <p>Carbon Reduction Plan to be funded from existing Net Zero Budget.</p> <p>Smaller scale projects to be delivered through existing budgets and staff resources.</p> <p>Larger scale projects to be costed via the Carbon Reduction Plan. Additional funding likely to be needed.</p> | <p>SDC - Staff and Members</p> <p>Tenants/ Leaseholders</p> |

| Action  | Timescale | Delivery Projects  | Outcomes for 2022-23  | Resource   | Partners  |
|---|-----------|--|---|--|---|
| SDC2 - Work with partners and leaseholders to reduce emissions from Council (built) assets. | Ongoing   | <ul style="list-style-type: none"> <li>• Develop a strategy based on the Carbon Reduction Plan to reduce emissions from Council (built) assets.</li> <li>• Ensure new tenants and leaseholders have Net Zero requirements in their leasehold agreements including annual reporting on energy consumption and carbon emissions.</li> <li>• Develop “green leases” for all new leases which take account of the Net Zero 2030 commitment.</li> </ul> | <ul style="list-style-type: none"> <li>• Review the findings and recommendations of the Carbon Reduction Plan and agree which assets are in the scope.</li> <li>• Share the findings of the Carbon Reduction Plan with leaseholders and tenants of assets within the scope and communicate the Council’s Net Zero 2030 commitment.</li> <li>• Develop standard green clauses for leases to be included when leases come up for renewal and new ones established.</li> </ul> | <p>Smaller scale projects to be delivered through existing budgets and staff resources.</p> <p>Larger scale projects to be costed via the Carbon Reduction Plan. Additional funding likely to be needed.</p> | <p>SDC - Staff and Members</p> <p>Tenants/ Leaseholders</p> |

| Action   | Timescale | Delivery Projects   | Outcomes for 2022-23   | Resource   | Partners  |
|--|-----------|---|--|--|---|
| SDC3 - Water efficiency measures in Council buildings. | Ongoing   | <ul style="list-style-type: none"> <li>Implement initiatives to reduce water usage in Council buildings at source.</li> </ul> | <ul style="list-style-type: none"> <li>Begin to implement the positive behaviour change SMART agenda.</li> </ul> | <p>Smaller scale projects to be delivered through existing budgets and staff resources.</p> <p>Larger scale projects to be costed via the Carbon Reduction Plan. Additional funding likely to be needed.</p> | <p>SDC - Staff and Members</p> <p>Tenants/ Leaseholders</p> |

Agenda Item 6

**Community Engagement and Leadership**

- 5. We will support businesses, residents and visitors to reduce carbon emissions within the District. We will proactively and positively engage with our communities providing advice, sharing best practice, through education and training, and by encouraging communities to take individual responsibility for their own carbon emissions.
- 6. We will reach out to hard to reach groups where possible through a range of communication methods and engagement opportunities.
- 7. We will positively engage with schools and community groups to encourage a reduction in emissions and find ways to work together to achieve our joint aims.

| Action   | Timescale | Delivery Projects   | Outcomes for 2022-23   | Resource            | Partners |
|--|-----------|---|--|---------------------|----------|
| COM1 - Maintain a dedicated “Net Zero” and “Climate Change” webpage. | Ongoing   | <ul style="list-style-type: none"> <li>• Keep the Net Zero webpages updated and refreshed to ensure information is kept up to date and to help communities, businesses and visitors to access resources to reduce their own emissions.</li> </ul> | <ul style="list-style-type: none"> <li>• Refresh the Net Zero homepage and associated pages and ensure it is prominently placed in the SDC website.</li> </ul> | Existing resources. | SDC      |

| Action   | Timescale | Delivery Projects  | Outcomes for 2022-23  | Resource  | Partners  |
|--|-----------|--|---|---|---|
| COM2 - Promote events to support wildlife awareness and opportunities to improve biodiversity. | Ongoing   | <ul style="list-style-type: none"> <li>Promoting and devising District specific events that educate, engage and encourage communities to reduce emissions and support the natural environment in accordance with the communications plan.</li> <li>Working with partners to devise, promote and support opportunities for communities to improve biodiversity.</li> <li>Actively promote partnership projects including those of the North West Kent Countryside Partnership.</li> </ul> | <ul style="list-style-type: none"> <li>Deliver another Sevenoaks Wildlife Event.</li> <li>Promote partnership projects including NWKCP Hedgehog Highways, Kent Plan Bee and the Darent Valley Landscape Partnership Scheme.</li> <li>Promote National Wildlife Week, Earth Day 2022, World Bee Day and other such initiatives.</li> </ul> | <p>Utilising existing resources where possible such as core funding.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>North West Kent Countryside Partnership</p> <p>Kent Downs AONB Unit</p> <p>High Weald AONB Unit</p> <p>Kent Wildlife Trust</p> <p>Kent County Council</p> |

| Action   | Timescale | Delivery Projects  | Outcomes for 2022-23   | Resource  | Partners   |
|--|-----------|--|--|---|--|
| COM3 - Promote events to support “green” and low carbon initiatives such as energy & water saving, reducing waste, green travel and energy efficiency. | Ongoing   | <ul style="list-style-type: none"> <li>• Promoting and devising District specific events that educate, engage and encourage communities to reduce emissions and support the natural environment in accordance with the communications plan.</li> <li>• Working with partners to devise, promote and support opportunities for communities to reduce carbon emissions and reduce waste.</li> <li>• Actively promote partnership projects including those of Kent County Council.</li> </ul> | <ul style="list-style-type: none"> <li>• Promote Zero Waste Week, Global recycling day and other such initiatives including promoting the garden waste and composting scheme.</li> <li>• Promote low carbon travel events such as walk to school/work week, World Car Free Day and Bike Week.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Green partners e.g. Sustrans, Energy Saving Trust</p> |

| Action  | Timescale      | Delivery Projects  | Outcomes for 2022-23  | Resource  | Partners   |
|---|----------------|--|---|---|--|
| <p>COM4 - Encourage communities to develop and implement their own carbon emission reduction plans and initiatives.</p> | <p>Ongoing</p> | <ul style="list-style-type: none"> <li>Consider facilitating a climate change network for Town and Parish Councils to share information, case studies and best practice as well as opportunities for joint working and resources.</li> <li>When resources allow, work with and support communities to develop and deliver projects to reduce emissions and provide climate change resilience.</li> </ul> | <ul style="list-style-type: none"> <li>Engage with and support local carbon reduction initiatives and plans.</li> <li>Encourage Neighbourhood Plans to include climate change considerations and policies.</li> <li>Promote the Community Carbon Calculator.</li> </ul> | <p>Existing resources.</p> <p>Working in partnership.</p> | <p>SDC</p> <p>Town and Parish Councils</p> <p>Community Groups</p> |

| Action   | Timescale      | Delivery Projects   | Outcomes for 2022-23  | Resource  | Partners   |
|--|----------------|---|---|---|--|
| <p>COM5 - Help householders and businesses improve energy efficiency by providing free advice and support for energy improvements and energy saving.</p> | <p>Ongoing</p> | <ul style="list-style-type: none"> <li>• Keep the Net Zero webpages updated and refreshed to ensure information is kept up to date and to help communities, businesses and visitors to access resources to reduce their own emissions.</li> <li>• Promote opportunities for residents, businesses and communities to reduce carbon emissions for themselves.</li> <li>• Provide access to climate literacy training and other opportunities to help educate about reducing carbon emissions.</li> </ul> | <ul style="list-style-type: none"> <li>• Refresh the Net Zero homepage and associated pages.</li> <li>• Promote the individual carbon footprint tool calculator.</li> <li>• Participate in and promote the Solar Together project.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Green partners e.g. Sustrans, Energy Saving Trust</p> |

## Movement and Green Travel

8. Transport is one of the greatest sources of carbon emissions for both the District and the Council. Although we are not the highways authority for the District we will work with Kent County Council and communities to develop and encourage sustainable travel. We also commit to reducing the carbon emissions from our own fleet by efficiency measures and embracing new low emission technologies.
9. The Movement Strategy has been developed to set out the Council's priorities for sustainable movement in Sevenoaks District. It includes a number of aims to support the priorities including improving the cycling infrastructure, strengthening connections, embracing new technologies and promoting active travel.

| Action  | Timescale | Delivery Projects  | Outcomes for 2022-23   | Resource  | Partners  |
|---|-----------|--|--|---|---|
| TRA1- Promote low carbon travel and sustainable movement. | Ongoing   | <ul style="list-style-type: none"> <li>Deliver the Movement Strategy.</li> <li>Develop and implement the SDC Travel Plan.</li> <li>Local Cycling and Walking Infrastructure Plans.</li> <li>Ensure new development incorporate active travel.</li> </ul> | <ul style="list-style-type: none"> <li>Complete the first Local Cycling and Walking Infrastructure Plan.</li> <li>Promote the annual Car Free Day and similar initiatives.</li> <li>Incorporate low carbon travel, active travel and sustainable movement into the emerging Local Plan.</li> <li>SDC Travel Plan.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Infrastructure Providers</p> |

| Action   | Timescale | Delivery Projects   | Outcomes for 2022-23  | Resource  | Partners  |
|--|-----------|---|---|---|---|
| TRA2- Improve the electric vehicle charging network across the District.   | Ongoing   | <ul style="list-style-type: none"> <li>Identify suitable locations for new charging points.</li> <li>Increase the number of charging points within the District.</li> </ul>   | <ul style="list-style-type: none"> <li>Incorporate electric vehicle charging into the emerging Local Plan.</li> <li>Undertake an Electric Vehicle Charging Infrastructure Technical Study.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Infrastructure Providers</p> |
| TRA3 - Work with schools, local communities and groups to encourage low carbon travel such as car clubs, travel plans, cycling and walking routes. | Ongoing   | <ul style="list-style-type: none"> <li>Deliver the Movement Strategy.</li> <li>Engage with schools to promote low carbon travel.</li> <li>Partnership working with KCC and transport providers.</li> <li>Support the Community Rail Partnerships to deliver improvements to the rail networks.</li> </ul> | <ul style="list-style-type: none"> <li>Identify ways to work with schools and community groups.</li> <li>Complete the first Local Cycling and Walking Infrastructure Plan.</li> </ul>                 | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Infrastructure Providers</p> |

| Action   | Timescale      | Delivery Projects   | Outcomes for 2022-23  | Resource   | Partners   |
|--|----------------|---|---|--|------------|
|  |                | <ul style="list-style-type: none"> <li>Investigate the potential for low carbon car clubs.</li> </ul>   |   |  |            |
| <p>TRA4 - Continue our transition to a zero-carbon emissions vehicle fleet wherever practicable.</p> | <p>Ongoing</p> | <ul style="list-style-type: none"> <li>Fleet replacement plan to set out how the fleet can be replaced by low carbon alternatives.</li> <li>Investigate the potential for bio-diesel fuel for fleet vehicles.</li> <li>Undertake a waste service review to identify the options for significantly reducing carbon emissions from the fleet and operations.</li> <li>Identify potential work mileage savings and implement across all Council services.</li> </ul> | <ul style="list-style-type: none"> <li>Fleet Replacement Plan.</li> <li>SDC Travel Plan.</li> <li>Clear picture of feasibility of bio-diesel fuel and cost implications.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> |

| Action | Timescale | Delivery Projects  | Outcomes for 2022-23 | Resource | Partners |
|--------|-----------|--|----------------------|----------|----------|
|        |           | <ul style="list-style-type: none"><li>Develop and implement the SDC Travel Plan.</li></ul> |                      |          |          |

## Green Spaces and the Natural Environment

10. We commit to improving our natural environment for now and future generations, taking account of a changing climate. We will also support multi-benefit projects which conserve and enhance the natural environment whilst also increasing levels of carbon sequestration.

| Action   | Timescale | Delivery Projects   | Outcomes for 2022-23  | Resource  | Partners  |
|--|-----------|---|---|---|---|
| NAT1 - Carbon emission offsetting through new planting including planting new trees. | Ongoing   | <ul style="list-style-type: none"> <li>Work with KCC to deliver the Kent Tree Strategy.</li> <li>Investigate, develop and support projects for carbon sequestration.</li> </ul>   | <ul style="list-style-type: none"> <li>Participate in the Queen's Green Canopy Scheme.</li> </ul>                 | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Green partners e.g. North West Kent Countryside Partnership, Kent Wildlife Trust</p> |
| NAT2 - Improve areas for biodiversity and create new habitats                        | Ongoing   | <ul style="list-style-type: none"> <li>Work with partners and communities to identify opportunities to plant trees, hedges, wildflowers and other habitats.</li> <li>Support and promote scheme to conserve and enhance biodiversity and</li> </ul> | <ul style="list-style-type: none"> <li>Incorporate biodiversity net gain into the emerging Local Plan.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Green partners e.g. North West Kent Countryside Partnership, Kent Wildlife Trust</p> |

| Action                          | Timescale | Delivery Projects   | Outcomes for 2022-23   | Resource  | Partners  |
|---------------------------------|-----------|---|--|---|---|
|                                 |           | <p>wildlife at a local and landscape scale.</p> <ul style="list-style-type: none"> <li>Biodiversity Net Gain and Environment Act delivery.</li> </ul> |  |   |   |
| NAT3 - Natural flood management | Ongoing   | <ul style="list-style-type: none"> <li>Support natural flood management projects.</li> </ul>  | <ul style="list-style-type: none"> <li>Incorporate natural flood management into the emerging Local Plan.</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership.</p> <p>Apply for additional funding to support projects.</p> | <p>SDC</p> <p>Kent County Council</p> <p>Green partners e.g. North West Kent Countryside Partnership, Kent Wildlife Trust</p> |

## Engagement with Landowners, Partners and Businesses

11. Partnership working is key to the delivery of the Council's Net Zero 2030 commitment. We can work with others to achieve joint goals, making the most of resources and learning from best practice.
12. We will encourage landowners and businesses to reduce their own emissions and to incorporate climate change adaptation measures.

| Action   | Timescale | Delivery Projects  | Outcomes for 2022-23   | Resource                                       | Partners                 |
|--|-----------|--|--|--|--------------------------|
| PAR1 - Ensure the Net Zero 2030 commitment is incorporated into the Council's procurement process      | Ongoing   | <ul style="list-style-type: none"> <li>• Net Zero 2030 to be incorporated into the procurement process. To include the Procurement Initiation Form, Request for Quote and tender templates.</li> </ul> | <ul style="list-style-type: none"> <li>• Update the procurement templates to include relevant requirements from bidders and agree these with the Procurement Assurance Group.</li> </ul> | Existing Resources.                            | SDC                      |
| PAR2 - Report and promote our actions towards Net Zero, and support our partners including landowners, | Ongoing   | <ul style="list-style-type: none"> <li>• Produce a yearly Action Plan and Report</li> <li>• Regularly report to the Cleaner and Greener Advisory Committee</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Review the reporting system for Net Zero progress as part of the webpage refresh</li> </ul>   | Existing Resources.<br>Working in partnership. | SDC<br>Business Partners |

| Action   | Timescale | Delivery Projects  | Outcomes for 2022-23   | Resource   | Partners                     |
|--|-----------|--|--|--|------------------------------|
| residents, businesses and visitors to our District to play their part                  |           | <ul style="list-style-type: none"> <li>• Regularly feature Net Zero 2030 on the Council’s social media accounts and other communications media</li> <li>• Engage with the community through existing forums and groups such as the Town and Parish forum, Chambers of Commerce and Rural Landowners Forum</li> </ul> |  | Apply for additional funding to support projects.  |                              |
| PAR3 - Encourage, and work with, businesses in our District to reduce carbon emissions | Ongoing   | <ul style="list-style-type: none"> <li>• Economic Development Strategy</li> <li>• Engage with the business community to discuss how SDC can support low carbon initiatives and advise on how they can reduce emissions</li> <li>• Promote carbon literacy and other similar</li> </ul>                               | <ul style="list-style-type: none"> <li>• Incorporate reduction in carbon emissions into the Economic Development Strategy</li> <li>• Proactively engage with local businesses and SDC tenants</li> </ul> | Utilising existing resources where possible.<br><br>Working in partnership.<br><br>Apply for additional funding to support projects. | SDC<br><br>Business Partners |

| Action  | Timescale | Delivery Projects  | Outcomes for 2022-23   | Resource  | Partners  |
|---|-----------|--|--|---|---|
|   |           | training opportunities for businesses  |  |   |   |
| PAR4 - Work with the local government family within Kent to deliver Net Zero across all our communities | Ongoing   | <ul style="list-style-type: none"> <li>• Support the delivery of Kent and Medway’s Energy and Low Emissions Strategy and it’s priority actions.</li> <li>• Promote and support suitable partnership projects including the Solar Together Scheme, Kent Tree Strategy and Kent Rural EV charging scheme.</li> <li>• Engage with KCC to promote the net zero work and identify partnership opportunities.</li> </ul> | <ul style="list-style-type: none"> <li>• Liaise with the Kent Climate Change Network.</li> <li>• Work in partnership with KCC officers to deliver joint projects.</li> </ul> | Utilising existing resources where possible.<br><br>Working in partnership. | SDC<br><br>Kent County Council<br><br>Town and Parish Councils<br><br>Other Local Authorities |

## Council Plans and Strategies

13. We will integrate our Net Zero 2030 commitment to all aspects of the Council's plans, strategies and services to ensure all potential opportunities are utilised. As new strategies are developed or reviewed they will incorporate elements that help to deliver the Net Zero 2030 commitment.
14. The Local Plan is a key delivery mechanism for the Net Zero 2030 commitment. The Local Plan will support the commitment and include policies to promote sustainable development in the District. The Air Quality Action Plan, Economic Development Strategy and the Community Plan are also key documents for delivery of the commitment.
15. It is important to understand the baseline carbon emissions for the Council. This will be incorporated into the Carbon Reduction Plan and is currently calculated following the Department of Business, Energy and Industrial Strategy guidance and the Local Government Association Greenhouse Gas Reporting Tool.

| Action  | Timescale  | Delivery Projects   | Outcomes for 2022-23  | Resource                                    | Partners |
|---|------------|---|---|---|----------|
| STR1 - Embed the findings and recommendations of the Carbon Reduction Plan into Council Plan and a Strategies | Short Term | <ul style="list-style-type: none"> <li>• Carbon Reduction Plan</li> <li>• Identify the plans and strategies central to delivering the Carbon Reduction Plan recommendations particularly those related to the use of Council buildings and fleet</li> </ul> | <ul style="list-style-type: none"> <li>• Commission consultants to undertake a Carbon Reduction Plan</li> </ul> | Utilising existing resources where possible | SDC      |

| Action  | Timescale  | Delivery Projects  | Outcomes for 2022-23   | Resource  | Partners |
|---|------------|--|--|---|----------|
| STR2 - Ensure all Council plans, strategies and decisions support the Net Zero 2030 commitment where possible | Short Term | <ul style="list-style-type: none"> <li>Identify and implement process that ensure the impact on the Net Zero agenda is considered in decision making</li> <li>Incorporate the Net Zero 2030 commitment and carbon reduction measures into all new plans and strategies</li> </ul>  | <ul style="list-style-type: none"> <li>Review the “Net Zero 2030 Impact Assessment” for committee reports</li> <li>Incorporate Net Zero 2030 in the Community Plan, Air Quality Action Plan, Economic Development Strategy and the Local Plan</li> </ul> | Existing Resources  | SDC      |
| STR3 - Embed positive behaviour change to reduce carbon emissions in all Council service areas                | Short Term | <ul style="list-style-type: none"> <li>Deliver the positive behaviour change SMART agenda</li> <li>Identify ways in which Council services and processes can be more carbon efficient e.g. reducing waste, paperless working and reducing work mileage.</li> <li>Officer and Member training on reducing carbon emissions</li> </ul> | <ul style="list-style-type: none"> <li>Start implementing the SMART agenda</li> <li>SDC Travel Plan</li> <li>Investigate suitable training options for staff and members</li> </ul>  | <p>Utilising existing resources where possible.</p> <p>Working in partnership</p> <p>Apply for additional funding to support projects</p> | SDC      |

| Action   | Timescale        | Delivery Projects   | Outcomes for 2022-23   | Resource  | Partners                                     |
|--|------------------|---|--|---|--|
|  |                  | <ul style="list-style-type: none"> <li>Carbon Literacy Training as part of new learning and development offer</li> </ul>  |  |   |  |
| <p>STR4 - Where everything possible has been done to achieve zero carbon but there is still a shortfall, take action through offsetting carbon dioxide emissions where necessary</p> | <p>Long Term</p> | <ul style="list-style-type: none"> <li>Manage carbon budgets for each year in order to minimise need to offset</li> <li>Develop carbon offsetting plan once Carbon Reduction Plan has been completed and viability of offsetting has been explored</li> </ul> | <ul style="list-style-type: none"> <li>Use evidence from the Carbon Reduction Plan modelling to determine the extent of offsetting that might be required</li> <li>Begin to explore potential ways to offset the Council's carbon emissions</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership</p> <p>Apply for additional funding to support projects</p> | <p>SDC</p> <p>Carbon Offsetting Partners</p> |

| Action  | Timescale | Delivery Projects   | Outcomes for 2022-23  | Resource   | Partners |
|---|-----------|---|---|--|----------|
| STRA5 - Audit our current and levels of energy use and greenhouse gas emissions | Ongoing   | <ul style="list-style-type: none"> <li>Produce and publish an annual Greenhouse Gas Emissions Report</li> </ul> | <ul style="list-style-type: none"> <li>Produce and publish an annual Greenhouse Gas Emissions Report</li> </ul> | Utilising existing resources where possible.<br><br>Working in partnership<br><br>Apply for additional funding to support projects | SDC      |

Agenda Item 6

## Sustainable Development and Renewable Energy Generation

16. Buildings remain a significant emitter of carbon and therefore we commit to supporting low carbon buildings and development where possible. The Local Plan will help to deliver sustainable development within the District and residents and businesses will be encouraged to take part in retrofitting schemes.
17. We will also explore and support the use of renewable energy technologies and opportunities both large and small scale.

| Action  | Timescale | Delivery Projects   | Outcomes for 2022-23  | Resource  | Partners                              |
|---|-----------|---|---|---|---------------------------------------|
| SUS1 - Support and Promote sustainable building practices and sustainable development | Ongoing   | <ul style="list-style-type: none"> <li>Promote sustainable building practices across the District</li> <li>Support suitable retrofitting projects to improve the sustainability of buildings</li> </ul> | <ul style="list-style-type: none"> <li>Incorporate the Net Zero 2030 commitment and the need to reduce carbon emissions into the emerging Local Plan</li> <li>Investigate how the Council can incentivise sustainable building practice such as Passivhaus and BREEAM standard housing</li> <li>Participate in Solar Together Kent</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership</p> <p>Apply for additional funding to support projects</p> | <p>SDC</p> <p>Kent County Council</p> |

| Action  | Timescale                | Delivery Projects  | Outcomes for 2022-23   | Resource  | Partners  |
|---|--------------------------|--|--|---|---|
| SUS2 - Ensure the Net Zero 2030 commitment is reflected in all new SDC and SDC owned company developments | Ongoing                  | <ul style="list-style-type: none"> <li>All new SDC and SDC owned development to achieve high sustainability standards where possible</li> </ul>  | <ul style="list-style-type: none"> <li>New SDC owned developments to exceed existing regulatory requirements</li> </ul>                                    | <p>Utilising existing resources where possible.</p> <p>Working in partnership</p> <p>Apply for additional funding to support projects</p> | <p>SDC and associated companies</p> <p>Development partners</p> |
| SUS3 - Renewable energy generation  | Short/<br>Medium<br>Term | <ul style="list-style-type: none"> <li>Undertake a renewable energy opportunities audit for Council Assets and within the District</li> <li>Explore and implement suitable renewable energy schemes</li> </ul> | <ul style="list-style-type: none"> <li>Incorporate renewable energy into the Carbon Reduction Plan including as a means of offsetting emissions</li> </ul> | <p>Utilising existing resources where possible.</p> <p>Working in partnership</p> <p>Apply for additional funding to support projects</p> | SDC   |

# Net Zero 2030

## Actions 2022-23



### Introduction

Climate change, due to greenhouse gas emissions, is one of the biggest environmental concerns of our time. We know it is happening and the effects could be devastating for people and wildlife.

The effects of climate change are far reaching. In Kent this means hotter and drier summers and warmer and wetter winters. There will be increased frequency and severity of storms resulting in additional flooding. The changing climate will also have an impact on people's health and wellbeing and biodiversity and wildlife, causing the natural environment to be under increased pressure.

Achieving Net Zero carbon emissions is a top priority that encompasses all aspects of the Council. It incorporates energy efficiency and generation, sustainable transport and active travel, air quality, health and wellbeing, habitats and biodiversity, flooding, water supply and consumption, and more.

We will continue to actively and enthusiastically tackle the challenge of climate change by ensuring that it is at the heart of decision-making and have developed actions that are ambitious, specific and measurable.



### Our Commitment

#### Council Emissions

We have committed to working towards achieving net zero carbon emissions produced by the Council and our assets by 2030

#### District Emissions

We have an ambition to assist the District to become net zero by working closely with local communities

#### Living with Climate Change

We want to improve the resilience of the District to a changing climate

## Our actions

We have identified actions to deliver our commitment based around 7 themes

### **SDC Building Emissions**

Reduce carbon emissions in Council buildings resulting from energy use

Work with partners and leaseholders to reduce emissions from Council (built) assets

Water efficiency measures in Council buildings

### **Green Spaces and the Natural Environment**

Contribute to offsetting carbon emissions through new planting including new trees.

Improve areas for biodiversity and create new habitats

Practice natural flood management

### **Working with Landowners, Partners and Businesses**

Ensure the Net Zero 2030 commitment is incorporated into the Council's procurement process

Report and promote our actions towards Net Zero and share best practice with partners

Encourage, and support our partners, including landowners, residents, businesses and visitors to our District to reduce carbon emissions

Work with the local government family within Kent to deliver Net Zero across all our communities

### **Movement & Green Travel**

Promote low carbon travel and sustainable movement

Improve the electric vehicle charging network across the District

Work with schools, local communities and groups to encourage low carbon travel such as car clubs, travel plans, cycling and walking routes

Continue our transition to a zero-carbon emissions vehicle fleet wherever practicable

### **Community Engagement and Leadership**

Maintain a dedicated "Net Zero" and "Climate Change" webpage

Promote events to support wildlife awareness and opportunities to improve biodiversity

Promote events to support "green" and low carbon initiatives such as energy & water saving, reducing waste, green travel and energy efficiency

Encourage communities to develop and implement their own carbon emission reduction plans and initiatives

Help householders and businesses improve energy efficiency by providing free advice and support for energy improvements and energy saving

## Council Plans & Strategies

Embed the findings and recommendations of the Carbon Reduction Plan into Council plans and strategies

Ensure all Council plans, strategies and decisions support the Net Zero 2030 commitment where possible

Embed positive behaviour change to reduce carbon emissions in all Council service areas

Where everything possible has been done to achieve net zero carbon but there is still a shortfall, take action through offsetting carbon dioxide emissions where necessary

Audit our current and levels of energy use and greenhouse gas emissions on an annual basis in order to track progress

## Sustainable Development and Renewable Energy

Support and promote sustainable building practices and sustainable development

Ensure the Net Zero 2030 commitment is reflected in all new SDC and SDC owned company developments

Explore the potential for developing renewable energy generation within the District

## What can we do together?

Sevenoaks District produces approximately 450ktonnes of Carbon Dioxide (CO<sub>2</sub>) each year.

That works out at approximately 4ktonnes of CO<sub>2</sub> per head of population.

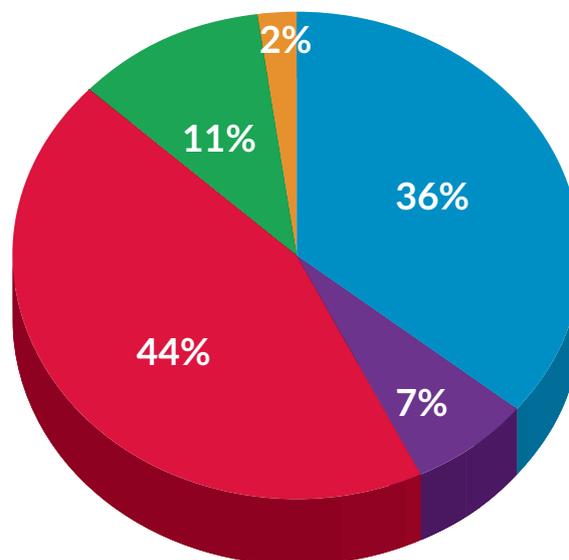
We need to work together to reduce emissions in the District and to combat climate change.

Emissions from the public sector accounts for only 2% of the District's CO<sub>2</sub> emissions.

The majority of the emissions within the District are from residential energy use and transport.

So if each of us tries a little harder to reduce our consumption of carbon emitting fuel, and do what we can towards a more sustainable lifestyle, we can help to save CO<sub>2</sub> and save money.

Look out for information on our webpage, social media and InShape for ways that individuals and businesses can make changes to reduce emissions.



■ Commercial      ■ Public Sector  
■ Domestic      ■ Transport  
■ Industry

*From UK local authority (LA) and regional carbon dioxide emissions national statistics – Emissions within the scope of influence of LAs for 2019*

## Find out more

[www.sevenoaks.gov.uk/netzero](http://www.sevenoaks.gov.uk/netzero)  
[netzero2030@sevenoaks.gov.uk](mailto:netzero2030@sevenoaks.gov.uk)

**Item 7 - Financial Results 2021/22 - to the end of January 2022**

The attached report was due to be considered by the Finance & Investment Advisory Committee on 24 March 2022, however this meeting was inquorate, and there is no minute reference to follow.

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**FINANCIAL RESULTS 2021/22 - TO THE END OF JANUARY 2022**

**Cabinet - 21 April 2022**

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

**Status:** For Consideration

**Also considered by:** ~~Finance & Investment Advisory Committee – 24 March 2022~~

**Key Decision:** No

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

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officers:** Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

**Recommendation to Finance and Investment Advisory Committee:**

That the report be noted, and any comments forwarded to Cabinet.

**Recommendation to Cabinet:**

Cabinet considers any comments from Finance and Investment Advisory Committee and notes the report.

**Reason for recommendation:**

Sound financial governance of the Council.

**Introduction and Background**

- 1 The year-end position at the end of January 22 was forecast to be an unfavourable variance of £6,000 against a net revenue budget of £17.015m.
- 2 During September 2020 the Government issued the first COVID-19 Sales, Fees and Charges Compensation Scheme as part of the Governments COVID-19 support. The scheme was due to be limited to 2020/21 but was extended to the first quarter for 2021/22. The claim for the first quarter of 2021/22 has been submitted for £381,000.

**Year to Date - Areas of Note**

## Agenda Item 7

- 3 The financial impact of pay costs - the expenditure forecasts on staff costs is £199,000 below budget. There are currently vacancies within Direct Services, Housing, Contact Centre, Transformation & Strategy and Revenue & Benefits and Planning Services. However, some of these, in particular Direct Services are currently being filled by agency staff. The impact of salary variances are included within the Chief Officer commentaries.
- 4 The 2021/22 pay award has just been agreed at 1.75% and therefore a saving, approx. £42,000 will be realised in the outturn as the budget assumption was 2%.
- 5 Income - the Council receives a number of different income streams to help balance the budget; section 8 of the monitoring pack provides details in relation to the main streams. At the end of January, income as detailed within the report is still below budget in some areas such as Car Parks, Taxi Licensing and Land Charges but other areas such as Car Parking - On Street ,Planning - Development Management and Building Control are ahead of budget.
- 6 Investment Returns - the return to date on the treasury management investments held by the Council is lower than budget with interest received totalling £25,000 compared to a budget of £164,000 for the year to date. This is due to a number of factors. Firstly, the current interest rate on investments remains very low, secondly the available cash which we can invest is greatly reduced from previous years due to the funding of the capital programme, Quercus 7 acquisitions and also COVID-19. The interest from Quercus 7 is due to be in excess of £275,000 this year. In order to increase future investment returns the Council is currently going through the selection process in order to invest in Multi-Asset Investment Funds.
- 7 Retained Business Rates - Income of £2.182m forms part of the 2021/22 budget; any receipts over and above this amount, including those that result from being a beneficiary of the Kent Business Rates Pool, will be transferred to the Budget Stabilisation Reserve. The additional rates we expect to receive from the business rates pool is forecast to be £285,000. Regular monitoring takes place, with any amendments feeding into the outturn forecasts.

### Year End Forecast

- 8 The year-end forecast position is an unfavourable variance of £6,000 (including the Covid-19 Sales, Fees and Charges Compensation Scheme) . In paragraphs 9 to 16 there are details of the larger variances, both favourable and unfavourable.

### Net Service Expenditure - Larger Favourable Variances

- 9 Within Miscellaneous Finance, the forecasted favourable variance of £715,000 is the first quarter claim for the Covid-19 Sales, Fees and Charges Compensation Scheme and the general COVID Grant is offsetting additional costs incurred in other areas.

- 10 Within Benefits Admin, New Burdens grant was received that was not known at the time the budget was set and this is leading to a favourable variance of £214,000. Any surplus may be transferred to reserves at the year end.
- 11 Corporate Management are forecasting a favourable variance of £76,000 following a salary budget re-alignment and lower spend on bought in services.
- 12 Members allowances are forecasting a favourable variance of £45,000 due to changes in roles as only one Special Responsibility Allowance is payable. Also reduced expenditure on travel and training.
- 13 Building Control and Development Management are both showing favourable variances, £31,000 and £52,000 respectively due to an increased number of applications and associated income.

#### **Net Service Expenditure - Larger Unfavourable Variances**

- 14 Homeless is forecasting an adverse variance of £300,000 which is the additional cost being incurred relating to an increased number of people being put in temporary accommodation and the cost of that accommodation versus the recovery from Government . The homelessness funding is currently being reviewed in order to assess the impact in future years.
- 15 Local Tax is forecasting an unfavourable variance of £146,000 due to enforcement income being lower than budget expectations. In addition, the levels of fee recovery are low as a result of COVID-19.
- 16 Direct Services are forecasting an unfavourable variance of £600,000 due to the additional cost of agency staff due to COVID-19 and now to cover delayed staff leave. The underachievement of income on trade waste as businesses recover from COVID-19, the requirement to hire vehicles where existing vehicles are being repaired and the cost of repairing vehicles as wear and tear levels have dramatically risen due to the increased refuse loads.
- 17 Planning Appeals are forecasting an unfavourable variance £43,000 due to incurring legal fees in connection to planning appeals.

#### **Other Variances**

- 18 Interest Receipts - current levels of investment returns and possible rates going forward, along with reduced cash levels due to ongoing loss of income, have resulted in an unfavourable variance of £163,000 being forecast.
- 19 Investment Property Income - The majority of properties held within the Property Investment Strategy continue to achieve the income levels predicted but there is a favourable variance of £49,000 due to loss of income offset by additional loan interest from Quercus 7.

#### **Future Issues and Risk Areas**

## Agenda Item 7

- 20 Chief Officers have considered the future issues and risk areas for their services and the impacts these may have on the Council's finances as follows:
- COVID-19 continues to affect the entire authority and is being closely monitored. As part of the 10-year budget process the expected financial impacts will continue to be reviewed.
  - Ongoing impact of COVID-19 on the leisure industry and Council owned leisure facilities.
  - There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.
  - Within many services including Development & Conservation, recruiting to vacant posts continues to be difficult.
  - The financial impact of proposed changes to the Planning System will need to be carefully considered.
  - Car parking customer numbers are increasing but it is uncertain what the impact will be for the rest of the year. Note that the car parking income budget was reduced by 25% in 2021/22.
  - Ongoing Temporary Accommodation (TA) costs within the district due to increases in homelessness. All Covid-19 placements ended on 30 June 2021 and a TA Charging Policy came into effect from 1 August.
  - IT Asset Maintenance spend as per 10-year plan resulting in draw down from reserves in current year.

### **Key Implications**

#### Financial

The financial implications are set out elsewhere in this report.

#### Legal Implications and Risk Assessment Statement

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

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also 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

The decisions recommended through this paper 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.

**Appendices**

Appendix A - January 2022 Budget Monitoring Commentary

Appendix B - January 2022 Financial Information

**Background Papers**

None

**Adrian Rowbotham**

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

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|  | Budget to Date £'000  | Forecast Outturn £'000 | Actual to end of January 22 £'000 | Variance to date £'000 | Annual Forecast Variance due to COVID-19 £'000 | Annual Forecast Variance due to other factors £'000 | Total Annual Forecast Variance £'000 | Explanation for year end variances greater than £10k (starred items)  |
|--|---|------------------------|-----------------------------------|------------------------|--|---|--------------------------------------|---|
| <b>People and Places</b>                 |   |                        |                                   |                        |  |   |                                      |   |
| Contain Outbreak Management Fund 2021/22 | 0   | 0                      | 86                                | 86                     |  |   | 0                                    | External grant funding for Town Centre Ambassador posts to be drawn down from first tranche of funding.   |
| Leisure Contract                         | 73  | 46                     | 33                                | -40                    |  | -27   | -27                                  | Sencio have not signed 2021 annual contract in order to release Management Fee, therefore this will be an underspend. Additional legal consultancy costs for the new leisure operator contract will be forthcoming. |
| Leisure Development                      | 21  | 21                     | 10                                | -11                    |  |   | 0                                    | Sencio has not claimed for Q3 and Q4 advantage payment for 2021 and therefore invoice is currently outstanding.   |
| Local Strategic Partnership              | 0   | 0                      | 15                                | 15                     |  |   | 0                                    | The LSP Community Wellbeing Fund supports Covid-19 related priorities and will be funded through the relevant reserve.  |
| Tourism                                  | 27  | 27                     | -153                              | -181                   |  |   | 0                                    | Grants received ahead of spend.   |
| West Kent Enterprise Advisor Network     | 8   | 8                      | 45                                | 37                     |  |   | 0                                    | Spend ahead of grant claim.   |
| West Kent Kick Start                     | 0   | 0                      | -23                               | -23                    |  |   | 0                                    | Grants received ahead of spend.   |
| Youth                                    | 41  | 41                     | 27                                | -15                    |  |   | 0                                    | Current underspend due to projects being delayed until April 2022 due to previous Covid restrictions and rescheduling. Carry Forward request will be submitted.   |
| <b>Future Issues/Risk Areas</b>          | Ongoing impact of COVID-19 on the leisure industry and Council owned leisure facilities - consultancy review completed. |                        |                                   |                        |  |   |                                      |   |

|   | Budget to Date £'000 | Actual to end of January 22 £'000 | Variance to date £'000 | Annual Forecast Variance due to COVID-19 £'000 | Annual Forecast Variance due to other factors £'000 | Total Annual Forecast Variance £'000 | Explanation for year end variances greater than £10k (starred items)  |
|---|----------------------|-----------------------------------|------------------------|--|---|--------------------------------------|---|
| <b>Development and Conservation</b>                         |                      |                                   |                        |  |   |                                      |   |
| <b>Building Control</b>                                     | -108                 | -156                              | -48                    |  | -31   | -31                                  | Over Recovery of Income in fees, any continual over recovery transferred to reserves at year end for reinvestment in the service. Variances due to extended decoupling of partnership.  |
| <b>Conservation</b>   | 105                  | 120                               | 15                     |  |   | 0                                    | Additional Investment in the delivery of the service.   |
| <b>Planning Policy</b>                                      | 345                  | 374                               | 29                     |  | 5   | 5                                    | Payment for costs relating to Local Plan Judicial review.   |
| <b>LDF Expenditure</b>                                      | 0                    | 35                                | 35                     |  |   | 0                                    | This will be transferred from the Local Plan reserve.   |
| <b>Planning - Appeals</b>                                   | 173                  | 236                               | 63                     |  | 43  | 43                                   | Legal fees in relation to the successful defence of the appeal at Broke Hill.   |
| <b>Planning - CIL Administration</b>                        | -22                  | -50                               | -28                    |  | -34   | -34                                  | Underspend due to current vacant positions.   |
| <b>Planning - Development Management</b>                    | -82                  | -28                               | 55                     |  | -52   | -52                                  | Small number of high fee applications in first two quarters in addition to an uplift in general case numbers.   |
| <b>Planning - Enforcement</b>                               | 238                  | 301                               | 64                     |  | 25  | 25                                   | Additional Investment in the delivery of the service.   |
| <b>Planning Performance Agreement</b>                       | 0                    | 31                                | 31                     |  |   | 0                                    | Additional Investment in the delivery of the service.   |
| <b>Planning - Development Management - Software Project</b> | 0                    | -150                              | -150                   |  |   | 0                                    | Project Funding received in Q3. Funding should be utilised and apportioned over the life of the project.  |
| <b>Administrative Expenses - Building Control</b>           | 10                   | -1                                | -11                    |  |   | 0                                    | This results from the partnership decoupling.   |
| <b>Administrative Expenses - Planning Services</b>          | 34                   | 99                                | 65                     |  |   | 0                                    | Education and Training costs recharged at year end.   |
| <b>Future Issues/Risk Areas</b>                             |                      |                                   |                        |  |   |                                      | There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.<br>Recruiting to vacant posts continues to be difficult.<br>The financial impact of proposed changes to the Planning System will need to be carefully considered. |

Agenda Item 7

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|  | Budget to Date £'000  | Forecast Outturn | Actual to end of January 22 £'000 | Variance to date £'000 | Annual Forecast Variance due to COVID-19 £'000 | Annual Forecast Variance due to other factors £'000 | Total Annual Forecast Variance £'000 | Explanation for year end variances greater than £10k  |
|--|---|------------------|-----------------------------------|------------------------|--|---|--------------------------------------|---|
| <b>Finance and Investments</b>               |   |                  |                                   |                        |  |   |                                      |   |
| Asset Maintenance Direct Services            | 35  | 88               | 95                                | 61                     |  | 53  | 53                                   | Overspend due to depot refurbishment works.   |
| Asset Maintenance Public Toilets             | 13  | -2               | 0                                 | -13                    |  | -15   | -15                                  | No spend required year to date.   |
| Benefits Admin                               | 206   | -8               | -77                               | -283                   |  | -214  | -214                                 | Additional New Burdens funding received that was un budgeted for.   |
| Dartford Rev&Ben Partnership Hub (SDC costs) | 1,683   | 1,683            | 1,457                             | -226                   |  |   | 0                                    | Underspends on part year vacancies.   |
| Dartford Audit Partnership Hub (SDC Costs)   | 188   | 188              | 166                               | -22                    |  |   | 0                                    | Underspends on part year vacancies which will be offset by an adjustment to recharges.  |
| Local Tax                                    | -99   | 47               | -156                              | -57                    |  | 146   | 146                                  | Annual variances due to enforcement income not in line with budgeted expectation as highlighted in high level commentary at the beginning of the year. Current fee recovery levels are highly variable as a result of COVID impact affecting court availability. These levels are expected to rise but are likely to remain under normals levels by year end. |
| Misc. Finance                                | 1,224   | 509              | 786                               | -437                   |  | -715  | -715                                 | Covid-19 grants received. This will offset spend on this and other lines.   |
| Administrative Expenses - Finance            | 19  | 39               | 46                                | 27                     |  | 20  | 20                                   | Additional licence requirement for the Agresso finance system following licence audit.  |
| Support - Exchequer and Procurement          | 133   | 143              | 148                               | 15                     |  | 10  | 10                                   | Overspend on salaries offset by underspend on other lines.  |
| Support - Finance Function                   | 213   | 203              | 204                               | -9                     |  | -10   | -10                                  | Underspend on salaries offset by overspend on other lines.  |
| Support - Legal Function                     | 215   | 206              | 193                               | -22                    |  | -9  | -9                                   | Underspend on salaries to be offset mainly by Locum cost  |
| Treasury Management                          | 100   | 107              | 126                               | 26                     |  | 7   | 7                                    | Overspend on Treasury Management borrowing costs and bank charges. Current overspends due to credit card bill to be charged to other codes.   |
| Future Issues/Risk Areas                     | Covid-19 continues to have a potential impact on income levels and expenditure. |                  |                                   |                        |  |   |                                      |   |

|  | Budget to Date £'000 | Forecast Outturn £'000 | Actual to end of January 22 £'000 | Variance to date £'000 | Annual Forecast Variance due to COVID-19 £'000 | Annual Forecast Variance due to other factors £'000 | Total Annual Forecast Variance £'000 | Explanation for year end variances greater than £10k   |
|--|----------------------|------------------------|-----------------------------------|------------------------|--|---|--------------------------------------|--|
| Cleaner and Greener                          |                      |                        |                                   |                        |  |   |                                      |  |
| Asset Maintenance Argyle Road                | 66                   | 41                     | 24                                | -41                    |  | -25   | -25                                  | Spend currently behind profile.  |
| Asset Maintenance Other Corporate Properties | 29                   | 49                     | 55                                | 26                     |  | 20  | 20                                   | Urgent works to Fircroft residents association hall.   |
| Asset Maintenance Hever Road                 | 33                   | 43                     | 49                                | 16                     |  | 10  | 10                                   | Urgent repair works due to vandalism required additional expenditure.  |
| Asset Maintenance Leisure                    | 158                  | 203                    | 235                               | 77                     |  | 45  | 45                                   | New air handling units required at Sevenoaks Leisure Centre.   |
| Asset Maintenance Support & Salaries         | 76                   | 46                     | 45                                | -31                    |  | -30   | -30                                  | Spend currently behind profile.  |
| Car Parks                                    | -1,239               | -1,239                 | -990                              | 249                    |  |   | 0                                    | Parking income is currently behind profile. As restrictions lift monthly income is improving and it is anticipated it will recover to the level of the budget by year end.     |
| CCTV   | 199                  | 199                    | 247                               | 47                     |  |   | 0                                    | Invoices to partner organisations to be raised to recover costs. Control room costs billed in advance will be carried forward to next year.                                    |
| Civil Protection                             | 42                   | 30                     | 32                                | -10                    |  | -11   | -11                                  | Underspend on salaries following restructure.  |
| Car Parking - On Street                      | -247                 | -247                   | -230                              | 17                     |  |   | 0                                    | Parking income is currently behind profile. As restrictions lift monthly income is improving and it is anticipated it will recover to the level of the budget by year end.     |
| EH Commercial                                | 255                  | 255                    | 231                               | -24                    |  |   | 0                                    | This is a profiling issue and underspend is expected to be consumed by year end.   |
| Emergency                                    | 68                   | 56                     | 57                                | -10                    |  | -12   | -12                                  | Underspend on salaries following restructure.  |
| Parking Enforcement - Tandridge DC           | -22                  | -22                    | -192                              | -171                   |  |   | 0                                    | Income collected on behalf of Tandridge to be paid over.   |
| Estates Management - Buildings               | 11                   | -3                     | -40                               | -52                    |  | -14   | -14                                  | Unbudgeted rates bills for meeting point refunded following demolition.  |
| Estates Management - Grounds                 | 104                  | 114                    | 122                               | 18                     |  | 10  | 10                                   | Spend relating to hedge cutting costs and essential maintenance work.  |
| Housing Premises                             | 9                    | -7                     | -8                                | -16                    |  | -16   | -16                                  | Underspend due to reduced emptying of cesspools based on usage.  |
| Kent Resource Partnership                    | -56                  | -56                    | 5                                 | 61                     |  |   | 0                                    | Funding received ahead of expenditure. The Kent Resource Partnership is transferring to Kent County Council. All balances will be transferred leaving no variance at year end. |
| Licensing Partnership Hub (Trading)          | 19                   | 16                     | 8                                 | -11                    |  | -4  | -4                                   | Underspend on salary budget due to vacancies earlier in the year.  |
| Licensing Regime                             | 44                   | 19                     | -7                                | -52                    |  | -26   | -26                                  | Premises Licences Annual Fees Received earlier than budgetted, expected incomes exceeding current budget. Underspend on Salary Due to partial vacancy.                         |
| Parks - Greensand Commons Project            | 0                    | 0                      | 31                                | 31                     |  |   | 0                                    | Externally funded project. Spend will be reclaimed.  |
| Parks and Recreation Grounds                 | 108                  | 108                    | 40                                | -68                    |  |   | 0                                    | KCC Grant received will be spent by year end.  |
| Parks - Rural                                | 134                  | 134                    | 177                               | 44                     |  |   | 0                                    | Income from coppiced timber sales due later in the year.   |
| Refuse Collection                            | 2,451                | 2,401                  | 2,389                             | -62                    |  | -50   | -50                                  | Previously contracted service emptying paper/card banks covered by in house staff. Offsets overspends elsewhere.   |
| Administrative Expenses - Direct Services    | 0                    | 0                      | 12                                | 12                     |  |   | 0                                    | Overspend against profile on training and staff advertising relating to the restructure.   |
| Street Cleansing                             | 1,283                | 1,250                  | 1,296                             | 13                     |  | -33   | -33                                  | Binrastructure Grant received ahead of spend. Salaries underspent.   |
| Support - Central Offices                    | 442                  | 442                    | 428                               | -13                    |  |   | 0                                    | Spend currently behind profile. Planned works mean there is no variance projected at year end.   |
| Support - Central Offices - Facilities       | 223                  | 187                    | 178                               | -44                    |  | -35   | -35                                  | Underspend due to reduction in staffing and overtime costs.  |
| Support - General Admin (Post/Scanning)      | 181                  | 191                    | 184                               | 3                      |  | 10  | 10                                   | Forecast overspend on central postage to be reviewed in line with service postage budgets, partly offset by underspend due to staff restructure                                |

|                                 | Budget to Date £'000  | Forecast Outturn £'000 | Actual to end of January 22 £'000 | Variance to date £'000 | Annual Forecast Variance due to COVID-19 £'000 | Annual Forecast Variance due to other factors £'000 | Total Annual Forecast Variance £'000 | Explanation for year end variances greater than £10k  |
|---------------------------------|---|------------------------|-----------------------------------|------------------------|--|---|--------------------------------------|---|
| Cleaner and Greener             |   |                        |                                   |                        |  |   |                                      |   |
| Support - Direct Services       | 39  | 68                     | 71                                | 32                     |  | 29  | 29                                   | Overspend against profile on training and staff advertising relating to the restructure.  |
| Direct Services Trading account | -506  | 94                     | 313                               | 819                    | 640  | -40   | 600                                  | <p>There is currently an overspend on agency staff in this area, and although a project team has now bought forward a recruitment drive to reduce this, which came into effect from November 2021 the winter period of staff absences has regrettably increased agency staff use. This situation is made considerably worse by the accumulation of outstanding leave during the pandemic. Agency staff use is required in order to maintain service levels to cover the general service, but also to deal with the huge increase on collected weights, which stands at around a 20% increase on last year, as well as leave and sickness. Due to the ageing fleet and lack of the substantial replacement of vehicles there have been multiple breakdowns resulting in substantial additional hire and repair costs to maintain the service and fleet. The forecast for this is an overspend for £150,000. As the pressures build on services due to the pandemic this situation may change for the worse, but will be kept under review.</p> <p>There is ongoing work on estimation for commercial income at the depot, initial focus has been undertaken on commercial waste. This will enable a greater focus on building up new customers later in the year. It is currently anticipated that despite the positive work carried out by the Business Development Team there will be a shortfall in income targets of around £240,000 due to the pandemic.</p> <p>To help mitigate this worsening situation we have instigated tight budget management, putting off planned larger spends and reviewing projects that can be delayed, while only ordering basic service requirements. We are also looking at the option of moving staff from other service areas to support waste collection to reduce agency spend, although this would result in the reduction and/or suspension of some service areas.</p> |
| Taxis                           | 9   | 24                     | 5                                 | -4                     |  | 14  | 14                                   | Under Recovery of fees compared to budget. Underspend on Salary Due to partial vacancy.   |
| Future Issues/Risk Areas        | Covid-19 continues to have a potential impact on income levels and expenditure. |                        |                                   |                        |  |   |                                      |   |

|   | Budget to Date £'000 | Forecast<br>Outturn<br>£'000 | Actual to<br>January 22<br>21 £'000 | Variance<br>to date<br>£'000 | Annual<br>Forecast<br>Variance<br>due to<br>COVID-19<br>£'000 | Annual<br>Forecast<br>Variance due<br>to other<br>factors £'000 | Total<br>Annual<br>Forecast<br>Variance<br>£'000 | Explanation for year end variances greater than £10k   |
|---|----------------------|------------------------------|-------------------------------------|------------------------------|---|---|--|--|
| <b>Housing and Health</b>                     |                      |                              |                                     |                              |   |   |  |  |
| Contain Outbreak Management Fund 2021/22      | 0                    | 0                            | -107                                | -107                         |   |   |  | External grant funding received in advance mainly to support vulnerable groups.  |
| Domestic Abuse Duty                           | 0                    | 0                            | -24                                 | -24                          |   |   |  | External funding received in advance from Kent County Council towards Domestic Abuse Housing Co-ordinator post. Funding to be spent by 31/3/22 and awaiting to hear whether funding will be extended into 2022/23.   |
| Homeless                                      | 349                  | 649                          | 657                                 | 308                          |   | 300   |  | Lack of affordable move on and social/rented accommodation in the district is preventing move on from temporary and emergency accommodation. Housing Benefit reclaims for the period are pending. Block accommodation bookings are now secured at more competitive rates. Additional staffing costs incurred as a result of external funding not yet drawn down. |
| Housing Clinically Extremely Vulnerable 21/22 | 0                    | 0                            | -76                                 | -76                          |   |   |  | External funding for fixed term One You Plus Officer, which is currently vacant. Due to funding restrictions, the funding will be reallocated to the voluntary sector to provide the One You Plus service.   |
| Kent Housing Group Grant                      | 0                    | 0                            | -126                                | -126                         |   |   |  | Monies received in advance from Kent Housing Group to support private rented sector arrears.   |
| Housing                                       | 151                  | 151                          | 129                                 | -22                          |   |   |  | Staff underspend relating to vacant Housing Strategy Manager and Housing Team Leader posts (now recruited to). Citizens Advice SLA now signed and funding released. Housing Strategy phased consultancy costs remain outstanding.  |
| Housing Pathway Co-ordinator                  | 0                    | 0                            | 12                                  | 12                           |   |   |  | External funding received from MHCLG towards Rough Sleeper Initiative. Position now recruited to. Funding yet to be drawn down.  |
| Housing Energy Retraining Options (HERO)      | 110                  | 110                          | 54                                  | -55                          |   |   |  | Staff underspend due to vacant HERO Officer post. The post is currently in the process of being recruited to.  |
| KCC Household Support Fund                    | 0                    | 0                            | 23                                  | 23                           |   |   |  | External funding received from Kent County Council, which is paid in arrears in two tranches and supports winter warmth, fuel and food costs over the Winter period. An element of this funding will contribute to homeless overspend.   |
| KCC Helping Hands                             | 0                    | 0                            | -45                                 | -45                          |   |   |  | External funding received in advance from Kent County Council towards COVID-19 Digital Inclusion project being led by Housing team.  |
| Private Sector Housing                        | 237                  | 237                          | 224                                 | -13                          |   |   |  | Underspend on salaries due to Private Sector Housing Officer vacancy, which is now filled.   |
| Rough Sleepers Initiative (4)                 | 0                    | 0                            | -129                                | -129                         |   |   |  | External funding received in advance from MHCLG towards Rough Sleeper Initiative 4.  |
| One You KPH                                   | -20                  | -20                          | -4                                  | 16                           |   |   |  | External funding received from Kent Public Health - planned overspend for shared Support Officer post.   |
| One You Health Checks                         | 18                   | 18                           | -15                                 | -33                          |   |   |  | External funding for Kent Housing Group Housing and Health Project Officer hosted by SDC.  |
| Homelessness Funding                          | -412                 | -412                         | -390                                | 21                           |   |   |  | Funding to be drawn down for homeless prevention funded staffing posts.  |
| KCC Specialist Weight Management              | 0                    | 0                            | -33                                 | -33                          |   |   |  | Health funding received in advance to support BAME community health interventions. Post currently being recruited to.  |
| Future Issues/Risk Areas                      |                      |                              |                                     |                              |   |   |  | Ongoing Temporary Accommodation costs within the district due to increases in homelessness. Recruitment to vacant posts being completed, all Covid-19 placements ended on 30 June 2021 and a TA Charging Policy to come into effect from October.  |

| Improvement and Innovation           | Budget to Date £'000  | Forecast Outturn £'000 | Actual to January 22 £'000 | Variance to date £'000 | Annual Forecast Variance due to COVID-19 £'000 | Annual Forecast Variance due to other factors £'000 | Total Annual Forecast Variance £'000 | Explanation for year end variances greater than £10k (starred items)  |
|--------------------------------------|---|------------------------|----------------------------|------------------------|--|---|--------------------------------------|---|
| Asset Maintenance IT                 | 246   | 246                    | 611                        | 365                    |  |   | 0                                    | Spend as per Asset Maintenance Plan.  |
| Corporate Management                 | 868   | 792                    | 783                        | -84                    |  | -76   | -76                                  | It is currently forecast that there will be an underspend within the Corporate Management budget for this year, which includes a revised salary budget and lower expenditure on bought-in services.   |
| Corporate Projects                   | 59  | 34                     | 37                         | -22                    |  | -25   | -25                                  | Current salary underspend to be offset by overspend elsewhere.  |
| Corporate - Other                    | 50  | 30                     | 0                          | -50                    |  | -20   | -20                                  | An underspend is forecast on spending on responding to legislation and savings generated from vacant posts is expected to exceed the budget level.  |
| Democratic Services                  | 140   | 116                    | 114                        | -25                    |  | -24   | -24                                  | Underspend due to staffing turnover.  |
| Economic Development                 | 30  | 37                     | 63                         | 33                     |  | 7   | 7                                    | Place campaign to be funded from reserves.  |
| Economic Development Property        | 495   | 495                    | 453                        | -42                    |  |   | 0                                    | Salary underspend due to vacancies now filled. Agency staffing cover required will offset this by year end. Grant funding to be spent.  |
| Elections                            | 111   | 111                    | 270                        | 159                    |  |   | 0                                    | The current overspend is due to income outstanding relating to the PCC, KCC and District Elections and the additional costs of unscheduled District by-elections. PCC and KCC accounts have been submitted to the County Council and the government's Elections Claims Unit, but are unlikely to be settled during this financial year.                       |
| External Communications              | 194   | 184                    | 172                        | -22                    |  | -10   | -10                                  | Year-end variance forecast as expenditure on website support lower than budgeted amount for this year.  |
| Land Charges                         | -98   | -78                    | -84                        | 14                     |  | 20  | 20                                   | Annual variances due to enforcement income not in line with budgeted expectation as highlighted in high level commentary at the beginning of the year. Current fee recovery levels are highly variable as a result of COVID impact affecting court availability. These levels are expected to rise but are likely to remain under normals levels by year end. |
| Members                              | 393   | 348                    | 353                        | -40                    |  | -45   | -45                                  | Members allowances lower than budgeted levels due to changes in roles as only one Special Responsibility Allowance is payable. Also reduced expenditure on travel and training.   |
| Register of Electors                 | 179   | 179                    | 159                        | -19                    |  |   | 0                                    | Delay in the receipt of invoices from suppliers has created the current underspend. The underspend will reduce as these are paid in the coming weeks.   |
| Administrative Expenses - Human Reso | 8   | 21                     | 20                         | 12                     |  | 14  | 14                                   | Forecast overspend due to external advice costs.  |
| Support - Contact Centre             | 712   | 667                    | 652                        | -60                    |  | -45   | -45                                  | Current underspend due to staffing changes currently under review.  |
| Support - General Admin (Print Shop) | -27   | 28                     | -8                         | 19                     |  | 55  | 55                                   | Highlighted as a financial risk throughout this year, income from external customers is below the budgeted level for this financial year as events and other activities continue to be impacted by the Covid pandemic.  |
| Support - Human Resources            | 344   | 362                    | 352                        | 8                      |  | 18  | 18                                   | One off expenditure on South East Employer Annual Membership and upfront Payroll Consultancy Payment.   |
| Future Issues/Risk Areas             | <p>IT Asset Maintenance spend as per 10 year plan resulting in draw down from reserves in current year.</p> <p>Lower income for Print Studio services from both internal and external customers.</p> <p>Costs of unscheduled District Council by-elections.</p> |                        |                            |                        |  |   |                                      |   |

|                            | Budget to Date £'000 | Forecast<br>Outturn<br>£'000 | Actual to<br>January 22<br>£'000 | Variance to<br>date £'000 | Annual<br>Forecast<br>Variance due<br>to COVID-19<br>£'000 | Annual<br>Forecast<br>Variance due to<br>other factors<br>£'000 | Total<br>Annual<br>Forecast<br>Variance<br>£'000 | Explanation for year end variances greater than £10k (starred items) |
|----------------------------|----------------------|------------------------------|----------------------------------|---------------------------|--|---|--|--|
| Improvement and Innovation |                      |                              |                                  |                           |  |   |  |  |

| Position as at the end of January 22  | Y-T-D<br>Actual £'000 | Annual<br>Budget<br>£'000 | Annual<br>Forecast<br>(including<br>Accruals)<br>£'000 | Annual<br>Variance<br>£'000 | Annual<br>Variance % |
|---|-----------------------|---------------------------|--|-----------------------------|----------------------|
| People and Places   | 356                   | 591                       | 555  | (35)                        | (6.0)                |
| Development and Conservation  | 812                   | 886                       | 842  | (44)                        | (5.0)                |
| Finance and Investments   | 3,442                 | 3,074                     | 2,319  | (755)                       | (24.5)               |
| Cleaner and Greener   | 4,949                 | 5,641                     | 6,091  | 450                         | 8.0                  |
| Housing and Health  | 252                   | 988                       | 1,285  | 298                         | 30.2                 |
| Improvement and Innovation  | 5,134                 | 5,835                     | 5,704  | (131)                       | (2.2)                |
| <b>Services Total</b>   | <b>14,944</b>         | <b>17,015</b>             | <b>16,797</b>  | <b>(218)</b>                | <b>(1.3)</b>         |
| Adjustments to Reconcile to amount to be met from reserves: Capital Charges outside the General Fund  | (50)                  | (60)                      | (60)   | 0                           | 0.0                  |
| Adjustments to Reconcile to amount to be met from reserves: Support Services outside the General Fund | (144)                 | (172)                     | (172)  | 0                           | 0.0                  |
| Redundancy Costs  | 80                    | 0                         | 0  |                             | -                    |
| <b>NET SERVICE EXPENDITURE</b>  | <b>14,832</b>         | <b>16,783</b>             | <b>16,565</b>  | <b>(218)</b>                | <b>(1.3)</b>         |
| New Homes Bonus   | (963)                 | (1,155)                   | (1,155)  | 0                           | 0.0                  |
| Retained Business Rates   | (1,818)               | (2,182)                   | (2,467)  | (285)                       | (13.1)               |
| Council Tax   | (9,536)               | (11,443)                  | (11,443)   | 0                           | (0.0)                |
| Contribution from Collection Fund   | 14                    | 17                        | 17   | 0                           | 0.0                  |
| Local Council Tax Support (LCTS)  | (245)                 | (245)                     | (245)  | 0                           |                      |
| Lower Tier Services Grant   | (69)                  | (98)                      | (98)   |                             |                      |
| <b>Summary excluding Investment Income</b>  | <b>2,215</b>          | <b>1,677</b>              | <b>1,174</b>   | <b>(503)</b>                | <b>(30.0)</b>        |

|  |              |            |              |              |                |
|--|--------------|------------|--------------|--------------|----------------|
| Investment Property Income               | (1,194)      | (1,372)    | (1,323)      | 49           | 3.6            |
| Interest Receipts                        | (25)         | (188)      | (25)         | 163          | (86.7)         |
| <b>OVERALL TOTAL</b>                     | <b>996</b>   | <b>117</b> | <b>(174)</b> | <b>(291)</b> | <b>(249.3)</b> |
| Planned Appropriation to/(from) Reserves | (1,346)      | (1,615)    | (1,615)      | 0            |                |
| Other Reserve Movements                  | 0            | 1,498      | 1,783        | 285          |                |
| Supplementary Estimates                  | 0            | 0          | 0            | 0            |                |
| <b>(Surplus)/Deficit</b>                 | <b>(351)</b> | <b>(0)</b> | <b>(6)</b>   | <b>(6)</b>   |                |

Agenda Item 7

## Appendix B : Summary by Service

| Position as at the end of January 22         | Y-T-D<br>Actual<br>£'000 | Budget<br>to Date<br>£'000 | Variance<br>£'000 | Annual<br>Budget<br>£'000 | Annual<br>Forecast<br>(including<br>Accruals)<br>£'000 | Forecast<br>Annual<br>Variance<br>£'000 |
|--|--------------------------|----------------------------|-------------------|---------------------------|--|---|
| <b>People &amp; Places SDC Funded</b>        | £'000                    | £'000                      | £'000             | £'000                     | £'000  | £'000                                   |
| All Weather Pitch                            | (4)                      | (4)                        | (0)               | (5)                       | (5)  | -                                       |
| Community Safety                             | 126                      | 134                        | (8)               | 160                       | 160  | -                                       |
| Community Development Service Provisions     | (6)                      | (6)                        | -                 | (6)                       | (6)  | -                                       |
| The Community Plan                           | 14                       | 18                         | (3)               | 21                        | 17   | (4)                                     |
| Grants to Organisations                      | 175                      | 180                        | (5)               | 185                       | 181  | (4)                                     |
| Leisure Contract                             | 33                       | 73                         | (40)              | 112                       | 85   | (27)                                    |
| Leisure Development                          | 10                       | 21                         | (11)              | 21                        | 21   | -                                       |
| Admin Expenses - People & Places Communities | 21                       | 16                         | 5                 | 22                        | 22   | -                                       |
| Tourism                                      | (153)                    | 27                         | (181)             | 30                        | 30   | -                                       |
| West Kent Partnership                        | (2)                      | (5)                        | 3                 | -                         | -  | -                                       |
| Youth  | 27                       | 41                         | (15)              | 50                        | 50   | -                                       |
| <b>Total People &amp; Places SDC Funded</b>  | <b>241</b>               | <b>495</b>                 | <b>(254)</b>      | <b>591</b>                | <b>555</b>   | <b>(35)</b>                             |
| <b>People &amp; Places Externally Funded</b> | £'000                    | £'000                      | £'000             | £'000                     | £'000  | £'000                                   |
| Practical Support Self-Isolating COVID 19    | (6)                      | -                          | (6)               | -                         | -  | -                                       |
| Compliance & Enforcement                     | (1)                      | -                          | (1)               | -                         | -  | -                                       |
| Contain Outbreak Management Fund 2021/22     | 86                       | -                          | 86                | -                         | -  | -                                       |
| Local Strategic Partnership                  | 15                       | -                          | 15                | -                         | -  | -                                       |
| Partnership - Home Office                    | 2                        | (0)                        | 2                 | -                         | -  | -                                       |
| Police & Crime Commissioners (PCCs)          | 1                        | -                          | 1                 | -                         | -  | -                                       |
| Community Sports Activation Fund             | (10)                     | -                          | (10)              | -                         | -  | -                                       |
| Sportivate Inclusive Archery Project         | 0                        | -                          | 0                 | -                         | -  | -                                       |
| West Kent Business Rates Retention           | 5                        | -                          | 5                 | -                         | -  | -                                       |
| West Kent Enterprise Advisor Network         | 45                       | 8                          | 37                | -                         | -  | -                                       |
| West Kent Kick Start                         | (23)                     | -                          | (23)              | -                         | -  | -                                       |

| Position as at the end of January 22                 | Y-T-D<br>Actual<br>£'000 | Budget<br>to Date<br>£'000 | Variance<br>£'000 | Annual<br>Budget<br>£'000 | Annual<br>Forecast<br>(including<br>Accruals)<br>£'000 | Forecast<br>Annual<br>Variance<br>£'000 |
|--|--------------------------|----------------------------|-------------------|---------------------------|--|---|
| West Kent Partnership Business Support               | 1                        | -                          | 1                 | -                         | -  | -                                       |
| People & Places Externally Funded                    | 115                      | 8                          | 107               | -                         | -  | -                                       |
| <b>Total People &amp; Places</b>                     | <b>356</b>               | <b>503</b>                 | <b>(147)</b>      | <b>591</b>                | <b>555</b>   | <b>(35)</b>                             |
| <b>Development and Conservation</b>                  | <b>£'000</b>             | <b>£'000</b>               | <b>£'000</b>      | <b>£'000</b>              | <b>£'000</b>   | <b>£'000</b>                            |
| Building Control Partnership Members                 | (0)                      | -                          | (0)               | -                         | -  | -                                       |
| Building Control Partnership Hub (SDC Costs)         | 0                        | -                          | 0                 | -                         | -  | -                                       |
| Building Control                                     | (156)                    | (108)                      | (48)              | (130)                     | (161)  | (31)                                    |
| Conservation   | 120                      | 105                        | 15                | 120                       | 120  | -                                       |
| Dangerous Structures                                 | -                        | 2                          | (2)               | 3                         | 3  | -                                       |
| Planning Policy                                      | 374                      | 345                        | 29                | 483                       | 487  | 5                                       |
| LDF Expenditure                                      | 35                       | -                          | 35                | -                         | -  | -                                       |
| Planning - Appeals                                   | 236                      | 173                        | 63                | 202                       | 245  | 43                                      |
| Planning - CIL Administration                        | (50)                     | (22)                       | (28)              | (66)                      | (100)  | (34)                                    |
| Planning - Counter                                   | (1)                      | (5)                        | 4                 | (6)                       | (6)  | -                                       |
| Planning - Development Management                    | (28)                     | (82)                       | 55                | (69)                      | (121)  | (52)                                    |
| Planning - Enforcement                               | 301                      | 238                        | 64                | 289                       | 314  | 25                                      |
| Planning Performance Agreement                       | 31                       | -                          | 31                | -                         | -  | -                                       |
| Planning - Development Management - Software Project | (150)                    | -                          | (150)             | -                         | -  | -                                       |
| Administrative Expenses - Building Control           | (1)                      | 10                         | (11)              | 12                        | 12   | -                                       |
| Administrative Expenses - Planning Services          | 99                       | 34                         | 65                | 49                        | 49   | -                                       |
| <b>Total Development and Conservation</b>            | <b>812</b>               | <b>691</b>                 | <b>121</b>        | <b>886</b>                | <b>842</b>   | <b>(44)</b>                             |
| <b>Finance and Investments</b>                       | <b>£'000</b>             | <b>£'000</b>               | <b>£'000</b>      | <b>£'000</b>              | <b>£'000</b>   | <b>£'000</b>                            |
| Asset Maintenance CCTV                               | 9                        | 15                         | (6)               | 18                        | 9  | (9)                                     |
| Asset Maintenance Countryside                        | 2                        | 7                          | (5)               | 9                         | 2  | (7)                                     |

| Position as at the end of January 22            | Y-T-D Actual<br>£'000 | Budget to Date<br>£'000 | Variance<br>£'000 | Annual Budget<br>£'000 | Annual Forecast<br>(including Accruals)<br>£'000 | Forecast Annual<br>Variance<br>£'000 |
|---|-----------------------|-------------------------|-------------------|------------------------|--|--------------------------------------|
| Asset Maintenance Direct Services               | 95                    | 35                      | 61                | 42                     | 95   | 53                                   |
| Asset Maintenance Playgrounds                   | 4                     | 13                      | (9)               | 16                     | 4  | (12)                                 |
| Asset Maintenance Public Toilets                | 0                     | 13                      | (13)              | 16                     | 1  | (15)                                 |
| Benefits Admin                                  | (77)                  | 206                     | (283)             | 141                    | (73)   | (214)                                |
| Benefits Grants                                 | (23)                  | (21)                    | (2)               | (25)                   | (25)   | -                                    |
| Corporate Management                            | 1                     | -                       | 1                 | -                      | -  | -                                    |
| Dartford Rev&Ben Partnership Hub (SDC costs)    | 1,457                 | 1,683                   | (226)             | -                      | -  | -                                    |
| Dartford Audit Partnership Hub (SDC Costs)      | 166                   | 188                     | (22)              | -                      | -  | -                                    |
| Housing Advances                                | -                     | 1                       | (1)               | 1                      | 1  | -                                    |
| Local Tax                                       | (156)                 | (99)                    | (57)              | (85)                   | 61   | 146                                  |
| Misc. Finance                                   | 786                   | 1,224                   | (437)             | 1,580                  | 865  | (715)                                |
| Administrative Expenses - Chief Executive       | 3                     | 11                      | (8)               | 20                     | 20   | -                                    |
| Administrative Expenses - Finance               | 46                    | 19                      | 27                | 26                     | 46   | 20                                   |
| Administrative Expenses - Revenues and Benefits | 0                     | -                       | 0                 | -                      | -  | -                                    |
| Administrative Expenses - Strategic Property    | 6                     | -                       | 6                 | -                      | -  | -                                    |
| Support - Rev & Ben Control                     | 186                   | 186                     | -                 | 224                    | 224  | -                                    |
| Support - Counter Fraud                         | 43                    | 43                      | 0                 | 52                     | 52   | -                                    |
| Support - Audit Function                        | 168                   | 159                     | 8                 | 187                    | 187  | -                                    |
| Support - Exchequer and Procurement             | 148                   | 133                     | 15                | 158                    | 168  | 10                                   |
| Support - Finance Function                      | 204                   | 213                     | (9)               | 256                    | 246  | (10)                                 |
| Support - Legal Function                        | 193                   | 215                     | (22)              | 259                    | 249  | (9)                                  |
| Support - Procurement                           | 7                     | 5                       | 1                 | 7                      | 7  | -                                    |
| Support - Property Function                     | 47                    | 43                      | 4                 | 52                     | 52   | -                                    |
| Treasury Management                             | 126                   | 100                     | 26                | 123                    | 130  | 7                                    |
| <b>Total Finance and Investments</b>            | <b>3,442</b>          | <b>4,395</b>            | <b>(952)</b>      | <b>3,074</b>           | <b>2,319</b>                                     | <b>(755)</b>                         |
| <b>Cleaner and Greener</b>                      | <b>£'000</b>          | <b>£'000</b>            | <b>£'000</b>      | <b>£'000</b>           | <b>£'000</b>                                     | <b>£'000</b>                         |
| Asset Maintenance Argyle Road                   | 24                    | 66                      | (41)              | 79                     | 54   | (25)                                 |

| Position as at the end of January 22         | Y-T-D<br>Actual<br>£'000 | Budget<br>to Date<br>£'000 | Variance<br>£'000 | Annual<br>Budget<br>£'000 | Annual<br>Forecast<br>(including<br>Accruals)<br>£'000 | Forecast<br>Annual<br>Variance<br>£'000 |
|--|--------------------------|----------------------------|-------------------|---------------------------|--|---|
| Asset Maintenance Other Corporate Properties | 55                       | 29                         | 26                | 35                        | 55   | 20                                      |
| Asset Maintenance Hever Road                 | 49                       | 33                         | 16                | 40                        | 50   | 10                                      |
| Asset Maintenance Leisure                    | 235                      | 158                        | 77                | 190                       | 235  | 45                                      |
| Asset Maintenance Support & Salaries         | 45                       | 76                         | (31)              | 138                       | 108  | (30)                                    |
| Asset Maintenance Sewage Treatment Plants    | 0                        | 8                          | (7)               | 9                         | 9  | -                                       |
| Bus Station                                  | 11                       | 8                          | 3                 | 8                         | 8  | -                                       |
| Car Parks                                    | (990)                    | (1,239)                    | 249               | (1,198)                   | (1,198)  | -                                       |
| CCTV   | 247                      | 199                        | 47                | 262                       | 262  | -                                       |
| Civil Protection                             | 32                       | 42                         | (10)              | 49                        | 38   | (11)                                    |
| Dartford Environmental Hub (SDC Costs)       | (0)                      | (0)                        | (0)               | -                         | -  | -                                       |
| Car Parking - On Street                      | (230)                    | (247)                      | 17                | (245)                     | (245)  | -                                       |
| EH Commercial                                | 231                      | 255                        | (24)              | 304                       | 304  | 0                                       |
| EH Animal Control                            | 12                       | 17                         | (4)               | 22                        | 29   | 6                                       |
| EH Environmental Protection                  | 282                      | 285                        | (3)               | 346                       | 346  | (0)                                     |
| Emergency                                    | 57                       | 68                         | (10)              | 81                        | 69   | (12)                                    |
| Parking Enforcement - Tandridge DC           | (192)                    | (22)                       | (171)             | (39)                      | (39)   | -                                       |
| Estates Management - Buildings               | (40)                     | 11                         | (52)              | (16)                      | (30)   | (14)                                    |
| Estates Management - Grounds                 | 122                      | 104                        | 18                | 125                       | 135  | 10                                      |
| Housing Other Income                         | (13)                     | (12)                       | (2)               | (14)                      | (14)   | -                                       |
| Housing Premises                             | (8)                      | 9                          | (16)              | 16                        | 0  | (16)                                    |
| Kent Resource Partnership                    | 5                        | (56)                       | 61                | -                         | -  | -                                       |
| Licensing Partnership Hub (Trading)          | 8                        | 19                         | (11)              | -                         | (4)  | (4)                                     |
| Licensing Partnership Members                | -                        | -                          | -                 | -                         | -  | -                                       |
| Licensing Regime                             | (7)                      | 44                         | (52)              | 44                        | 18   | (26)                                    |
| Asset Maintenance Operatives                 | 12                       | 4                          | 8                 | 5                         | 5  | -                                       |
| Markets                                      | (194)                    | (184)                      | (10)              | (217)                     | (247)  | (30)                                    |
| Decarbonisation Fund Net ZERO 2030           | 0                        | -                          | 0                 | -                         | -  | -                                       |
| Parks - Greensand Commons Project            | 31                       | -                          | 31                | -                         | -  | -                                       |
| Parks and Recreation Grounds                 | 40                       | 108                        | (68)              | 132                       | 132  | -                                       |

| Position as at the end of January 22          | Y-T-D Actual<br>£'000 | Budget to Date<br>£'000 | Variance<br>£'000 | Annual Budget<br>£'000 | Annual Forecast<br>(including Accruals)<br>£'000 | Forecast Annual<br>Variance<br>£'000 |
|---|-----------------------|-------------------------|-------------------|------------------------|--|--------------------------------------|
| Parks - Rural                                 | 177                   | 134                     | 44                | 165                    | 165  | -                                    |
| Public Transport Support                      | -                     | 0                       | (0)               | 0                      | 0  | -                                    |
| Refuse Collection                             | 2,389                 | 2,451                   | (62)              | 2,913                  | 2,863  | (50)                                 |
| Administrative Expenses - Direct Services     | 12                    | 0                       | 12                | -                      | -  | -                                    |
| Administrative Expenses - Health              | 13                    | 4                       | 10                | 5                      | 5  | -                                    |
| Administrative Expenses - Licensing           | 0                     | 5                       | (5)               | 7                      | 7  | -                                    |
| Administrative Expenses - Property            | 9                     | 3                       | 6                 | 3                      | 3  | -                                    |
| Administrative Expenses - Transport           | 4                     | 5                       | (1)               | 7                      | 7  | -                                    |
| Street Cleansing                              | 1,296                 | 1,283                   | 13                | 1,539                  | 1,506  | (33)                                 |
| Support - Central Offices                     | 428                   | 442                     | (13)              | 483                    | 483  | -                                    |
| Support - Central Offices - Facilities        | 178                   | 223                     | (44)              | 279                    | 243  | (35)                                 |
| Support - General Admin                       | -                     | 4                       | (4)               | 5                      | 0  | (5)                                  |
| Support - General Admin (Post/Scanning)       | 184                   | 181                     | 3                 | 219                    | 229  | 10                                   |
| Support - Health and Safety                   | 0                     | 6                       | (6)               | 8                      | 4  | (4)                                  |
| Support - Direct Services                     | 71                    | 39                      | 32                | 50                     | 79   | 29                                   |
| Direct Services Trading account               | 313                   | (506)                   | 819               | (253)                  | 347  | 600                                  |
| Taxis   | 5                     | 9                       | (4)               | 11                     | 26   | 14                                   |
| Public Conveniences                           | 43                    | 40                      | 3                 | 47                     | 47   | -                                    |
| <b>Total Cleaner and Greener</b>              | <b>4,949</b>          | <b>4,106</b>            | <b>843</b>        | <b>5,641</b>           | <b>6,091</b>                                     | <b>450</b>                           |
| <b>Housing and Health</b>                     | <b>£'000</b>          | <b>£'000</b>            | <b>£'000</b>      | <b>£'000</b>           | <b>£'000</b>                                     | <b>£'000</b>                         |
| Contain Outbreak Management Fund 2021/22      | (107)                 | -                       | (107)             | -                      | -  | -                                    |
| Domestic Abuse Duty                           | (24)                  | -                       | (24)              | -                      | -  | -                                    |
| Gypsy Sites                                   | (7)                   | (9)                     | 3                 | (10)                   | (10)   | -                                    |
| Health Improvements                           | 38                    | 40                      | (2)               | 48                     | 46   | (2)                                  |
| Homeless                                      | 657                   | 349                     | 308               | 429                    | 729  | 300                                  |
| Housing Clinically Extremely Vulnerable 21/22 | (76)                  | -                       | (76)              | -                      | -  | -                                    |
| Housing Register                              | 25                    | 31                      | (5)               | 37                     | 37   | -                                    |

| Position as at the end of January 22     | Y-T-D Actual<br>£'000 | Budget to Date<br>£'000 | Variance<br>£'000 | Annual Budget<br>£'000 | Annual Forecast<br>(including Accruals)<br>£'000 | Forecast Annual<br>Variance<br>£'000 |
|--|-----------------------|-------------------------|-------------------|------------------------|--|--------------------------------------|
| Kent Housing Group Grant                 | (126)                 | -                       | (126)             | -                      | -  | -                                    |
| Disabled Facilities Grant Administration | -                     | -                       | -                 | (50)                   | (50)   | -                                    |
| Housing                                  | 129                   | 151                     | (22)              | 186                    | 186  | -                                    |
| Housing Initiatives                      | 47                    | 46                      | 1                 | 55                     | 55   | -                                    |
| Next Steps Accommodation Programme       | (0)                   | -                       | (0)               | -                      | -  | -                                    |
| Housing Pathway Co-ordinator             | 12                    | -                       | 12                | -                      | -  | -                                    |
| Homelessness Prevention                  | (5)                   | -                       | (5)               | -                      | -  | -                                    |
| Needs and Stock Surveys                  | 0                     | -                       | 0                 | -                      | -  | -                                    |
| Housing Energy Retraining Options (HERO) | 54                    | 110                     | (55)              | 130                    | 130  | -                                    |
| KCC- Household Support Fund              | 23                    | -                       | 23                | -                      | -  | -                                    |
| KCC Helping Hands                        | (45)                  | -                       | (45)              | -                      | -  | -                                    |
| Private Sector Housing                   | 224                   | 237                     | (13)              | 284                    | 284  | -                                    |
| Rough Sleepers Initiative (4)            | (129)                 | -                       | (129)             | -                      | -  | -                                    |
| Admin Expenses - People & Places Housing | 9                     | -                       | 9                 | -                      | -  | -                                    |
| One You - Your Home Project              | 0                     | -                       | 0                 | -                      | -  | -                                    |
| One You KPH                              | (4)                   | (20)                    | 16                | -                      | -  | -                                    |
| One You Health Checks                    | (15)                  | 18                      | (33)              | -                      | -  | -                                    |
| Homelessness Funding                     | (390)                 | (412)                   | 21                | (122)                  | (122)  | -                                    |
| PCT Initiatives                          | (7)                   | -                       | (7)               | -                      | -  | -                                    |
| KCC Specialist Weight Management         | (33)                  | -                       | (33)              | -                      | -  | -                                    |
| <b>Total Housing and Health</b>          | <b>252</b>            | <b>540</b>              | <b>(289)</b>      | <b>988</b>             | <b>1,285</b>                                     | <b>298</b>                           |
| <b>Improvement and Innovation</b>        | <b>£'000</b>          | <b>£'000</b>            | <b>£'000</b>      | <b>£'000</b>           | <b>£'000</b>                                     | <b>£'000</b>                         |
| Action and Development                   | 4                     | 7                       | (3)               | 8                      | 8  | -                                    |
| Asset Maintenance IT                     | 611                   | 246                     | 365               | 296                    | 296  | -                                    |
| Civic Expenses                           | 16                    | 17                      | (1)               | 17                     | 17   | -                                    |
| Consultation and Surveys                 | 10                    | -                       | 10                | 4                      | 9  | 5                                    |
| Corporate Management                     | 783                   | 868                     | (84)              | 1,146                  | 1,070  | (76)                                 |

| Position as at the end of January 22                  | Y-T-D Actual<br>£'000 | Budget to Date<br>£'000 | Variance<br>£'000 | Annual Budget<br>£'000 | Annual Forecast<br>(including Accruals)<br>£'000 | Forecast Annual<br>Variance<br>£'000 |
|---|-----------------------|-------------------------|-------------------|------------------------|--|--------------------------------------|
| Corporate Projects                                    | 37                    | 59                      | (22)              | 71                     | 46   | (25)                                 |
| Corporate - Other                                     | -                     | 50                      | (50)              | 175                    | 155  | (20)                                 |
| Democratic Services                                   | 114                   | 140                     | (25)              | 167                    | 143  | (24)                                 |
| Economic Development                                  | 63                    | 30                      | 33                | 38                     | 45   | 7                                    |
| Economic Development Property                         | 453                   | 495                     | (42)              | 442                    | 442  | -                                    |
| Elections   | 270                   | 111                     | 159               | 125                    | 125  | -                                    |
| External Communications                               | 172                   | 194                     | (22)              | 222                    | 212  | (10)                                 |
| Land Charges  | (84)                  | (98)                    | 14                | (118)                  | (98)   | 20                                   |
| Members   | 353                   | 393                     | (40)              | 473                    | 428  | (45)                                 |
| Performance Improvement                               | 8                     | 7                       | 1                 | (0)                    | (0)  | -                                    |
| Register of Electors                                  | 159                   | 179                     | (19)              | 204                    | 204  | -                                    |
| Administrative Expenses - Corporate Services          | 18                    | 18                      | 1                 | 23                     | 23   | -                                    |
| Administrative Expenses - Legal and Democratic        | 61                    | 63                      | (3)               | 72                     | 68   | (4)                                  |
| Administrative Expenses - Transformation and Strategy | 3                     | 4                       | (1)               | 5                      | 5  | -                                    |
| Administrative Expenses - Human Resources             | 20                    | 8                       | 12                | 9                      | 23   | 14                                   |
| Street Naming   | 1                     | 1                       | (0)               | 2                      | 2  | -                                    |
| Support - Contact Centre                              | 652                   | 712                     | (60)              | 855                    | 810  | (45)                                 |
| Support - General Admin                               | 12                    | 15                      | (4)               | 178                    | 178  | -                                    |
| Support - General Admin (Print Shop)                  | (8)                   | (27)                    | 19                | (49)                   | 6  | 55                                   |
| Support - IT  | 1,052                 | 1,051                   | 0                 | 1,071                  | 1,071  | -                                    |
| Support - Local Offices                               | 0                     | -                       | 0                 | -                      | -  | -                                    |
| Support - Nursery                                     | 1                     | -                       | 1                 | -                      | -  | -                                    |
| Support - Human Resources                             | 352                   | 344                     | 8                 | 397                    | 415  | 18                                   |
| <b>Total Improvement and Innovation</b>               | <b>5,134</b>          | <b>4,887</b>            | <b>246</b>        | <b>5,835</b>           | <b>5,704</b>                                     | <b>(131)</b>                         |
| <b>Total SDC</b>                                      | <b>14,944</b>         | <b>15,122</b>           | <b>(178)</b>      | <b>17,015</b>          | <b>16,797</b>                                    | <b>(218)</b>                         |

Appendix B : Salaries

| Position as at the end of January 22 | Y-T-D Actual £'000 | Annual Budget £'000 | Annual Forecast £'000 | Annual Variance £'000 | Annual Variance % |
|--------------------------------------|--------------------|---------------------|-----------------------|-----------------------|-------------------|
| <b>Development and Conservation</b>  |                    |                     |                       |                       |                   |
| Building Control                     | 296                | 381                 | 381                   | 0                     | 0%                |
| Planning Services                    | 1,659              | 1,893               | 1,893                 | 0                     | 0%                |
|                                      | <b>1,954</b>       | <b>2,274</b>        | <b>2,274</b>          | <b>0</b>              | <b>0%</b>         |
| <b>Finance and Investments</b>       |                    |                     |                       |                       |                   |
| Chief Executive                      | 177                | 216                 | 216                   | 0                     | 0%                |
| Finance                              | 753                | 937                 | 937                   | 0                     | 0%                |
| Revenues and Benefits                | 1,300              | 1,653               | 1,653                 | 0                     | 0%                |
| Strategic Property                   | 508                | 607                 | 607                   | 0                     | 0%                |
|                                      | <b>2,737</b>       | <b>3,413</b>        | <b>3,413</b>          | <b>0</b>              | <b>0%</b>         |
| <b>Cleaner and Greener</b>           |                    |                     |                       |                       |                   |
| Direct Services                      | 3,336              | 4,339               | 4,339                 | 0                     | 0%                |
| Health                               | 487                | 681                 | 681                   | 0                     | 0%                |
| Licensing                            | 374                | 481                 | 481                   | 0                     | 0%                |
| Property                             | 382                | 481                 | 446                   | (35)                  | -7%               |
| Transport                            | 483                | 500                 | 500                   | 0                     | 0%                |
|                                      | <b>5,061</b>       | <b>6,482</b>        | <b>6,447</b>          | <b>(35)</b>           | <b>-1%</b>        |
| <b>Housing and Health</b>            |                    |                     |                       |                       |                   |
| Places Housing                       | 673                | 865                 | 865                   | 0                     | 0%                |
|                                      | <b>673</b>         | <b>865</b>          | <b>865</b>            | <b>0</b>              | <b>0%</b>         |
| <b>Improvement and Innovation</b>    |                    |                     |                       |                       |                   |
| Corporate Services                   | 1,463              | 1,861               | 1,775                 | (86)                  | -5%               |
| Legal and Democratic                 | 489                | 628                 | 591                   | (37)                  | -6%               |
| Transformation and Strategy          | 494                | 660                 | 619                   | (41)                  | -6%               |
| Human Resources                      | 331                | 387                 | 387                   | 0                     | 0%                |
|                                      | <b>2,778</b>       | <b>3,536</b>        | <b>3,372</b>          | <b>(164)</b>          | <b>-5%</b>        |
| <b>People and Places</b>             |                    |                     |                       |                       |                   |
| Places Communities                   | 241                | 295                 | 295                   | 0                     | 0%                |
|                                      | <b>241</b>         | <b>295</b>          | <b>295</b>            | <b>0</b>              | <b>0%</b>         |
| <b>Sub Total</b>                     | <b>13,445</b>      | <b>16,865</b>       | <b>16,666</b>         | <b>(199)</b>          | <b>-1%</b>        |
| Council Wide - Vacant Posts          | 0                  | 31                  | 31                    | 0                     | 0%                |
| Staff Recruitment and Retention      | 0                  | 73                  | 73                    | 0                     | 0%                |
| <b>TOTAL SDC Funded Salary Costs</b> | <b>13,445</b>      | <b>16,969</b>       | <b>16,770</b>         | <b>(199)</b>          | <b>-1%</b>        |
| Places Communities*                  | 368                | 264                 | 264                   | 0                     | 0%                |
| Direct Services*                     | 20                 | 126                 | 126                   | 0                     | 0%                |
| Places Housing*                      | 224                | 149                 | 149                   | 0                     | 0%                |
| <b>Externally Funded Total</b>       | <b>611</b>         | <b>540</b>          | <b>540</b>            | <b>0</b>              | <b>0%</b>         |
| <b>TOTAL Salary Costs</b>            | <b>14,056</b>      | <b>17,508</b>       | <b>17,309</b>         | <b>(199)</b>          | <b>-1%</b>        |

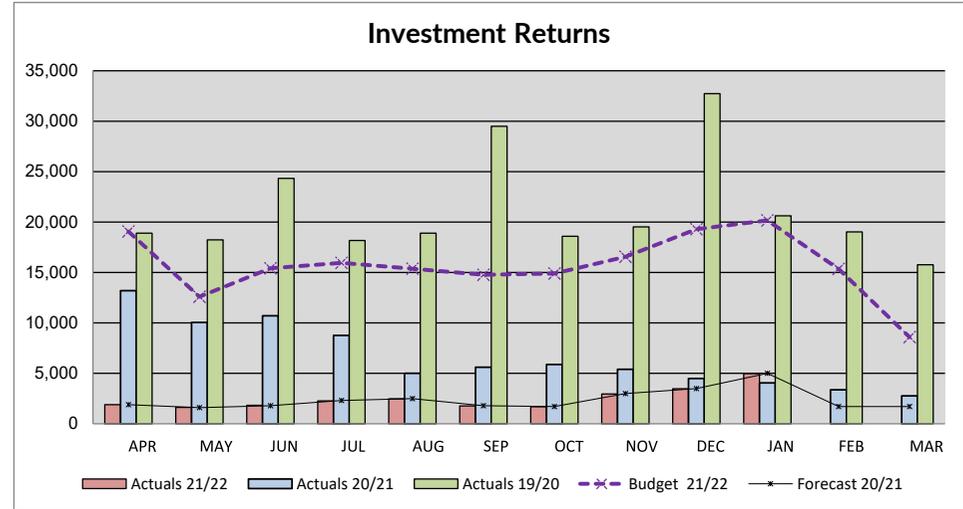
\*Externally Funded & Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

## Agenda Item 7

| Appendix B : Staffing Stats - Position as at the end of January 22 | Budget FTE*   | Staff FTE     | Agency FTE   | Casual FTE  | January 2022 Total | December 2022 Total |       |
|--|---------------|---------------|--------------|-------------|--------------------|---------------------|-------|
| <b>Development and Conservation</b>                                |               |               |              |             |                    |                     |       |
| Building Control   | 8.00          | 6.00          |              |             | 6.00               | 6.00                | 2.00  |
| Planning Services  | 41.47         | 38.47         |              |             | 38.47              | 39.47               | 3.00  |
| <b>Finance and Investments</b>                                     |               |               |              |             |                    |                     |       |
| Chief Executive  | 1.00          | 1.00          |              |             | 1.00               | 1.00                | 0.00  |
| Finance  | 16.08         | 15.81         |              |             | 15.81              | 17.31               | 0.27  |
| Revenues and Benefits  | 43.33         | 40.84         |              | 0.26        | 41.10              | 42.20               | 2.23  |
| Strategic Property   | 10.00         | 14.57         | 1.00         |             | 15.57              | 16.24               | -5.57 |
| <b>Cleaner and Greener</b>   |               |               |              |             |                    |                     |       |
| Direct Services  | 125.97        | 116.68        | 18.26        |             | 134.94             | 139.66              | -8.97 |
| Health   | 12.57         | 9.38          | 1.00         | 0.28        | 10.66              | 9.38                | 1.91  |
| Licensing  | 10.59         | 10.80         |              |             | 10.80              | 10.78               | -0.21 |
| Property   | 6.65          | 4.65          |              |             | 4.65               | 4.65                | 2.00  |
| Transport  | 14.00         | 16.59         |              |             | 16.59              | 16.59               | -2.59 |
| <b>Housing and Health</b>  |               |               |              |             |                    |                     |       |
| Housing  | 15.20         | 16.70         | 1.00         |             | 17.70              | 18.70               | -2.50 |
| <b>Improvement and Innovation</b>                                  |               |               |              |             |                    |                     |       |
| Corporate Services   | 50.75         | 50.84         |              |             | 50.84              | 50.84               | -0.09 |
| Legal and Democratic   | 7.50          | 6.00          |              |             | 6.00               | 7.00                | 1.50  |
| Transformation and Strategy  | 20.35         | 18.16         |              |             | 18.16              | 18.16               | 2.19  |
| Human Resources  | 8.00          | 8.76          |              |             | 8.76               | 8.76                | -0.76 |
| <b>People and Places</b>   |               |               |              |             |                    |                     |       |
| Communities & Business   | 5.00          | 5.35          |              |             | 5.35               | 4.68                | -0.35 |
| Sub Total  | 396.46        | 380.60        | 21.26        | 0.54        | 402.40             | 411.42              | -5.94 |
| <b>Externally Funded</b>   |               |               |              |             |                    |                     |       |
| People & Places  | 6.08          | 7.11          |              |             | 7.11               | 8.05                | -1.03 |
| People & Places - Housing  | 4.00          | 6.11          | 1.00         |             | 7.11               | 6.11                | -3.11 |
| KRP  | 2.00          | 0.00          |              |             | 0.00               | 0.00                | 2.00  |
| Sub total  | 12.08         | 13.22         | 1.00         | 0.00        | 14.22              | 14.16               |       |
| <b>Total</b>   | <b>408.54</b> | <b>393.82</b> | <b>22.26</b> | <b>0.54</b> | <b>416.62</b>      | <b>425.58</b>       |       |
| Number of staff paid in January 22: 427 permanent, 2 casuals       |               |               |              |             |                    |                     |       |

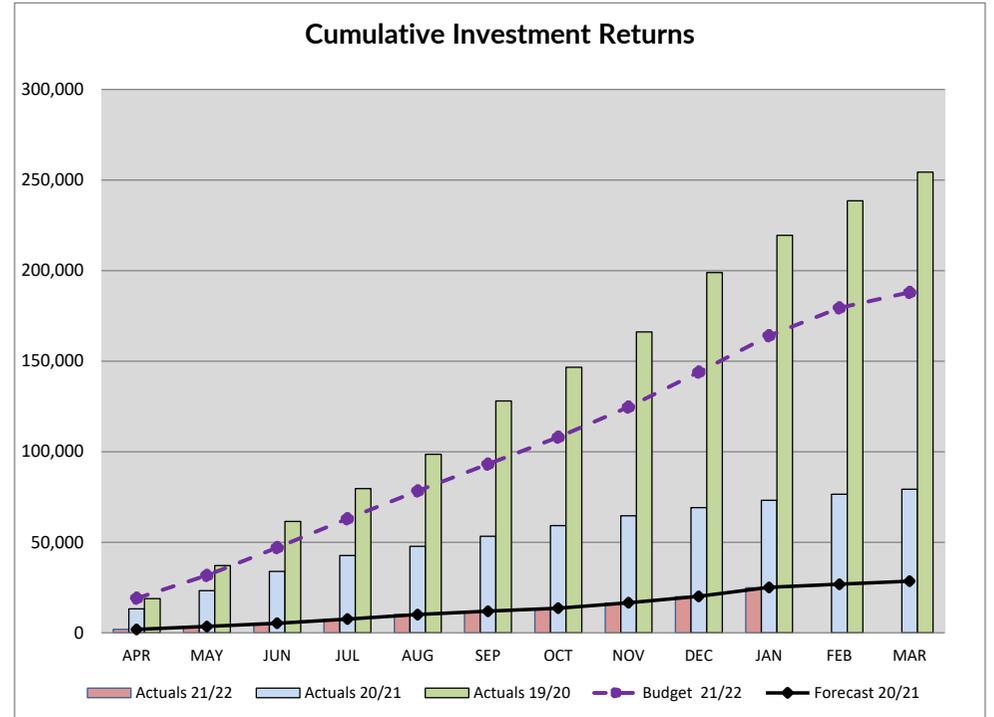
## 6 Investment Returns

|              | Actuals<br>19/20 | Actuals<br>20/21 | Actuals<br>21/22 | Budget<br>21/22 | Variance        | Forecast<br>20/21 |
|--------------|------------------|------------------|------------------|-----------------|-----------------|-------------------|
| APR          | 18,908           | 13,190           | 1,900            | 19,058          | -17,158         | 1,900             |
| MAY          | 18,243           | 10,041           | 1,620            | 12,595          | -10,975         | 1,600             |
| JUN          | 24,341           | 10,719           | 1,829            | 15,424          | -13,595         | 1,800             |
| JUL          | 18,166           | 8,761            | 2,261            | 15,947          | -13,686         | 2,300             |
| AUG          | 18,891           | 5,010            | 2,471            | 15,365          | -12,894         | 2,500             |
| SEP          | 29,495           | 5,612            | 1,774            | 14,773          | -12,999         | 1,800             |
| OCT          | 18,586           | 5,867            | 1,696            | 14,889          | -13,193         | 1,700             |
| NOV          | 19,520           | 5,397            | 2,963            | 16,555          | -13,592         | 3,000             |
| DEC          | 32,723           | 4,484            | 3,467            | 19,286          | -15,819         | 3,500             |
| JAN          | 20,620           | 4,060            | 4,958            | 20,166          | -15,208         | 5,000             |
| FEB          | 19,034           | 3,367            |                  | 15,345          |                 | 1,700             |
| MAR          | 15,768           | 2,769            |                  | 8,597           |                 | 1,700             |
| <b>TOTAL</b> | <b>254,295</b>   | <b>79,277</b>    | <b>24,939</b>    | <b>188,000</b>  | <b>-139,119</b> | <b>28,500</b>     |



### INVESTMENT RETURNS (CUMULATIVE)

|     | Actuals<br>19/20 | Actuals<br>20/21 | Actuals<br>21/22 | Budget<br>21/22 | Variance | Forecast<br>20/21 |
|-----|------------------|------------------|------------------|-----------------|----------|-------------------|
| APR | 18,908           | 13,190           | 1,900            | 19,058          | -17,158  | 1,900             |
| MAY | 37,151           | 23,231           | 3,520            | 31,653          | -28,133  | 3,500             |
| JUN | 61,492           | 33,950           | 5,349            | 47,077          | -41,728  | 5,300             |
| JUL | 79,658           | 42,711           | 7,610            | 63,024          | -55,414  | 7,600             |
| AUG | 98,549           | 47,721           | 10,081           | 78,389          | -68,308  | 10,100            |
| SEP | 128,044          | 53,333           | 11,855           | 93,162          | -81,307  | 11,900            |
| OCT | 146,630          | 59,200           | 13,551           | 108,051         | -94,500  | 13,600            |
| NOV | 166,150          | 64,597           | 16,514           | 124,606         | -108,092 | 16,600            |
| DEC | 198,873          | 69,081           | 19,981           | 143,892         | -123,911 | 20,100            |
| JAN | 219,493          | 73,141           | 24,939           | 164,058         | -139,119 | 25,100            |
| FEB | 238,527          | 76,508           |                  | 179,403         |          | 26,800            |
| MAR | 254,295          | 79,277           |                  | 188,000         |          | 28,500            |



**BUDGET FOR 20/21** 188,000  
**FORECAST OUTTURN** 28,500

**CODE:- YHAA 96900**

**N.B.**  
 These are the gross interest receipts rather than  
 the interest remaining in the General Fund

**Fund Average** 0.1117%  
**7 Day LIBID** -0.0530%  
**3 Month LIBID** -0.0170%

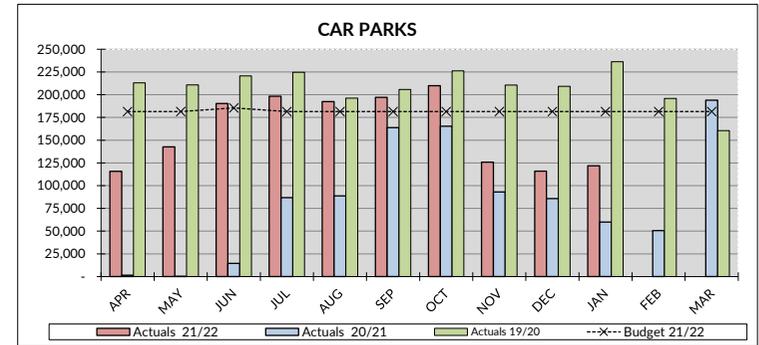
**Position as at the end of January 2022  
(Period 202210)**

|  | 21/22 Opening<br>Balance | Position as at the end<br>of January 2022<br>(Period 202210) | 21/22 Cumulative<br>Movement to Date |
|--|--------------------------|--|--------------------------------------|
| BS360 E Earmarked Reserve - Budget Stabilisation                               | (9,820)                  | (9,820)  | -                                    |
| BS510 E Earmarked Reserve - NNDR Safety Net Deficit Reserve                    | (8,071)                  | (8,071)  | -                                    |
| BS380 E Earmarked Reserve - Financial Plan                                     | (2,653)                  | (2,653)  | -                                    |
| BS030 E Earmarked Reserve - Carry Forward Items (DAC)                          | (1,218)                  | (1,218)  | -                                    |
| BS045 E Earmarked Reserve - IT Asset Maintenance                               | (779)                    | (779)  | -                                    |
| BS010 E Earmarked Reserve - Vehicle Renewal (DAA)                              | (696)                    | (696)  | -                                    |
| BS600 E Earmarked Reserve - Housing & Commercial Growth Fund                   | (566)                    | (566)  | -                                    |
| BS250 E Earmarked Reserve - DWP Hsg Benefit Subsidy                            | (550)                    | (550)  | -                                    |
| BS035 E Earmarked Reserve - Capital Expenditure Reserve                        | (500)                    | (500)  | -                                    |
| BS500 E Earmarked Reserve - Pension Fund Valuation Adj.                        | (441)                    | (441)  | -                                    |
| BS470 E Earmarked Reserve - New Homes Bonus Reserve                            | (406)                    | (406)  | -                                    |
| BS260 E Earmarked Reserve - Local Plan/LDF                                     | (318)                    | (318)  | -                                    |
| BS300 E Earmarked Reserve - Action and Development                             | (296)                    | (296)  | -                                    |
| BS120 E Earmarked Reserve - Vehicle Insurance (DAZ)                            | (258)                    | (258)  | -                                    |
| BS540 E Earmarked Reserve - Property Investment Strategy Maintenance Reserve   | (233)                    | (233)  | -                                    |
| BS330 E Earmarked Reserve - Capital Financing                                  | (221)                    | (221)  | -                                    |
| BS520 E Earmarked Reserve - Corporate Project Support Reserve                  | (212)                    | (179)  | 34                                   |
| BS400 E Earmarked Reserve - Community Development Reserve                      | (204)                    | (185)  | 19                                   |
| BS570 E Earmarked Reserve - Community Infrastructure Levy Administration (CIL) | (185)                    | (185)  | -                                    |
| BS410 E Earmarked Reserve - Development Services Reserve                       | (113)                    | (113)  | -                                    |
| Total  | (27,742)                 | (27,689)   | 52                                   |
| Other Earmarked Reserves (balances <£100k)                                     | (647)                    | (720)  | (73)                                 |
| <b>Total Earmarked Reserves</b>  | <b>(28,388)</b>          | <b>(28,409)</b>  | <b>(21)</b>                          |
| BW020 General Fund   | (1,700)                  | (1,700)  | -                                    |
| <b>Total Reserves</b>  | <b>(30,089)</b>          | <b>(30,109)</b>  | <b>(21)</b>                          |

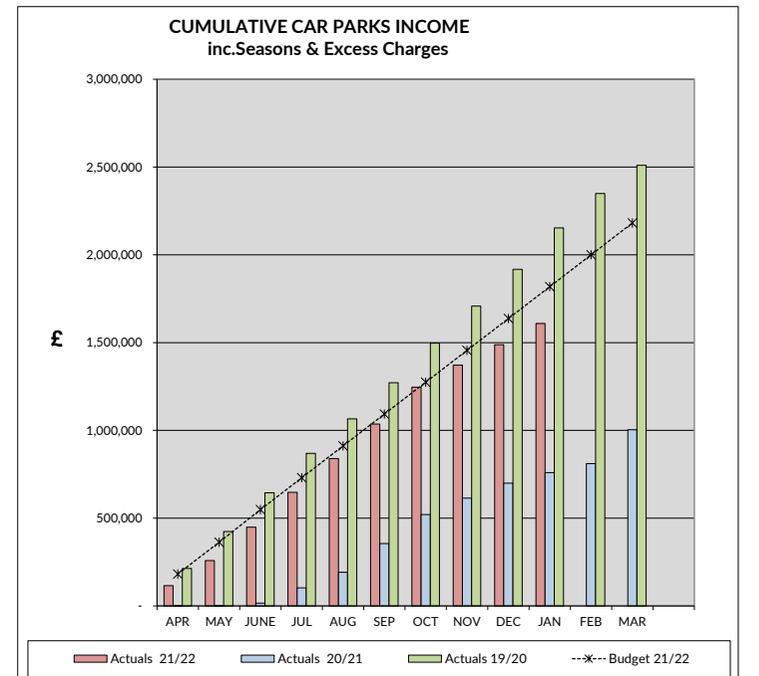
**Appendix B : Income Graphs Summary**

|                                   | <b>ACTUAL</b>    | <b>Previous Year comparatives</b> | <b>Budget YTD</b> | <b>Variance YTD - brackets show underachievement</b> | <b>Annual Budget</b> |
|-----------------------------------|------------------|-----------------------------------|-------------------|--|----------------------|
| Car Parks                         | 1,609,600        | 759,687                           | 1,818,731         | (209,131)  | 2,181,677            |
| Car Parking - On Street           | 760,646          | 372,856                           | 693,851           | 66,796   | 832,621              |
| Licensing Regime                  | 109,631          | 89,372                            | 74,629            | 35,002   | 99,148               |
| Taxis                             | 101,303          | 87,913                            | 121,148           | (19,845)   | 145,377              |
| Land Charges                      | 131,436          | 139,153                           | 183,978           | (52,542)   | 220,773              |
| Planning - Development Management | 827,975          | 880,088                           | 823,517           | 4,458  | 988,220              |
| Building Control                  | 466,400          | 431,385                           | 419,307           | 47,094   | 503,168              |
| <b>Total</b>                      | <b>4,006,990</b> | <b>2,760,453</b>                  | <b>4,135,159</b>  | <b>(128,168)</b>                                     | <b>4,970,984</b>     |

| Appendix B: CAR PARKS (HWCARPK) | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | Increase / (decrease) from 20/21 to 21/22 | Budget 21/22 | Variance (Budget-Actuals) | Manager's Forecast |
|---------------------------------|---------------|---------------|---------------|---|--------------|---------------------------|--------------------|
| APR                             | 213,119       | 1,513         | 115,730       | 114,217                                   | 181,473      | (65,743)                  | -                  |
| MAY                             | 210,813       | 158           | 142,691       | 142,533                                   | 181,473      | (38,782)                  | -                  |
| JUN                             | 220,637       | 14,588        | 190,284       | 175,696                                   | 185,473      | 4,811                     | -                  |
| JUL                             | 224,678       | 86,759        | 198,274       | 111,516                                   | 181,473      | 16,801                    | -                  |
| AUG                             | 196,164       | 88,754        | 192,326       | 103,572                                   | 181,473      | 10,852                    | -                  |
| SEP                             | 205,737       | 163,789       | 196,998       | 33,209                                    | 181,473      | 15,525                    | -                  |
| OCT                             | 226,210       | 165,320       | 209,840       | 44,519                                    | 181,473      | 28,367                    | -                  |
| NOV                             | 210,651       | 93,081        | 125,825       | 32,743                                    | 181,473      | (55,649)                  | -                  |
| DEC                             | 209,265       | 85,779        | 115,877       | 30,099                                    | 181,473      | (65,596)                  | -                  |
| JAN                             | 236,228       | 59,945        | 121,754       | 61,809                                    | 181,473      | (59,719)                  | -                  |
| FEB                             | 195,940       | 50,624        | -             | -   | 181,473      | -                         | -                  |
| MAR                             | 160,439       | 193,889       | -             | -   | 181,473      | -                         | -                  |
| Total                           | 2,509,881     | 1,004,200     | 1,609,600     | 849,913                                   | 2,181,677    | (209,131)                 | -                  |

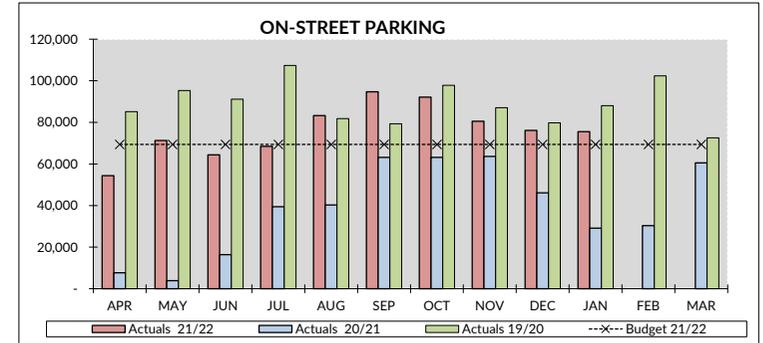


| CAR PARKS (CUMULATIVE) | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | Increase / (decrease) from 20/21 to 21/22 | Budget 21/22 | Variance (Budget-Actuals) | Manager's Forecast |
|------------------------|---------------|---------------|---------------|---|--------------|---------------------------|--------------------|
| APR                    | 213,119       | 1,513         | 115,730       | 114,217                                   | 181,473      | (65,743)                  | -                  |
| MAY                    | 423,932       | 1,671         | 258,422       | 256,750                                   | 362,946      | (104,525)                 | -                  |
| JUNE                   | 644,570       | 16,260        | 448,706       | 432,446                                   | 548,419      | (99,713)                  | -                  |
| JUL                    | 869,247       | 103,018       | 646,980       | 543,962                                   | 729,892      | (82,912)                  | -                  |
| AUG                    | 1,065,411     | 191,772       | 839,306       | 647,534                                   | 911,365      | (72,060)                  | -                  |
| SEP                    | 1,271,148     | 355,561       | 1,036,304     | 680,743                                   | 1,092,838    | (56,534)                  | -                  |
| OCT                    | 1,497,358     | 520,882       | 1,246,144     | 725,262                                   | 1,274,312    | (28,168)                  | -                  |
| NOV                    | 1,708,009     | 613,963       | 1,371,968     | 758,006                                   | 1,455,785    | (83,816)                  | -                  |
| DEC                    | 1,917,274     | 699,741       | 1,487,846     | 788,104                                   | 1,637,258    | (149,412)                 | -                  |
| JAN                    | 2,153,502     | 759,687       | 1,609,600     | 849,913                                   | 1,818,731    | (209,131)                 | -                  |
| FEB                    | 2,349,442     | 810,311       | -             | -   | 2,000,204    | -                         | -                  |
| MAR                    | 2,509,881     | 1,004,200     | -             | -   | 2,181,677    | -                         | -                  |

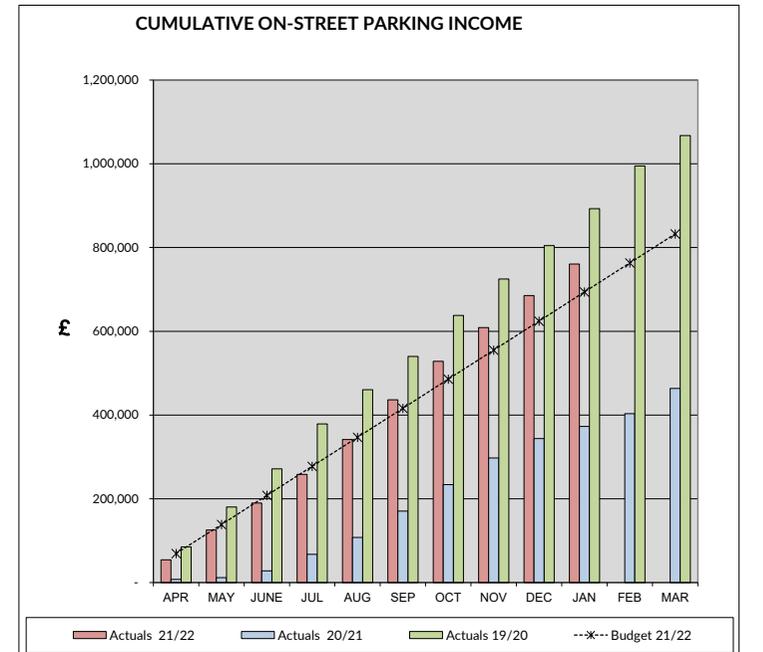


| CUMULATIVE BREAKDOWN - HWCARPK | Code       | Actual (Cumulative) | Budget    | (Monthly) |
|--------------------------------|------------|---------------------|-----------|-----------|
| DAY TICKETS                    | 3300       | 1,406,678           | 1,567,570 | 108,526   |
| EXCESS / PENALTY CHARGES       | ***1***3   | -                   | -         | -         |
| SEASON TICKETS                 | 3310 ***2  | 187,380             | 229,053   | 11,977    |
| SEASON TICKET CAR PARK         | 3310       | -                   | -         | -         |
| OTHER                          | 9999, 34** | 217                 | 5,608     | -         |
| WAIVERS                        | 3404       | -                   | -         | -         |
| RENT                           | 86**       | 15,325              | 16,500    | 1,252     |
| Business Permits               | 3406 /3408 | -                   | -         | -         |
| Total                          |            | 1,609,600           | 1,818,731 | 121,754   |

| Appendix B: ON-STREET PARKING (HWDCRIM / HWENFORC) | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | Increase / (decrease) from 20/21 to 21/22 | Budget 21/22 | Variance (Budget-Actuals) | Manager's Forecast |
|--|---------------|---------------|---------------|---|--------------|---------------------------|--------------------|
| APR  | 85,115        | 7,676         | 54,350        | 46,674                                    | 69,385       | (15,035)                  | -                  |
| MAY  | 95,338        | 3,884         | 71,258        | 67,374                                    | 69,385       | 1,873                     | -                  |
| JUN  | 91,102        | 16,355        | 64,364        | 48,009                                    | 69,385       | (5,022)                   | -                  |
| JUL  | 107,391       | 39,461        | 68,471        | 29,010                                    | 69,385       | (914)                     | -                  |
| AUG  | 81,797        | 40,276        | 83,237        | 42,961                                    | 69,385       | 13,852                    | -                  |
| SEP  | 79,308        | 63,135        | 94,718        | 31,583                                    | 69,385       | 25,333                    | -                  |
| OCT  | 97,818        | 63,193        | 92,091        | 28,898                                    | 69,385       | 22,706                    | -                  |
| NOV  | 87,032        | 63,639        | 80,534        | 16,895                                    | 69,385       | 11,149                    | -                  |
| DEC  | 79,729        | 46,090        | 76,142        | 30,052                                    | 69,385       | 6,757                     | -                  |
| JAN  | 88,036        | 29,146        | 75,481        | 46,335                                    | 69,385       | 6,096                     | -                  |
| FEB  | 102,372       | 30,326        | -             | -   | 69,385       | -                         | -                  |
| MAR  | 72,578        | 60,489        | -             | -   | 69,385       | -                         | -                  |
| Total  | 1,067,616     | 463,670       | 760,645       | 387,790                                   | 832,620      | 66,794                    | -                  |

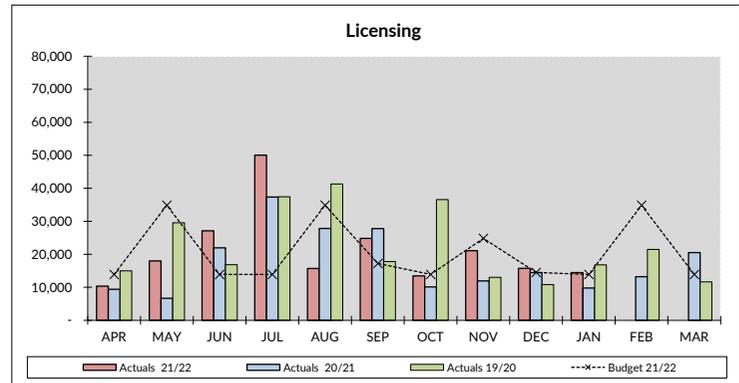


| ON-STREET PARKING (CUMULATIVE) | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | Increase / (decrease) from 20/21 to 21/22 | Budget 21/22 | Variance (Budget-Actuals) | Manager's Forecast |
|--------------------------------|---------------|---------------|---------------|---|--------------|---------------------------|--------------------|
| APR                            | 85,115        | 7,676         | 54,350        | 46,674                                    | 69,385       | (15,035)                  | -                  |
| MAY                            | 180,453       | 11,560        | 125,609       | 114,049                                   | 138,770      | (13,161)                  | -                  |
| JUNE                           | 271,555       | 27,915        | 189,972       | 162,057                                   | 208,155      | (18,183)                  | -                  |
| JUL                            | 378,946       | 67,376        | 258,443       | 191,067                                   | 277,540      | (19,097)                  | -                  |
| AUG                            | 460,743       | 107,652       | 341,680       | 234,028                                   | 346,925      | (5,245)                   | -                  |
| SEP                            | 540,051       | 170,787       | 436,399       | 265,612                                   | 416,310      | 20,088                    | -                  |
| OCT                            | 637,869       | 233,980       | 528,490       | 294,510                                   | 485,696      | 42,794                    | -                  |
| NOV                            | 724,901       | 297,619       | 609,024       | 311,405                                   | 555,081      | 53,943                    | -                  |
| DEC                            | 804,630       | 343,709       | 685,166       | 341,457                                   | 624,466      | 60,700                    | -                  |
| JAN                            | 892,666       | 372,855       | 760,646       | 387,791                                   | 693,851      | 66,796                    | -                  |
| FEB                            | 995,038       | 403,181       | -             | -   | 763,236      | -                         | -                  |
| MAR                            | 1,067,616     | 463,670       | -             | -   | 832,621      | -                         | -                  |

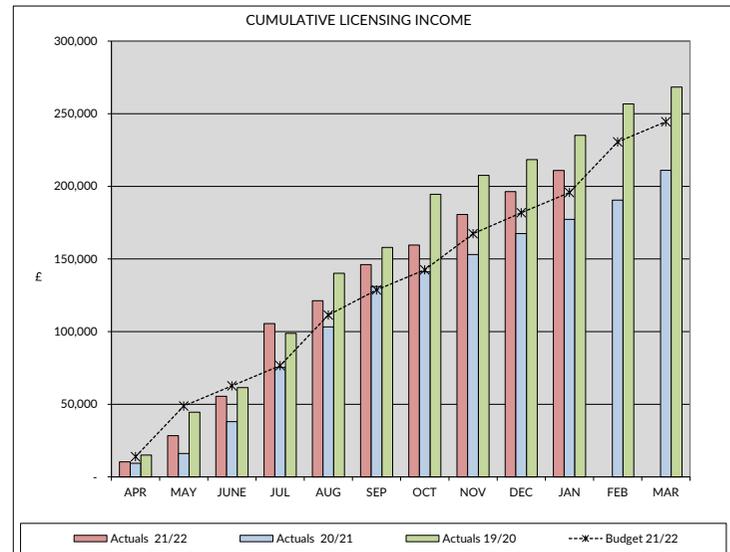


| CUMULATIVE BREAKDOWN - HWDCRIM / HWENFORC | Code | Actual (Cumulative) | Budget  | (Monthly) |
|---|------|---------------------|---------|-----------|
| ON STREET PARKING                         | 3300 | 288,599             | 358,330 | 18,570    |
| PENALTY NOTICES                           | 3403 | 344,657             | 229,036 | 45,819    |
| WAIVERS                                   | 3404 | 28,100              | 9,428   | 4,072     |
| Driveway Access Protection Lines          | 3405 | 1,343               | -       | 120       |
| RESIDENTS PERMITS                         | 3406 | 70,550              | 45,257  | 6,900     |
| BUSINESS PERMITS                          | 3408 | 3,553               | 51,800  | -         |
| OTHER                                     | 9999 | 23,844              | -       | -         |
| Total                                     |      | 760,646             | 693,851 | 75,481    |

| Appendix B: Licensing (EHLICREG & DSTAXIL) | Actuals 19/20  | Actuals 20/21  | Actuals 21/22  | Increase / (decrease) from 20/21 to 21/22 | Budget 21/22   | Variance (Budget-Actuals) | Manager's Forecast |
|--|----------------|----------------|----------------|---|----------------|---------------------------|--------------------|
| APR  | 14,991         | 9,404          | 10,356         | 952                                       | 13,909         | (3,553)                   | -                  |
| MAY  | 29,570         | 6,655          | 18,021         | 11,366                                    | 34,839         | (16,818)                  | -                  |
| JUN  | 16,865         | 21,969         | 27,128         | 5,159                                     | 13,909         | 13,219                    | -                  |
| JUL  | 37,419         | 37,346         | 50,067         | 12,721                                    | 13,909         | 36,157                    | -                  |
| AUG  | 41,305         | 27,847         | 15,709         | (12,138)                                  | 34,839         | (19,130)                  | -                  |
| SEP  | 17,814         | 27,783         | 24,814         | (2,969)                                   | 17,221         | 7,592                     | -                  |
| OCT  | 36,559         | 10,099         | 13,479         | 3,380                                     | 13,909         | (431)                     | -                  |
| NOV  | 13,047         | 11,939         | 21,101         | 9,162                                     | 24,839         | (3,738)                   | (8,525)            |
| DEC  | 10,833         | 14,460         | 15,776         | 1,316                                     | 14,489         | 1,286                     | -                  |
| JAN  | 16,790         | 9,782          | 14,483         | 4,701                                     | 13,909         | 574                       | -                  |
| FEB  | 21,506         | 13,232         | -              | -   | 34,839         | -                         | -                  |
| MAR  | 11,638         | 20,550         | -              | -   | 13,909         | -                         | -                  |
| <b>Total</b>                               | <b>268,337</b> | <b>211,066</b> | <b>196,450</b> | <b>28,948</b>                             | <b>244,525</b> | <b>14,584</b>             | <b>(8,525)</b>     |

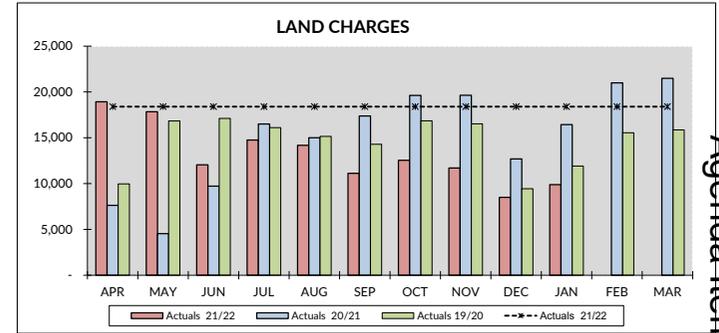


| Licensing (CUMULATIVE) | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | Increase / (decrease) from 20/21 to 21/22 | Budget 21/22 | Variance (Budget-Actuals) | Manager's Forecast |
|------------------------|---------------|---------------|---------------|---|--------------|---------------------------|--------------------|
| APR                    | 14,991        | 9,404         | 10,356        | 952                                       | 13,909       | (3,553)                   | -                  |
| MAY                    | 44,561        | 16,059        | 28,377        | 12,318                                    | 48,749       | (20,372)                  | -                  |
| JUNE                   | 61,426        | 38,028        | 55,505        | 17,477                                    | 62,658       | (7,153)                   | -                  |
| JUL                    | 98,845        | 75,374        | 105,572       | 30,198                                    | 76,568       | 29,004                    | -                  |
| AUG                    | 140,150       | 103,221       | 121,281       | 18,060                                    | 111,407      | 9,874                     | -                  |
| SEP                    | 157,964       | 131,004       | 146,095       | 15,091                                    | 128,629      | 17,466                    | -                  |
| OCT                    | 194,523       | 141,103       | 159,573       | 18,470                                    | 142,538      | 17,035                    | -                  |
| NOV                    | 207,570       | 153,042       | 180,675       | 27,633                                    | 167,377      | 13,297                    | (8,525)            |
| DEC                    | 218,403       | 167,502       | 196,450       | 28,948                                    | 181,867      | 14,584                    | -                  |
| JAN                    | 235,193       | 177,284       | 210,933       | 33,649                                    | 195,776      | 15,157                    | -                  |
| FEB                    | 256,699       | 190,516       | -             | -   | 230,616      | -                         | -                  |
| MAR                    | 268,337       | 211,066       | -             | -   | 244,525      | -                         | -                  |

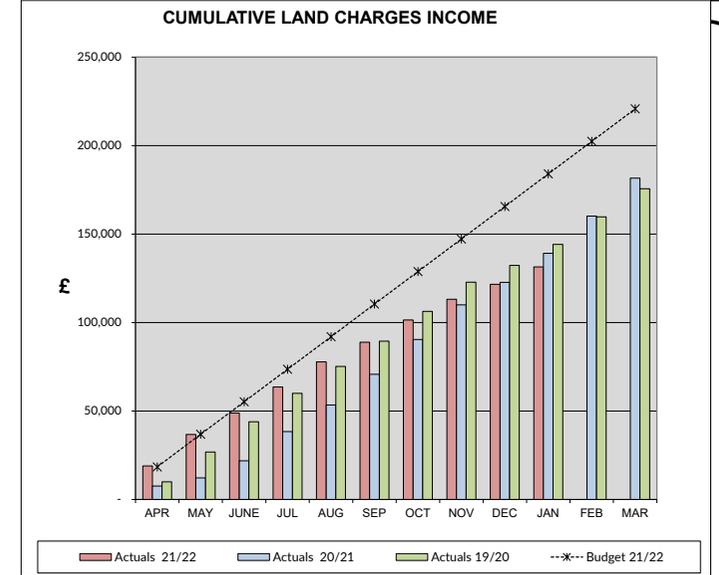


| CUMULATIVE BREAKDOWN - EHLICREG/DSTAXIL                     | Code             | Actual (Cumulative) | Budget         | (Monthly)     |
|---|------------------|---------------------|----------------|---------------|
| Pre-application advice                                      | EHLICREG/2189    | -243                | -              | -             |
| Personal Licences   | EHLICREG/2190    | 2,288               | 1,850          | 107           |
| Premises Licence Annual Fee/Premises New/Premises Variation | EHLICREG/2192/21 | 94,762              | 61,957         | 1,460         |
| Temporary Event Notice                                      | EHLICREG/2193    | 4,956               | 3,509          | 231           |
| Gambling Act Permits/Lottery                                | EHLICREG/2196/7/ | 5,715               | 6,733          | 120           |
| Other   | 9999             | -364                | -              | -             |
| Pavement Licence  | EHLICREG/2222    | 1,600               | -              | -             |
| Scrap Metal Dealers   | EHLICREG/2241    | 917                 | 580            | 917           |
| Taxi Licensing  | 94300/DSTAXIL    | 87,833              | 121,148        | 9,868         |
| Other   | 94300/DSTAXIL/99 | 13,470              | -              | 1,781         |
| <b>Total</b>  |                  | <b>210,933</b>      | <b>195,776</b> | <b>14,483</b> |

| Appendix B: LAND CHARGES (LPLNDCH) |                |                |                | Increase / (decrease) | Variance (Budget- Manager's |                 |                 |
|------------------------------------|----------------|----------------|----------------|-----------------------|-----------------------------|-----------------|-----------------|
|                                    | Actuals 19/20  | Actuals 20/21  | Actuals 21/22  | from 20/21 to 21/22   | Budget 21/22                | Actuals         | Forecast        |
| APR                                | 9,967          | 7,630          | 18,930         | 11,300                | 18,398                      | 532             | -               |
| MAY                                | 16,828         | 4,532          | 17,846         | 13,314                | 18,398                      | (551)           | -               |
| JUN                                | 17,112         | 9,717          | 12,054         | 2,337                 | 18,398                      | (6,344)         | -               |
| JUL                                | 16,113         | 16,500         | 14,749         | (1,751)               | 18,398                      | (3,648)         | -               |
| AUG                                | 15,149         | 14,999         | 14,184         | (815)                 | 18,398                      | (4,213)         | -               |
| SEP                                | 14,286         | 17,377         | 11,125         | (6,252)               | 18,398                      | (7,273)         | -               |
| OCT                                | 16,854         | 19,628         | 12,546         | (7,082)               | 18,398                      | (5,851)         | -               |
| NOV                                | 16,519         | 19,636         | 11,699         | (7,937)               | 18,398                      | (6,699)         | -               |
| DEC                                | 9,444          | 12,692         | 8,507          | (4,185)               | 18,398                      | (9,890)         | -               |
| JAN                                | 11,917         | 16,441         | 9,881          | (6,560)               | 18,398                      | (8,517)         | -               |
| FEB                                | 15,554         | 20,998         | -              | -                     | 18,398                      | -               | -               |
| MAR                                | 15,857         | 21,489         | -              | -                     | 18,398                      | -               | (50,000)        |
| <b>Total</b>                       | <b>175,600</b> | <b>181,639</b> | <b>131,436</b> | <b>(7,716)</b>        | <b>220,773</b>              | <b>(52,542)</b> | <b>(50,000)</b> |

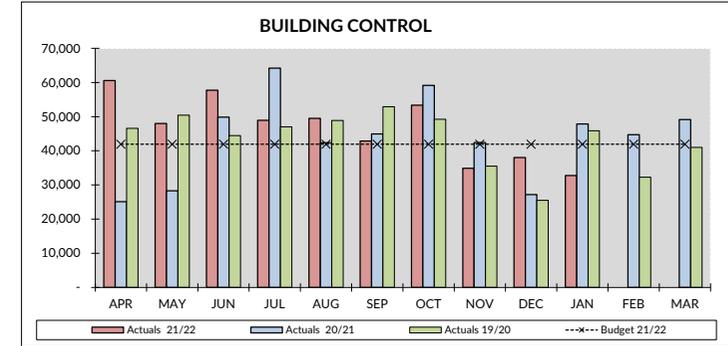


| LAND CHARGES (CUMULATIVE) |               |               |               | Increase / (decrease) | Variance (Budget- Manager's |          |          |
|---------------------------|---------------|---------------|---------------|-----------------------|-----------------------------|----------|----------|
|                           | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | from 20/21 to 21/22   | Budget 21/22                | Actuals  | Forecast |
| APR                       | 9,967         | 7,630         | 18,930        | 11,300                | 18,398                      | 532      | -        |
| MAY                       | 26,795        | 12,162        | 36,776        | 24,614                | 36,796                      | (20)     | -        |
| JUNE                      | 43,907        | 21,879        | 48,830        | 26,951                | 55,193                      | (6,364)  | -        |
| JUL                       | 60,020        | 38,379        | 63,579        | 25,200                | 73,591                      | (10,012) | -        |
| AUG                       | 75,169        | 53,378        | 77,763        | 24,385                | 91,989                      | (14,225) | -        |
| SEP                       | 89,455        | 70,755        | 88,888        | 18,133                | 110,387                     | (21,498) | -        |
| OCT                       | 106,309       | 90,383        | 101,435       | 11,052                | 128,784                     | (27,350) | -        |
| NOV                       | 122,828       | 110,019       | 113,133       | 3,114                 | 147,182                     | (34,049) | -        |
| DEC                       | 132,272       | 122,711       | 121,641       | (1,070)               | 165,580                     | (43,939) | -        |
| JAN                       | 144,188       | 139,152       | 131,436       | (7,716)               | 183,978                     | (52,542) | -        |
| FEB                       | 159,742       | 160,150       | -             | -                     | 202,375                     | -        | -        |
| MAR                       | 175,599       | 181,639       | -             | -                     | 220,773                     | -        | (50,000) |

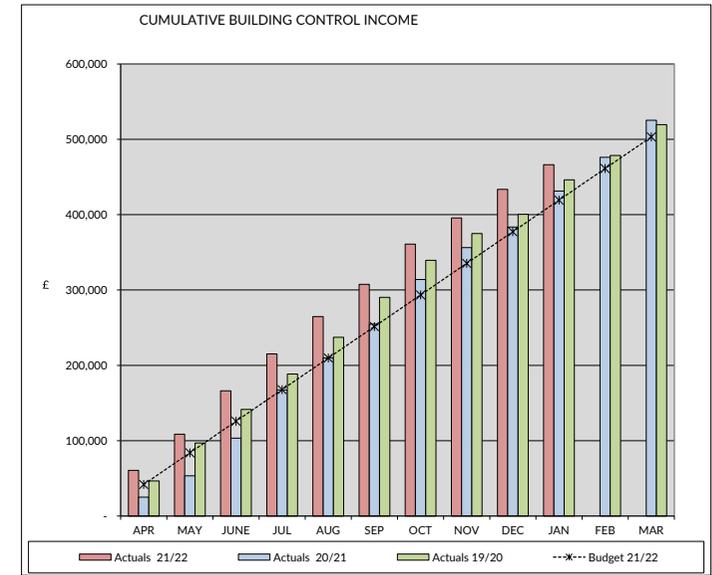


| CUMULATIVE BREAKDOWN - LPLNDCH | Received (Month) | Percentage (Month) | Percentage (Month 20/21) | Percentage (Cumulative) |
|--------------------------------|------------------|--------------------|--------------------------|-------------------------|
| Searches Received - Paper      | 0                | 0%                 | 0%                       | 2                       |
| Searches Received - Electronic | 79               | 100%               | 87%                      | 1,016                   |
| Searches Received - Personal   | 0                | 0%                 | 13%                      | 155                     |
| <b>Total</b>                   | <b>79</b>        | <b>100%</b>        | <b>100%</b>              | <b>1,173</b>            |

| Appendix B: BUILDING CONTROL<br>(DVBCFEE) |                |                |                | Increase /<br>(decrease) from |                |                      | Variance      | Manager's |
|---|----------------|----------------|----------------|-------------------------------|----------------|----------------------|---------------|-----------|
|   | Actuals 19/20  | Actuals 20/21  | Actuals 21/22  | 20/21 to<br>21/22             | Budget 21/22   | (Budget-<br>Actuals) | Forecast      |           |
| APR                                       | 46,552         | 25,107         | 60,545         | 35,438                        | 41,931         | 18,614               | -             |           |
| MAY                                       | 50,427         | 28,305         | 47,988         | 19,683                        | 41,931         | 6,057                | -             |           |
| JUN                                       | 44,461         | 49,857         | 57,741         | 7,884                         | 41,931         | 15,811               | -             |           |
| JUL                                       | 47,025         | 64,205         | 48,928         | (15,277)                      | 41,931         | 6,997                | -             |           |
| AUG                                       | 48,869         | 42,367         | 49,476         | 7,109                         | 41,931         | 7,545                | 38,000        |           |
| SEP                                       | 52,900         | 44,930         | 42,851         | (2,079)                       | 41,931         | 920                  | -             |           |
| OCT                                       | 49,220         | 59,144         | 53,334         | (5,810)                       | 41,931         | 11,403               | -             |           |
| NOV                                       | 35,500         | 42,429         | 34,867         | (7,562)                       | 41,931         | (7,064)              | -             |           |
| DEC                                       | 25,489         | 27,203         | 38,039         | 10,836                        | 41,931         | (3,891)              | -             |           |
| JAN                                       | 45,849         | 47,838         | 32,755         | (15,083)                      | 41,931         | (9,176)              | -             |           |
| FEB                                       | 32,288         | 44,709         | -              | -                             | 41,931         | -                    | -             |           |
| MAR                                       | 40,975         | 49,136         | -              | -                             | 41,931         | -                    | -             |           |
| <b>Total</b>                              | <b>519,555</b> | <b>525,230</b> | <b>466,400</b> | <b>35,015</b>                 | <b>503,168</b> | <b>47,094</b>        | <b>38,000</b> |           |

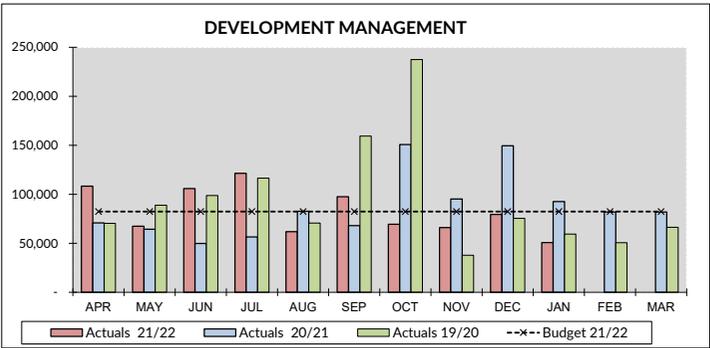


| BUILDING CONTROL<br>(CUMULATIVE) |               |               |               | Increase /<br>(decrease) from |              |                      | Variance | Manager's |
|----------------------------------|---------------|---------------|---------------|-------------------------------|--------------|----------------------|----------|-----------|
|                                  | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | 20/21 to<br>21/22             | Budget 21/22 | (Budget-<br>Actuals) | Forecast |           |
| APR                              | 46,552        | 25,107        | 60,545        | 35,438                        | 41,931       | 18,614               | -        |           |
| MAY                              | 96,979        | 53,412        | 108,533       | 55,121                        | 83,861       | 24,671               | -        |           |
| JUNE                             | 141,440       | 103,269       | 166,274       | 63,005                        | 125,792      | 40,482               | -        |           |
| JUL                              | 188,465       | 167,474       | 215,202       | 47,728                        | 167,723      | 47,479               | -        |           |
| AUG                              | 237,334       | 209,841       | 264,678       | 54,837                        | 209,653      | 55,024               | 38,000   |           |
| SEP                              | 290,234       | 254,771       | 307,529       | 52,758                        | 251,584      | 55,945               | -        |           |
| OCT                              | 339,454       | 313,915       | 360,863       | 46,948                        | 293,515      | 67,348               | -        |           |
| NOV                              | 374,954       | 356,344       | 395,730       | 39,385                        | 335,445      | 60,284               | -        |           |
| DEC                              | 400,443       | 383,547       | 433,645       | 50,098                        | 377,376      | 56,269               | -        |           |
| JAN                              | 446,292       | 431,385       | 466,400       | 35,015                        | 419,307      | 47,094               | -        |           |
| FEB                              | 478,580       | 476,094       | -             | -                             | 461,237      | -                    | -        |           |
| MAR                              | 519,555       | 525,230       | -             | -                             | 503,168      | -                    | -        |           |

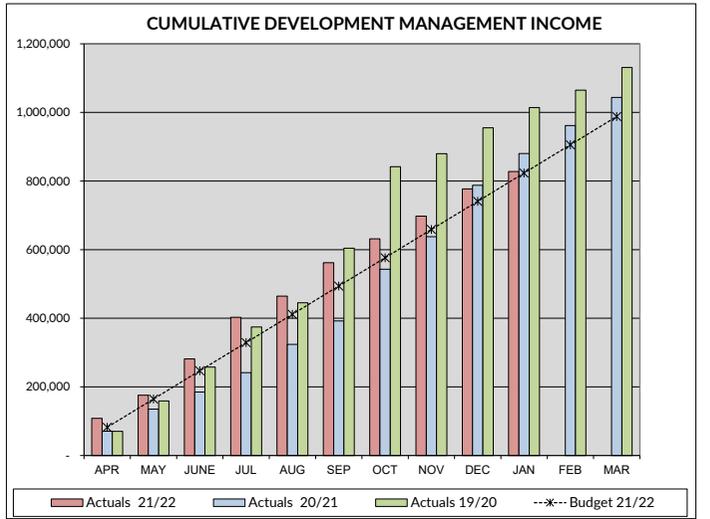


| CUMULATIVE BREAKDOWN | Code | Actual<br>(Cumulative) | Budget         | (Monthly)     |
|----------------------|------|------------------------|----------------|---------------|
| Plan Fee             | 3066 | 297,709                | 260,290        | 23,200        |
| Inspection Fee       | 3067 | 165,462                | 159,017        | 8,731         |
| Other                | 9999 | 3,230                  | -              | 824           |
| New Burdens Grant    | 3905 | 0                      | -              | -             |
| <b>Total</b>         |      | <b>466,400</b>         | <b>419,307</b> | <b>32,755</b> |

| Appendix B: DEVELOPMENT MANAGEMENT (DVDEVCT/DVDEVRND) |                  |                  |                | Increase / (decrease) from | Variance         | Manager's    |
|---|------------------|------------------|----------------|----------------------------|------------------|--------------|
|   | Actuals 19/20    | Actuals 20/21    | Actuals 21/22  | 20/21 to 21/22             | (Budget-Actuals) | Forecast     |
| APR   | 70,363           | 70,765           | 108,220        | 37,455                     | 82,352           | 25,869       |
| MAY   | 88,827           | 64,358           | 67,370         | 3,012                      | 82,352           | (14,982)     |
| JUN   | 98,710           | 49,790           | 105,814        | 56,024                     | 82,352           | 23,462       |
| JUL   | 116,501          | 56,443           | 121,474        | 65,031                     | 82,352           | 39,122       |
| AUG   | 70,614           | 82,700           | 61,771         | (20,930)                   | 82,352           | (20,581)     |
| SEP   | 159,361          | 68,065           | 97,539         | 29,474                     | 82,352           | 15,187       |
| OCT   | 237,506          | 150,748          | 69,405         | (81,343)                   | 82,352           | (12,947)     |
| NOV   | 37,774           | 95,145           | 66,081         | (29,064)                   | 82,352           | (16,270)     |
| DEC   | 75,475           | 149,560          | 79,495         | (70,065)                   | 82,352           | (2,857)      |
| JAN   | 59,329           | 92,513           | 50,807         | (41,706)                   | 82,352           | (31,545)     |
| FEB   | 50,534           | 81,896           | -              | -                          | 82,352           | -            |
| MAR   | 66,253           | 81,833           | -              | -                          | 82,352           | -            |
| <b>Total</b>  | <b>1,131,247</b> | <b>1,043,816</b> | <b>827,976</b> | <b>(52,112)</b>            | <b>988,223</b>   | <b>4,458</b> |



| DEVELOPMENT MANAGEMENT (CUMULATIVE) |               |               |               | Increase / (decrease) from | Variance         | Manager's |
|-------------------------------------|---------------|---------------|---------------|----------------------------|------------------|-----------|
|                                     | Actuals 19/20 | Actuals 20/21 | Actuals 21/22 | 20/21 to 21/22             | (Budget-Actuals) | Forecast  |
| APR                                 | 70,363        | 70,765        | 108,220       | 37,455                     | 82,352           | 25,869    |
| MAY                                 | 159,190       | 135,123       | 175,590       | 40,467                     | 164,703          | 10,887    |
| JUNE                                | 257,900       | 184,913       | 281,404       | 96,491                     | 247,055          | 34,349    |
| JUL                                 | 374,401       | 241,356       | 402,878       | 161,522                    | 329,407          | 73,471    |
| AUG                                 | 445,015       | 324,056       | 464,648       | 140,592                    | 411,758          | 52,890    |
| SEP                                 | 604,376       | 392,121       | 562,187       | 170,066                    | 494,110          | 68,077    |
| OCT                                 | 841,882       | 542,869       | 631,592       | 88,722                     | 576,462          | 55,130    |
| NOV                                 | 879,656       | 638,014       | 697,673       | 59,659                     | 658,813          | 38,860    |
| DEC                                 | 955,131       | 787,574       | 777,168       | (10,407)                   | 741,165          | 36,003    |
| JAN                                 | 1,014,460     | 880,087       | 827,975       | (52,113)                   | 823,517          | 4,458     |
| FEB                                 | 1,064,994     | 961,983       | -             | -                          | 905,868          | -         |
| MAR                                 | 1,131,247     | 1,043,816     | -             | -                          | 988,220          | -         |



| CUMULATIVE BREAKDOWN: DVDEVCT/DVDEVRND | Code  | Actual (Cumulative) | Budget         | (Monthly)     |
|--|-------|---------------------|----------------|---------------|
| Planning Application Fees              | 3009  | 700,315             | 728,441        | 45,882        |
| Other                                  | 9999  | 10,443              | 7,376          | (480)         |
| Planning Performance Agreements        | 3012  | 50,000              | 0              | 0             |
| Pre-application Fees                   | 8329  | 2,483               | 0              | 0             |
| Pre-application Fees                   | 8330  | 61,434              | 7,726          | 5,105         |
| Monitoring Fees                        | 3106  | 3,300               | 9,974          | 300           |
| RECH-Other A/C/S                       | 98100 | -                   | -              | -             |
| <b>Total</b>                           |       | <b>827,975</b>      | <b>823,517</b> | <b>50,807</b> |

**Item 8 - Carry Forward Requests 2022/23**

The attached report was due to be considered by the Finance & Investment Advisory Committee on 24 March 2022, however this meeting was inquorate and there is no minute reference to follow.

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**CARRY FORWARD REQUESTS 2021/22**

**Cabinet - 21 April 2022**

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

**Status:** For Consideration

**Also considered by:** Cleaner & Greener Advisory Committee - 24 March 2022

**Key Decision:** No

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

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officers:** Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

**Recommendation to Finance and Investment Advisory Committee:**

That the recommendations below to Cabinet, be endorsed.

**Recommendation to Cabinet:**

- (a) the Revenue carry forward requests totalling up to £771,000 as set out in paragraph 3 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee;
- (b) The Capital carry forward request totalling £731,000 as set out in paragraph 4 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee.

**Introduction and Background**

- 1 In order to meet the committee deadlines and to help facilitate a shorter final accounts process these requests for specific unspent budgets to be placed in an earmarked reserve for spending in a subsequent year (the 'carry forward' reserve) have been brought to this meeting rather than waiting until the final outturn results are available.
- 2 As was the case in 2020/21 any other variances at year end are transferred to the Budget Stabilisation Reserve.

## Agenda Item 8

### Revenue Carry Forward Items

- 3 There are two specific Revenue carry forward requests, summarised in table 1. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

**Table 1 - Revenue Carry Forward Requests**

| No | Item               | Chief Officer                          | Amount (up to) £ |
|----|--------------------|--|------------------|
| R1 | Revenue & Benefits | Customer & Resources                   | 622,000          |
| R2 | Asset Maintenance  | Strategic Head Commercial and Property | 149,000          |
|    | <b>TOTAL</b>       |  | <b>771,000</b>   |

### Capital Carry Forward Items

- 4 There is two Capital carry forward request, summarised in table 2. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

**Table 2 - Capital Carry forward Request**

| No | Item                      | Chief Officer       | Amount (up to) £ |
|----|---------------------------|---------------------|------------------|
| C1 | Vehicle replacement fund  | Finance and Trading | 43,000           |
| C2 | Disabled Facilities Grant | People and Places   | 688,000          |
|    | <b>TOTAL</b>              |                     | <b>731,000</b>   |

### Key Implications

#### Financial

The financial implications are set out elsewhere in this report.

#### Legal Implications and Risk Assessment Statement

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

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also 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

The decisions recommended through this paper 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.

**Appendices**

Appendix A - Budget Carry Forward Requests Background Papers

**Background Papers**

None

**Adrian Rowbotham**

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

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Budget Carry Forward Request 2021/22

R1

|                              |                            |
|------------------------------|----------------------------|
| Chief Officer :              | Jim Carrington-West        |
| Budget description :         | Revenues & Benefits        |
| Type of expenditure:         | Revenue                    |
| Cost Centre & Account code : | FSBENGT, FSCTADM, FSLTHSB, |

|   |                            |
|---|----------------------------|
|   | Up to £                    |
| Budget forecast to be unspent at 31/3/22: | Actuals at P11 (-£373,783) |
| Amount requested for carry forward:       | Up to £622,000             |

Reason for request:

The following grants were received in 2021/22:  
 £113,327 - Local Council Tax Support (LCTS)  
 £245,206 Final Local Council Tax Support (LCTS) 21/22  
 £5,000 - Council Tax Hardship Relief Support  
 £166,800 - New Burdens 3  
 £73,000 - New Burdens 4  
 £18,600 - New Burdens 5

During the year the Council has received a number of new burdens grants from the Government Departments to perform additional tasks in relation to COVID. Responding to COVID restricted the Revenues and Benefits department in performing some of its normal tasks this year, i.e. debt enforcement and recovery. It is anticipated, that additional resources will be required in the following years to address the backlog. The costs of Revenues and Benefits are shared with Dartford BC. Some of the above funding has already been spent but when the partnership accounts for the year are confirmed between the two partners, it is expected that some of the above funding will not have been used in the year.

## Agenda Item 8

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

It will reduce the funding available to address required workloads and to deliver the improvements and efficiencies planned for the service.

Budget Carry Forward Request 2021/22

|  |  |
|--|--|
| Chief Officer :                                | Detlev Munster   |
| Budget description :                           | Asset Maintenance - Various                              |
| Type of expenditure: <b>Revenue or Capital</b> | Revenue  |
| Cost Centre & Account code :                   | LPEMBUL 30200<br>XBXC 30200<br>YMAA 30200<br>YMKAG 30200 |

|   |          |
|---|----------|
|   | Up to £  |
| Budget forecast to be unspent at 31/3/22: | £149,000 |
| Amount requested for carry forward:       | £149,000 |

Reason for request: Due to investigation of development opportunities only necessary maintenance has been carried out. We anticipate that there will be a catch up period for planned maintenance required in order to maintain the value and use of our assets.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets and also include if there is any net zero impact by either carry forward or not carrying forward this budget):

Budgets for next year may not be sufficient to cover the required works in order to maintain Council assets. Maintenance budgets are expected to be under pressure next year as it may need to pick-up expenditure from areas that were previously not budgeted for in other Service Areas.

If works are not carried out there would be a negative impact on Net Zero due to energy reduction inefficiencies.

|  |                          |
|--|--------------------------|
| Chief Officer :                                | Adrian Rowbotham         |
| Budget description :                           | Vehicle replacement fund |
| Type of expenditure: <b>Revenue or Capital</b> | Capital                  |
| Cost Centre & Account code :                   | YLLP 40000               |

|   |         |
|---|---------|
|   | Up to £ |
| Budget forecast to be unspent at 31/3/22: | £43,000 |
| Amount requested for carry forward:       | £43,000 |

Reason for request:



To purchase a telehandler

Implications of not carrying forward this budget is operational needs at the Dunbrik depot and at Otford road site taking in deliveries and maintenance work at both sites.

Budget Carry Forward Request 2021/22

|  |  |
|--|--|
| Chief Officer :                                | Sarah Robson   |
| Budget description :                           | Better Care Fund   |
| Type of expenditure: <b>Revenue or Capital</b> | Capital  |
| Cost Centre & Account code :                   | YLTB (Sevenoaks Grants)<br>YLTC (Other Agency Grants i.e. Peabody HIA or other miscellaneous spend or other initiatives funded through the Better Care Fund)<br>YLPT (West Kent HA Grants) |

|   |                |
|---|----------------|
|   | Up to £        |
| Budget forecast to be unspent at 31/3/22: | £688,000       |
| Amount requested for carry forward:       | Up to £688,000 |

|  |
|--|
| <p>Reason for request:</p> <p>Grant received initially = £1,303,129<br/>Carry forward from 2020-2021 = £533,595.21</p> <p>Therefore, overall funding available for 2021-2022 = £1,836,724.21.</p> <p>Less KCC 'top slicing' of £174,914.00 and £50,000 Administration, leaving an overall budget of £1,611,810.21.</p> <p>As at 2 March 2022 spend = £923,417.49 with £662,000 of approved but not paid works (committed).</p> <p>Total spend + committed = £1,585,417.49</p> <p>Carry forward is therefore £1,611,810 - £923,417 = £688,393</p> <p>Remainder of the budget will be spent and/or is committed to Safe and Secure Grants, Hospital Discharge Grants and Handy Person materials.</p> |
|--|

|  |
|--|
|  |
|--|

## Agenda Item 8

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets and also include if there is any net zero impact by either carry forward or not carrying forward this budget):

If the carry forward is not approved, there will be no funding in place to support mandatory grants already approved and this funding would need to be resourced from elsewhere.

**Item 9 - Air Quality Action Plan - Consultation Summary and Request to Adopt**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**AIR QUALITY ACTION PLAN- CONSULTATION SUMMARY AND REQUEST TO ADOPT**

**Cabinet - 21 April 2022**

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

**Status:** For Decision

**Also considered by:**

- Cleaner & Greener Advisory Committee - 19 April 2022
- Council - 26 April 2022

**Key Decision:** No

This report supports the Key Aim of: Green Environment -Priority to maintain a clean local environment

**Executive Summary:** This report summarises the outcome of the public consultation of the Air Quality Action Plan 2022-2027. As a result of the consultation, a number of changes to the draft AQAP are proposed (summarised within this report).

**Portfolio Holder:** Cllr. Margot McArthur

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

**Recommendation to Cleaner & Greener Advisory Committee**

- To note the results of the statutory consultation
- To note the proposed changes made to the draft Air Quality Action Plan following consultation.
- The decisions set out in paragraphs (a) - (c) below be recommended to Cabinet

**Recommendation to Cabinet**

- To note the results of the statutory consultation
- To note the proposed changes made to the draft Air Quality Action Plan following consultation.
- To recommend to Council to support the adoption of the Air Quality Action Plan

### Recommendation to Council

- (a) To note the results of the statutory consultation
- (b) To note the proposed changes made to the draft Air Quality Action Plan following consultation.
- (c) To support the adoption of the Air Quality Action Plan and its publication
- (d) To provide delegated authority to the Environmental Health Manager to agree future amendments and changes to the Air Quality Action Plan in conjunction with the Portfolio Holder to ensure it remains relevant and effective for its stated duration.

**Reason for recommendation:** The District Council has undertaken an appropriate consultation on the proposals within its Draft Air Quality Action Plan and has made appropriate amendments to reflect comments made by stakeholders. The District Council is required to formally adopt an Air Quality Action Plan and it is considered beneficially for this to be done as soon as practicably possible. The AQAP is a working document and consequently it is anticipated that amendments, changes and updates will be required throughout its duration to ensure it remains relevant and up to date. It is considered appropriate for these technical changes to be made by the Environmental Health Manager in conjunction with the relevant portfolio holder.

### 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 draft version of the Air Quality Action Plan was brought before Cleaner & Greener Advisory Committee, Cabinet and Council in January and February 2022.
- 3 Between 24 February and 24 March 2022, the District Council undertook a public consultation of the draft action plan. This consultation was hosted on the District Council's website and stakeholders were encouraged to complete an online survey, which collected their views. Offline responses were also accepted.
- 4 The District Council wrote out to following partners and stakeholders requesting that they comment on the AQAP:
  - DEFRA
  - Kent County Council
  - Environment Agency

- District Councillors
  - Parish Councils
  - Neighbouring Authorities
  - Highways England
  - Local Chambers of Commerce
- 5 Three virtual 'drop-in' sessions were held for interested stakeholders on Friday 11<sup>th</sup> March 2021:
- 10:00 to 11:00- Businesses
  - 11:30 to 12:30- Parish Councils
  - 13:00 to 14:00- Members of the public
- 6 Throughout the consultation period, social media (Twitter, Facebook and LinkedIn) was used to promote the consultation including the use of paid promotion.
- Press release issued on 24/02/2022 to all media contacts (91 total)
  - Facebook post on 24/02/2022 reached 2261 people and achieved 62 engagements
  - Twitter post on 24/02/2022 reached 433 people and achieved 9 engagements
  - LinkedIn post on 08/03/2022 reached 297 people
  - Twitter post on 10/03/2022 reached 345 people and achieved 9 engagements
  - Facebook post on 19/03/2022 reached 78 people and achieved 7 engagements (comments likes and shares)
  - Twitter post on 19/03/2022 reached 338 people and achieved 2 engagements
  - LinkedIn post by EHM on 19/03/2022 reached 515 people and achieved 14 engagements
  - Instagram post on 21/03/2022 reached 187 people
  - Facebook post on 22/03/2022 reached 436 people and achieved 4 engagements
  - Twitter post on 22/03/2022 reached 301 people and achieved 3 engagements
- 7 The District Council received 27 responses to its consultation including responses from Kent County Council, Sevenoaks Town Council, Swanley Town Council and Sevenoaks Bicycle Users Group.

## Agenda Item 9

- 8 A response was received from DEFRA on 18 March 2022 (Appendix D of the report) and the AQAP has been amended to reflect these comments.

### Outcome of consultation and finalisation of the Air Quality Action Plan

- 9 As a result of the consultation, and after consideration of the responses, a number of amendments are proposed to the measures within the draft Air Quality Action Plan. The updated AQAP is in Appendix 1.
- 10 Section 4.2 has been updated with the Consultation Outcome.
- 11 Section 4.3 has been updated in accordance with the comments received from DEFRA and includes more detail about the meetings that have taken place in preparation of the AQAP.
- 12 Table 5.1 has been amended to reflect comments received through the consultation process. Several additional measures have been added to the draft document. These are:
- Measure 25- To provide information and education in respect of personal emissions and how they may be reduced.-
  - Measure 26- To work with businesses to identify ways to reduce emissions from their activities.
  - Measure 27- To discourage the use of bonfires as a means of waste disposal.
  - Measure 28- To reduce emissions from activities with Environmental Permits
  - Measure 29- To work with Highways England to identify measures which will reduce the need for HGV and LGV vehicles to use the A25
  - Measure 30- To review the effectiveness of introducing 20mph zones within areas where AQS objective levels are highest (Sevenoaks High Street, A25 Seal, Bat & Ball Junction, Riverhead, Westerham)
  - Measure 31- To work with business operators to increase the % composition of LEV within private fleets
  - Measure 32- To increase the number of Taxi operators using LEV and EV vehicles
- 13 For convenience the table below lists all of the measures now proposed within the AQAP.

| No. | Measure                          |
|-----|----------------------------------|
| 1   | Local Plan policy and guidance - |

|    |   |
|----|---|
|    | <p>Ensure that developers take account of onsite and offsite air quality when assessing the environmental impact of their proposals.</p> <p>That suitable onsite and offsite air quality mitigation measures are included (including financial contributions to strategic air quality improvement measures) as part of a proposal such that future air quality is either improved or sustained at a level that would be achieved without the development.</p> |
| 2  | Junction improvements at Bat & Ball Junction (A25/ A225 Junction)   |
| 3  | Junction improvements at A224/A25 in Riverhead  |
| 4  | Road/ Junction improvements along A225 Sevenoaks High Street  |
| 5  | Road improvements along the A25 in Seal, and the A25 in Brasted   |
| 6  | Bike rental schemes   |
| 7  | Promotion of active travel schemes  |
| 8  | Development of new walking and cycle routes   |
| 9  | District wide promotion of active travel  |
| 10 | Behavioural change campaigns to reduce single use occupancy car journeys  |
| 11 | Reducing vehicle idling   |
| 12 | Educational campaigns for schools   |
| 13 | Collaboration with bus operators to introduce ultra-low emission vehicles into the fleets   |
| 14 | Transitioning the Council's fleet to low emission vehicles  |

## Agenda Item 9

|    |  |
|----|--|
| 15 | Improving and developing the EV infrastructure within the district   |
| 16 | Installing EV charging points within all Council owned carparks  |
| 17 | Improving public transport infrastructure  |
| 18 | Promote the use of public transport  |
| 19 | On and off-street parking charges linked to vehicle emissions standards  |
| 20 | Car Club / Sharing schemes   |
| 21 | Exploring flexible working and home working  |
| 22 | Walking to school incentives/ encouragement  |
| 23 | Complete a detailed modelling assessment of the Swanley Area to quantify the local air quality   |
| 24 | Hire an Air Quality Promotions Officer   |
| 25 | To provide information and education in respect of personal emissions and how they may be reduced                                      |
| 26 | To work with businesses to identify ways to reduce emissions from their activities   |
| 27 | To discourage the use of bonfires as a means of waste disposal.  |
| 28 | To reduce emissions from activities with Environmental Permits   |
| 29 | To work with National Highways to identify measures which will reduce the need for HGV and LGV vehicles to use the A25                 |
| 30 | To review the effectiveness of introducing 20mph zones within areas where AQS objective levels are highest (Sevenoaks High Street, A25 |

|    |  |
|----|--|
|    | Seal, Bat & Ball Junction, Riverhead, Westerham)   |
| 31 | To work with business operators to increase the % composition of LEV within private fleets |
| 32 | To increase the number of Taxi operators using LEV and EV vehicles                         |

- 14 Appendix A of the AQAP has been populated with comments received through the consultation process.
- 15 Appendix C of the AQAP - Provides details of the questions asked during the consultation.
- 16 Appendix D of the AQAP - Is the response received from DEFRA.
- 17 Appendix E of the AQAP - Is the response received from Kent County Council.

**Recommendations**

- 18 Councillors are asked to review the proposed changes and agree to their inclusion within the final published version of the Air Quality Action Plan.
- 19 Councillors are to note that the Air Quality Action Plan is a working document and that it will be subject to regular revision and update.
- 20 Councillors are asked to agree for delegated authority to be provided to the Environmental Health Manager in conjunction with the Portfolio Holder to sign off future updates, amendments and revisions of the Air Quality Action Plan to ensure it remains relevant and effective.

**Key Implications**

Financial

The costs of implementing the measures within the Air Quality Action Plan vary significantly. The costs associated with investigating measures will be from existing budgets within Environmental Health however the implementation of measures is in some cases dependent on as yet unidentified funding. The AQAP provides potential levers and mechanisms to allow the District Council access to additional funding streams and grants.

Legal Implications and Risk Assessment Statement.

It is a legal requirement for the District Council to adopt an Air Quality Action Plan where it has declared Air Quality Management Areas (4 within Sevenoaks District).

## Agenda Item 9

### 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 decrease in carbon emissions produced in the District as a result of this decision.

#### **Appendices**

Appendix 1- Final Version of the Air Quality Action Plan

#### **Background Papers**

**Richard Morris**

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

APPENDIX 1



# Sevenoaks District Council Air Quality Action Plan

In fulfilment of Part IV of the  
Environment Act 1995 (As Amended)  
Local Air Quality Management

April 2022

| Information             | Contacts   |
|-------------------------|--|
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| Report Reference number | UK_6726243_v2.0  |
| Date                    | April 2022   |

## 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;
- 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

---

<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

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- 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 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

**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 (as amended) 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.

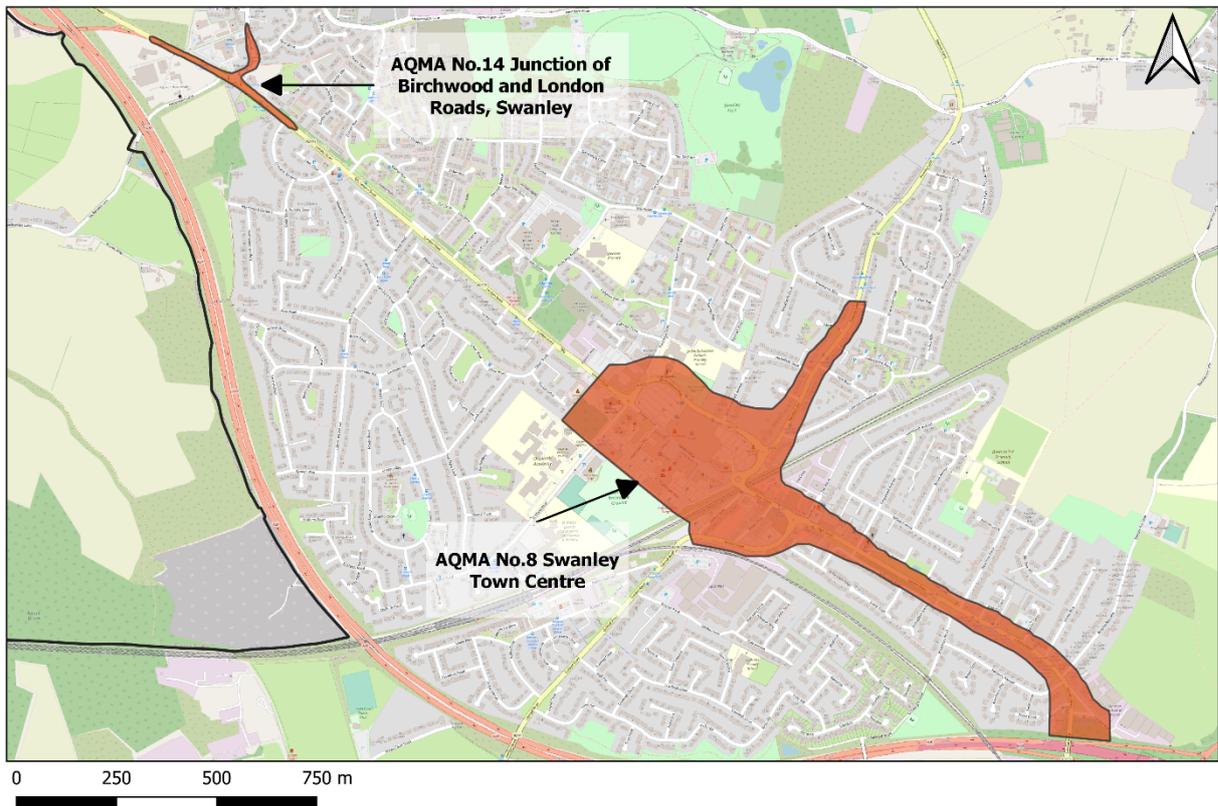
This AQAP considers measures that can be applied to the entire district and will therefore also improve air quality within these AQMAs.

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

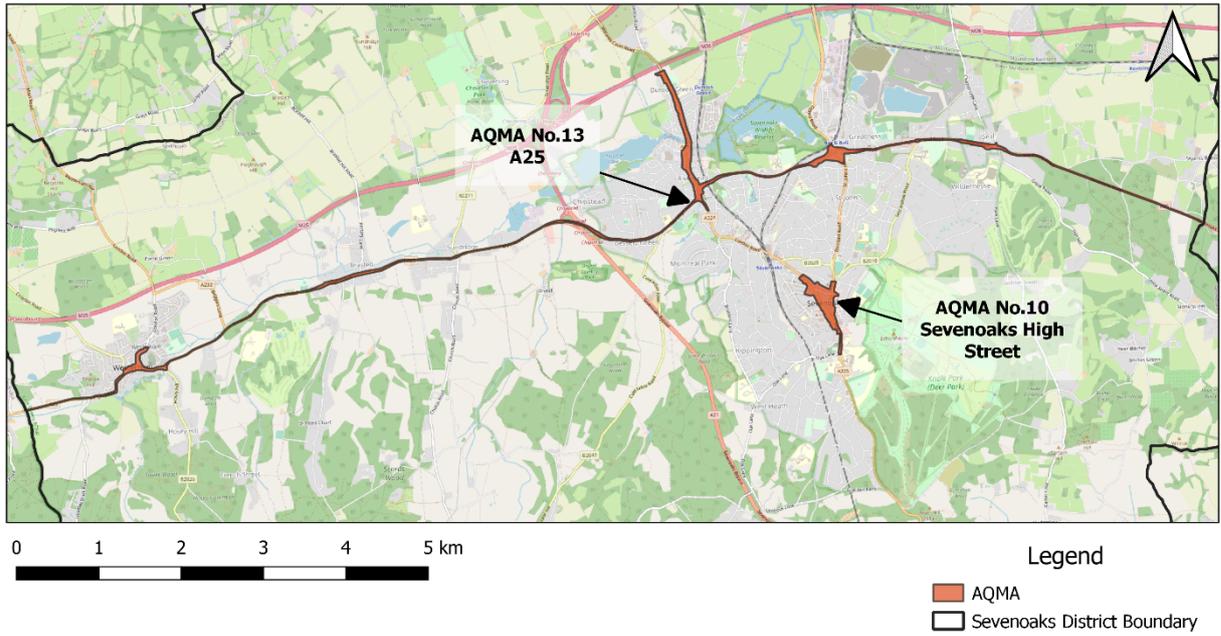
- AQMA No.8 (Swanley Town Centre) - An area encompassing Swanley Town Centre, High Street and London Road. Declared for exceedances of the NO<sub>2</sub> annual mean objective;
- AQMA No.10 (Sevenoaks High Street) - An area encompassing Sevenoaks High Street and London Road. Declared for exceedances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

- 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



Sevenoaks District Council



## 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.

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<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/>

## 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.

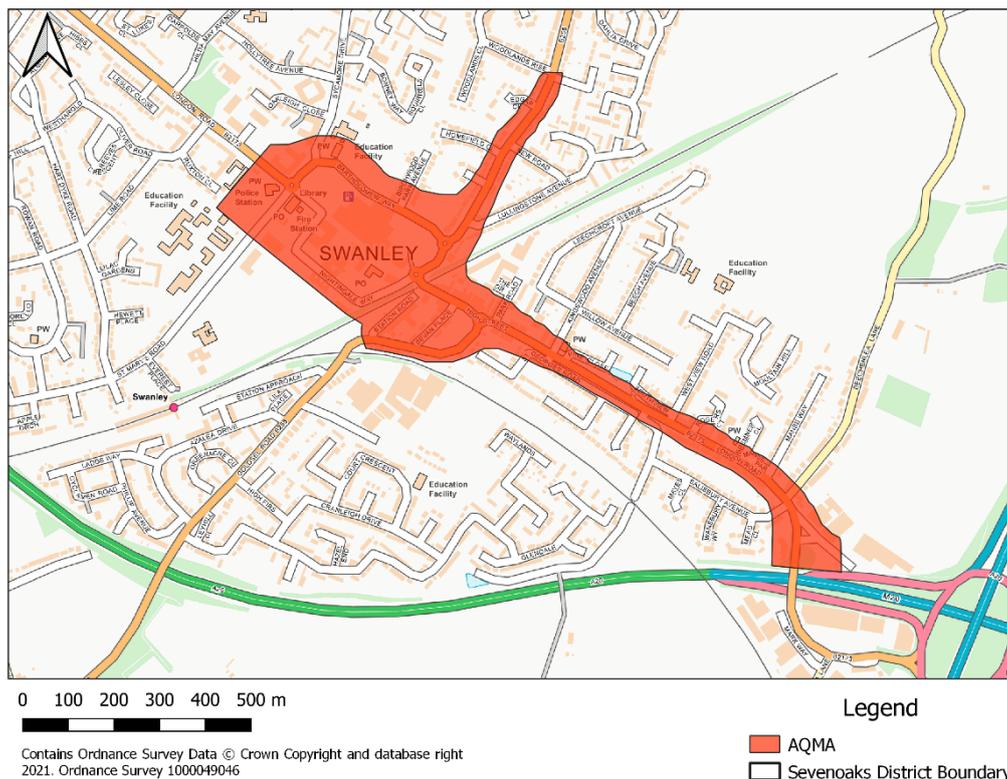
- Concentrations have largely been decreasing since 2016.
- Following distance correction, the predicted annual mean NO<sub>2</sub> concentrations are below the AQS objective in all years reported.

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

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



## 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 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.

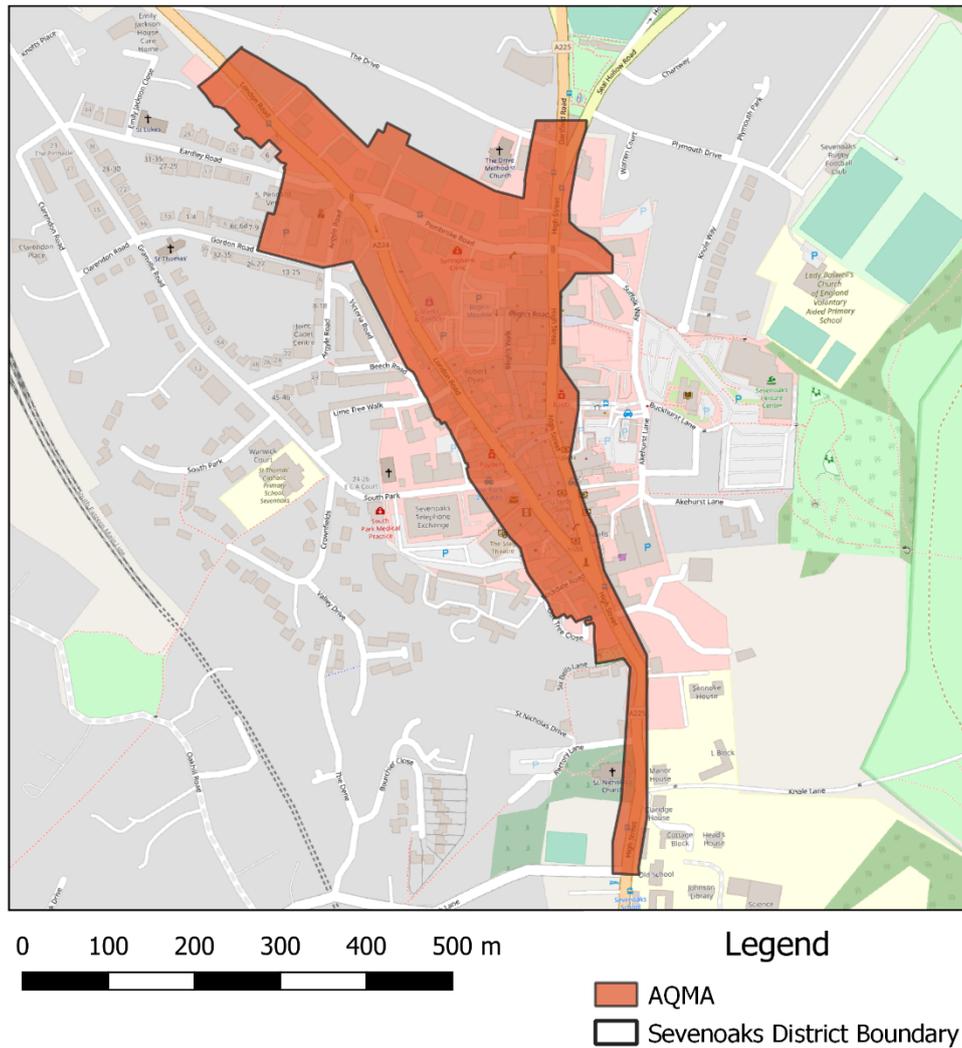
Table 2.2 – AQMA No.10 Annual Mean NO<sub>2</sub> Concentrations

| 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><br>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 40µg/m<sup>3</sup>.

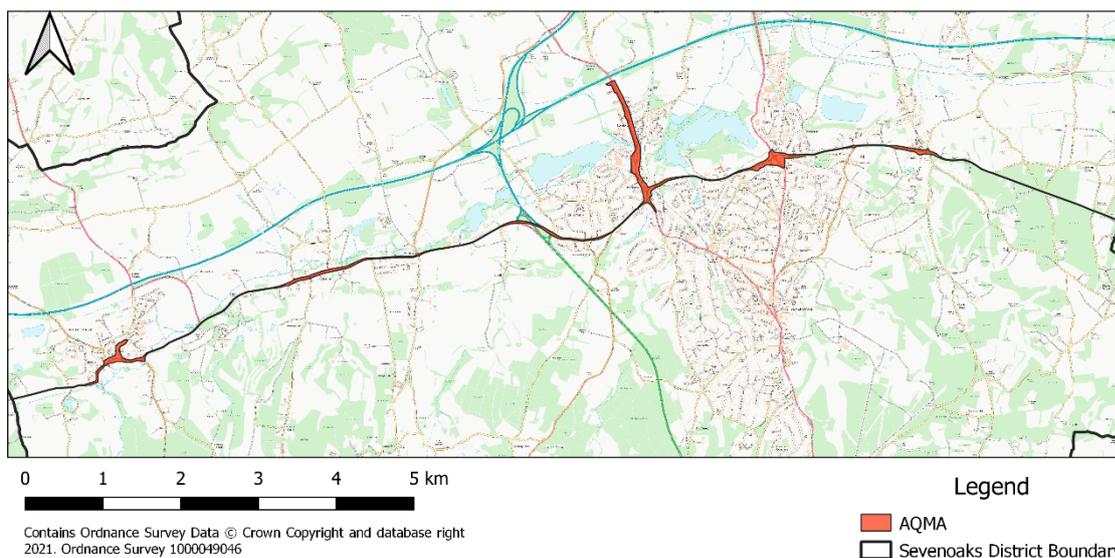
Figure 2.2 – Map of AQMA No.10 Sevenoaks High Street



### AQMA No.13 A25

AQMA No.13 has been declared since 2014 for exceedances of the annual mean NO<sub>2</sub> 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. Figure 2.3 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 A25 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 |

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| 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 |
| DT33    | 555068         | 156711         | Roadside  | <b>48.1</b>  | <b>40.5</b> | <b>40.5</b> | 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  | <b>45.1</b>  | 39.6        | <b>40.1</b> | 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  | <b>40.0</b>  | 33.9        | 37.9        | 33.3 | 27.4 |
| 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 |

| 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 |
| 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 |

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

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.

### 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.

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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.

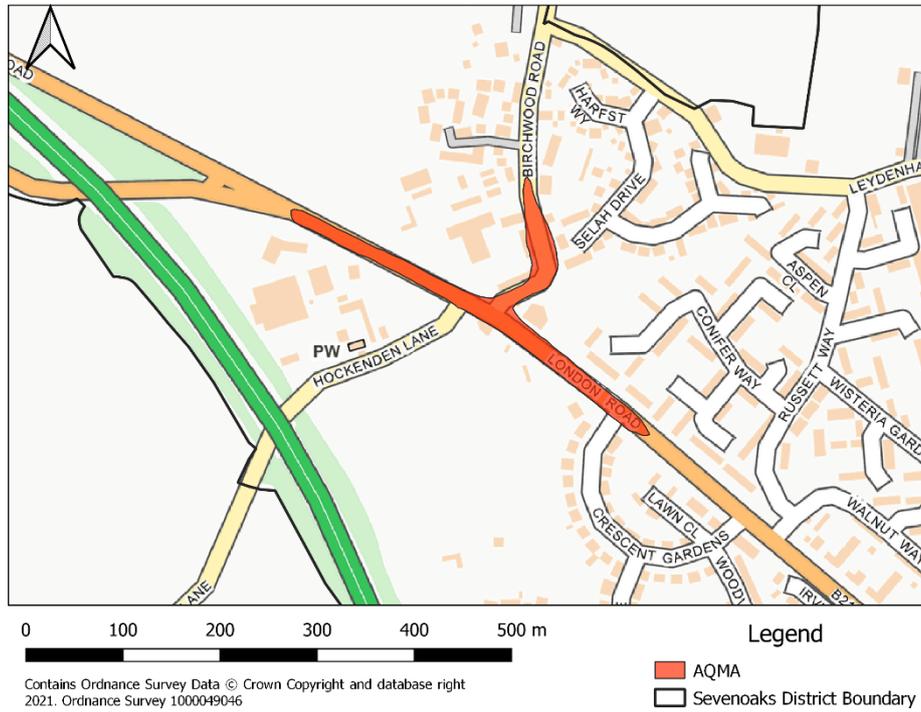
**Table 2.4 – AQMA No.14 Annual Mean NO<sub>2</sub> Concentrations**

| 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        |

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

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, based on 2018 monitoring data (and therefore considered worst case) has allowed the most significant sources of oxides of Nitrogen ( $\text{NO}_x$ ) vehicle contributors to be identified.  $\text{NO}_x$  are predominantly emitted into the atmosphere in the form of nitric oxide (NO) which is then converted to nitrogen dioxide ( $\text{NO}_2$ ) through chemical processes in the atmosphere. Under most atmospheric conditions, the dominant pathway for  $\text{NO}_2$  formation is via the reaction of NO with ozone ( $\text{O}_3$ ). Further information on the source apportionment exercise is contained within supporting document: "Sevenoaks District Council; Detailed Assessment of Existing AQMAs- September 2020.

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,  $\text{NO}_2$ ,  $\text{PM}_{10}$  and  $\text{PM}_{2.5}$  (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 and is associated with heart disease, strokes and lung cancer. 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 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

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<sup>5</sup> <https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution/>

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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

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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

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

vans by 2030 with all new cars and vans being fully zero emission from 2035. ;

- 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;
- 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

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

### 3.2.3 Sevenoaks District Council Plan

The 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.

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

### 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:

*“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.*

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

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*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 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](#)

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- 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](#)

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 and appropriate.
- 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.

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- 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

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

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.

Kent has committed to becoming Net Zero by 2050 as per the Kent & Medway Energy and Low Emissions Strategy

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.

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

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

ownership in Kent. However, the south of the District remains under served by EV infrastructure.

### 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>.

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.

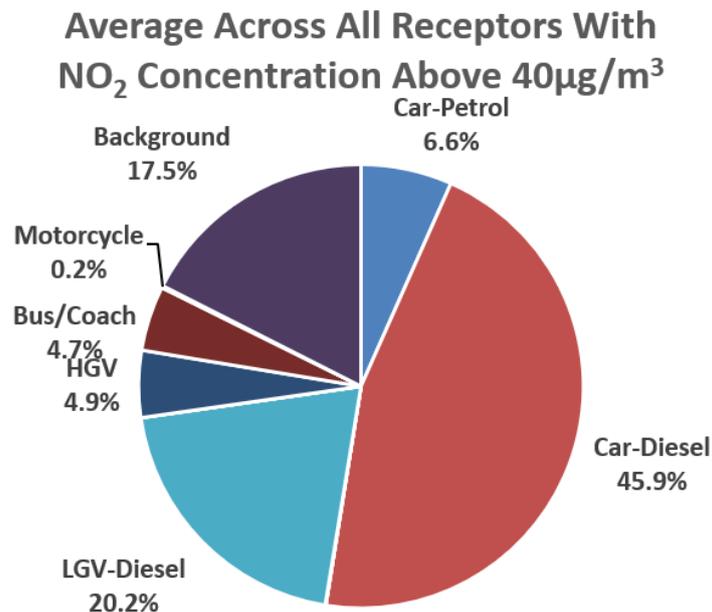
3.3.1 AQMA No.10 Sevenoaks High Street

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 |      |               |            |            |
| <b>Average across all modelled receptors</b>  |              |        |        |        |        |        |        |      |               |            |            |
| NO <sub>x</sub> Concentration (µg/m <sup>3</sup> )  | 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%       | -          |
| <b>Average Across All Receptors With NO<sub>2</sub> Concentration exceeding the AQS Annual Mean Objective</b> |              |        |        |        |        |        |        |      |               |            |            |
| NO <sub>x</sub> Concentration (µg/m <sup>3</sup> )  | 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%       | -          |
| <b>At the Receptor With the Maximum Road NO<sub>x</sub> Concentration (ID 32)</b>                             |              |        |        |        |        |        |        |      |               |            |            |
| NO <sub>x</sub> Concentration (µg/m <sup>3</sup> )  | 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



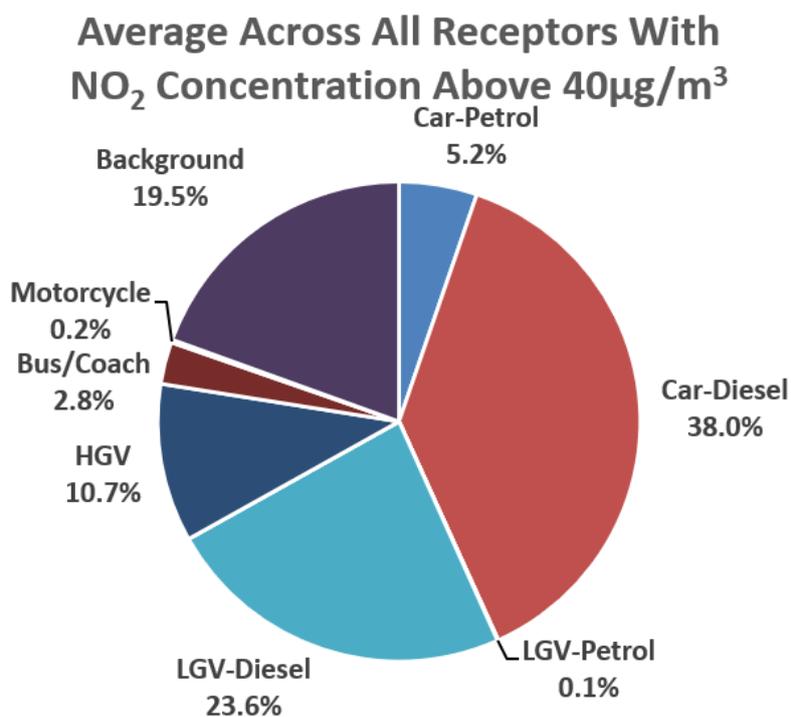
### 3.3.2 AQMA No.13 A25

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/m <sup>3</sup> )  | 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 NO <sub>2</sub> Concentration exceeding the AQS Annual Mean Objective |              |        |        |        |        |        |        |       |               |            |            |
| NO <sub>x</sub> Concentration (µg/m <sup>3</sup> )  | 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 NO <sub>x</sub> Concentration (ID 268)                            |              |        |        |        |        |        |        |       |               |            |            |
| NO <sub>x</sub> Concentration (µg/m <sup>3</sup> )  | 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 - Compliance with AQS Objectives**
  - The Council recognises that it has a legal duty to achieve compliance with AQS objectives.
  - We will seek to identify measures that will achieve compliance with AQS Objectives as quickly as possible
  
- **Priority 2.-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 3 - 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.
  - 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

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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 4 - 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 exacerbate any areas of existing poor air quality and provide appropriate mitigation measures where this is unavoidable.
- **Priority 5 - 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 update 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 2021 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

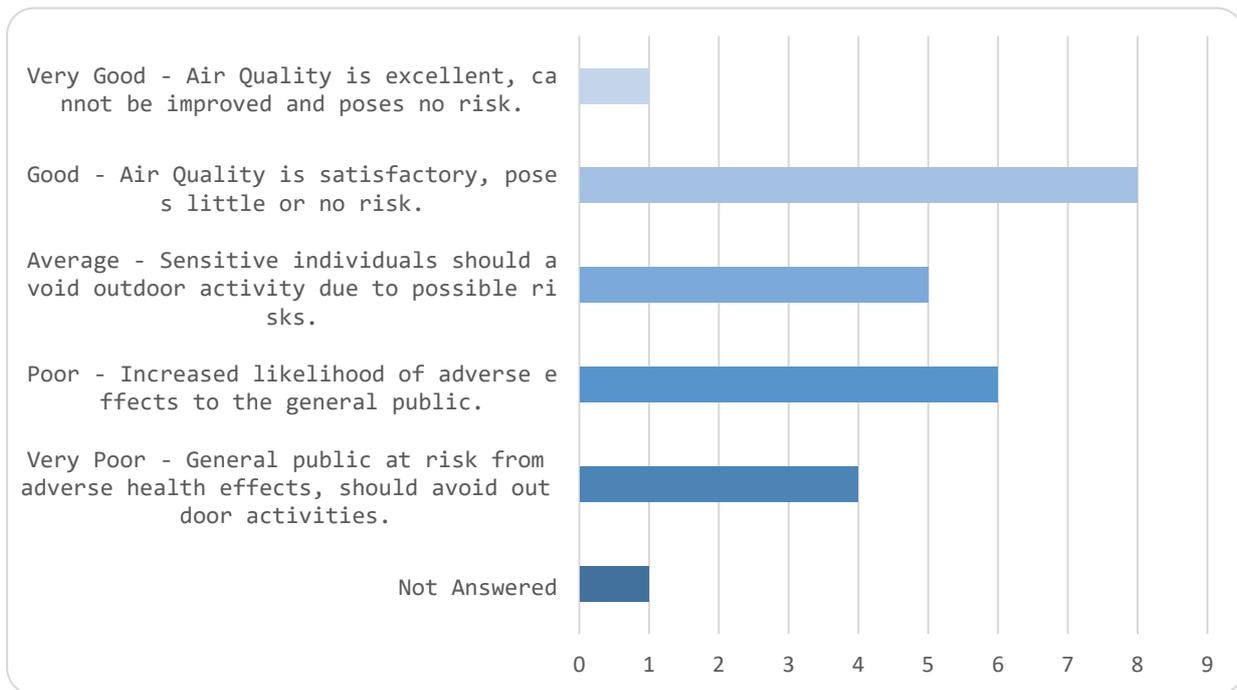
A consultation of the Air Quality Action Plan took place between 24 February 2022 and 24 March 2022. We received 25 responses through our engagement portal <https://engagement.sevenoaks.gov.uk/net-zero/aqap> a summary is shown below

#### What is your current view on Air Quality in Sevenoaks District?

There were 24 responses to this part of the question.

Air Quality within Sevenoaks is predominately viewed as good (32%) however responses have varied quite significantly based on location within the district, which highlights the need to prioritise specific areas with AQMA's.

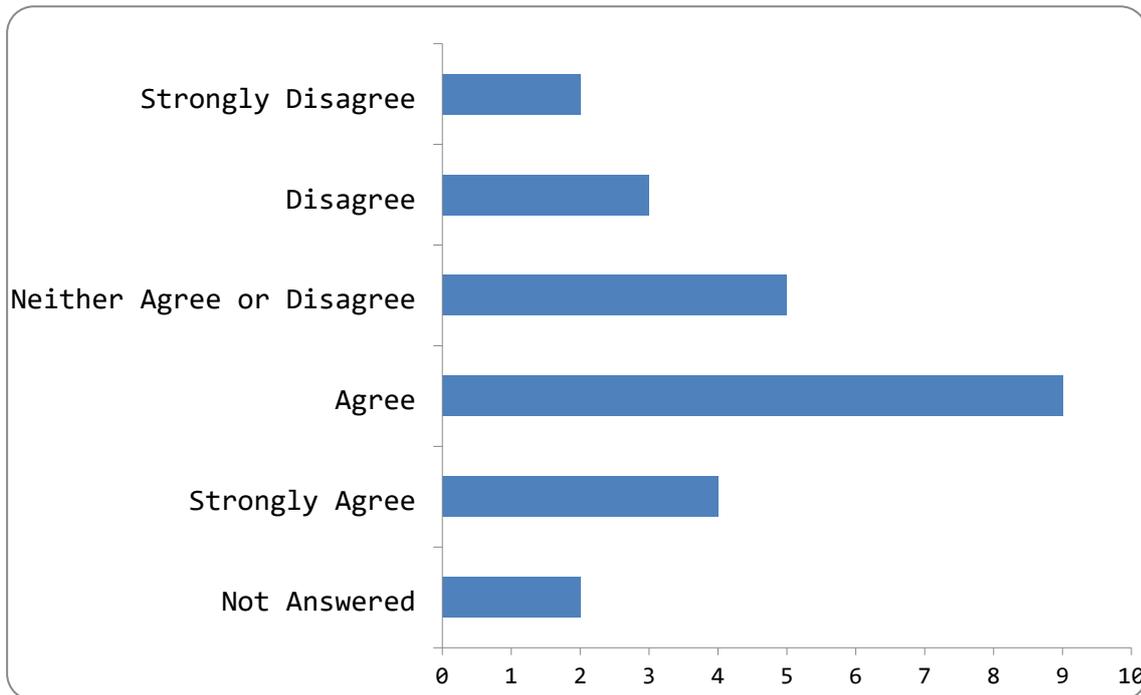
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| Option   | Total | Percent |
|--|-------|---------|
| Very Good - Air Quality is excellent, cannot be improved and poses no risk.                      | 1     | 4.00%   |
| Good - Air Quality is satisfactory, poses little or no risk.                                     | 8     | 32.00%  |
| Average - Sensitive individuals should avoid outdoor activity due to possible risks.             | 5     | 20.00%  |
| Poor - Increased likelihood of adverse effects to the general public.                            | 6     | 24.00%  |
| Very Poor - General public at risk from adverse health effects, should avoid outdoor activities. | 4     | 16.00%  |
| Not Answered   | 1     | 4.00%   |

The Sevenoaks Air Quality Action Plan has identified the areas of work needed to improve Air Quality in the District.

To what extent do you agree?

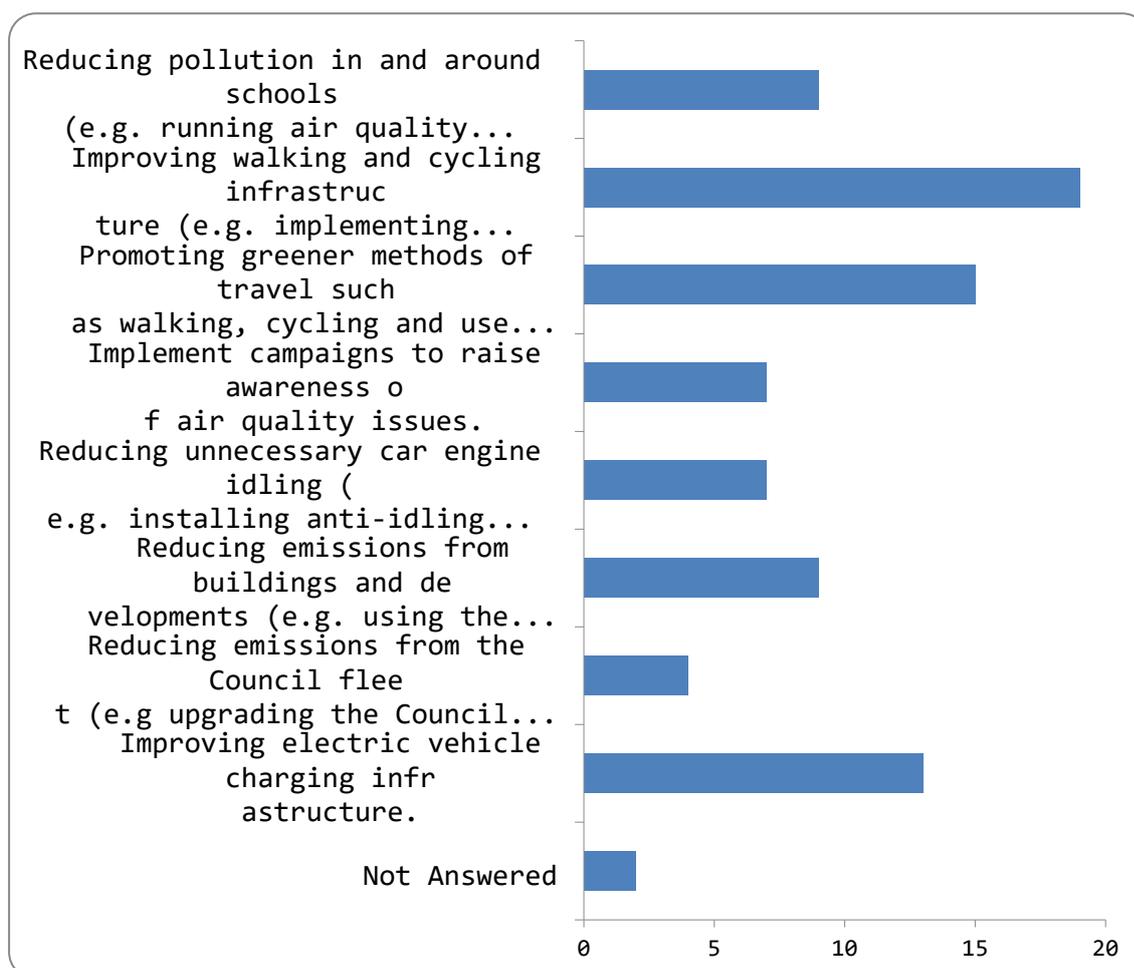


| Option                    | Total | Percent |
|---------------------------|-------|---------|
| Strongly Disagree         | 2     | 8.00%   |
| Disagree                  | 3     | 12.00%  |
| Neither Agree or Disagree | 5     | 20.00%  |
| Agree                     | 9     | 36.00%  |
| Strongly Agree            | 4     | 16.00%  |
| Not Answered              | 2     | 8.00%   |

There were 23 responses to this part of the question.

Based on responses, the largest proportion of respondents (52%) believe the AQAP has identified the areas of work needed to improve air quality within the district. However, responses did vary on this answer depending on location and personal preferences.

**Which of the following areas do you think should be prioritised in the 2022-27 Air Quality Plan?**



| Option   | Total | Percent |
|--|-------|---------|
| Reducing pollution in and around schools (e.g. running air quality projects at schools; air quality communication campaigns; finding local solutions to protect schools from air pollution). | 9     | 36.00%  |
| Improving walking and cycling infrastructure (e.g. implementing cycling lanes, increasing pedestrian walking areas and routes).  | 19    | 76.00%  |
| Promoting greener methods of travel such as walking, cycling and use of public transport.  | 15    | 60.00%  |
| Implement campaigns to raise awareness of air quality issues.  | 7     | 28.00%  |
| Reducing unnecessary car engine idling (e.g. installing anti-idling signage, patrolling streets).  | 7     | 28.00%  |

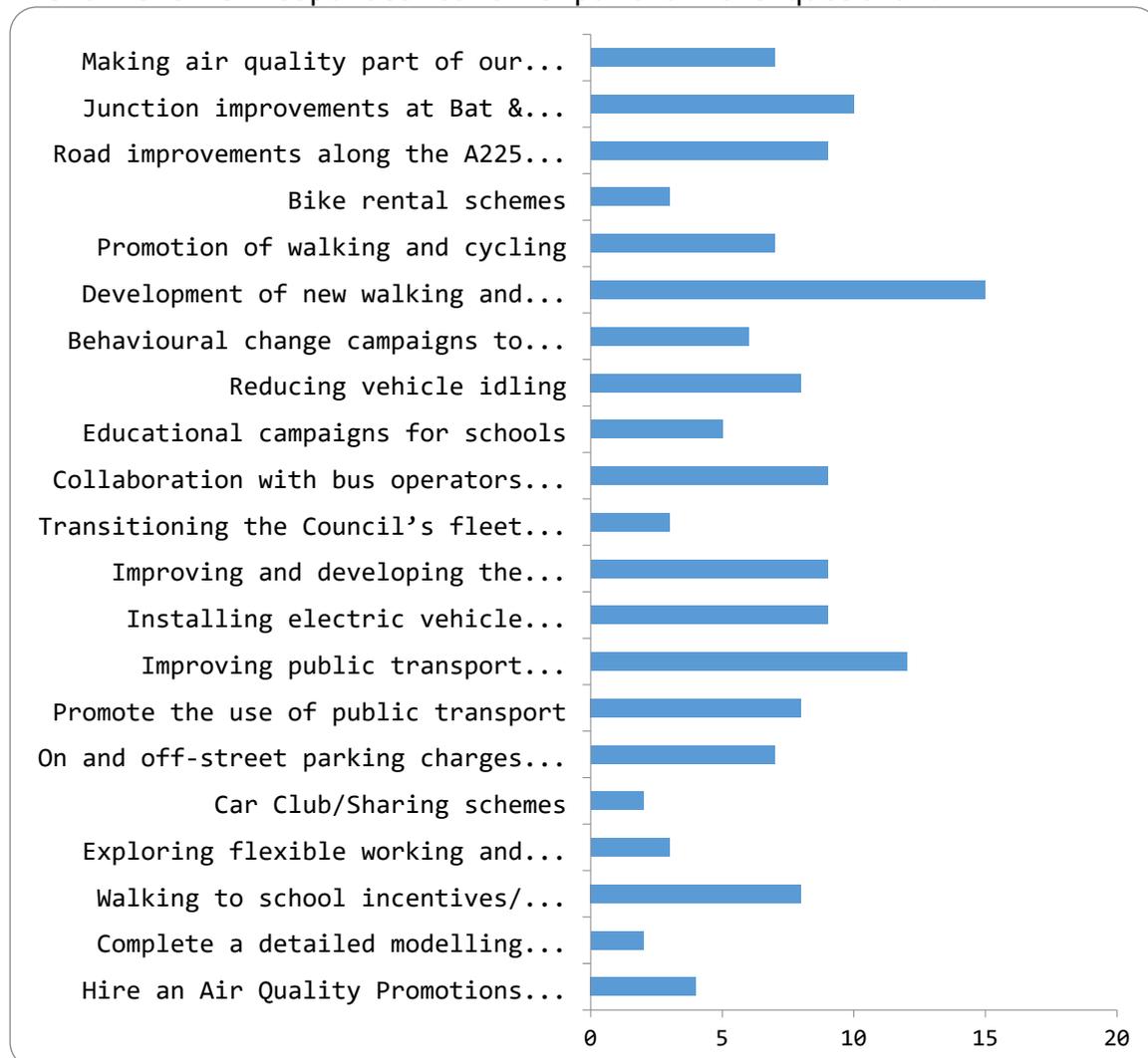
| Option  | Total | Percent |
|---|-------|---------|
| Reducing emissions from buildings and developments (e.g. using the planning system to ensure new developments reduce pollution levels; dust inspections on construction sites). | 9     | 36.00%  |
| Reducing emissions from the Council fleet (e.g upgrading the Council fleet to Euro 6 vehicles and electric vehicles).   | 4     | 16.00%  |
| Improving electric vehicle charging infrastructure.   | 13    | 52.00%  |
| Not Answered  | 2     | 8.00%   |

There were 23 responses to this part of the question.

Responses to this question were wide-ranging, although two were the most evident. These were improving walking and cycling infrastructure (76%) and promoting greener methods of travel (60%). These areas were also both commonly commented on throughout the consultation showing a clear demand for a focus on active travel and these areas in particular. There is also a strong desire amongst responses to see improvements in electric vehicle charging infrastructure (52%) which again has been highlighted throughout the consultation. The lowest responses were given to reducing emissions from council fleet vehicles (16%) showing this is not seen as a significant priority amongst respondents.

**Which specific measures do you feel should be prioritised? (Tick all that apply)**

There were 25 responses to this part of the question.



| Option  | Total | Percent |
|---|-------|---------|
| <b>Making air quality part of our Local Plan policy and guidance</b>                                  | 7     | 28.00%  |
| <b>Junction improvements at Bat &amp; Ball and the A224/A25 in Riverhead</b>                          | 10    | 40.00%  |
| <b>Road improvements along the A225 in Sevenoaks High Street, A25 in Seal, and the A25 in Brasted</b> | 9     | 36.00%  |
| <b>Bike rental schemes</b>  | 3     | 12.00%  |
| <b>Promotion of walking and cycling</b>   | 7     | 28.00%  |
| <b>Development of new walking and cycle routes</b>  | 15    | 60.00%  |
| <b>Behavioural change campaigns to reduce single use occupancy car journeys</b>                       | 6     | 24.00%  |
| <b>Reducing vehicle idling</b>  | 8     | 32.00%  |
| <b>Educational campaigns for schools</b>  | 5     | 20.00%  |

| Option   | Total | Percent |
|--|-------|---------|
| Collaboration with bus operators to introduce ultra-low emission vehicles into the fleets      | 9     | 36.00%  |
| Transitioning the Council's fleet to low emission vehicles                                     | 3     | 12.00%  |
| Improving and developing the electric vehicle infrastructure within the District               | 9     | 36.00%  |
| Installing electric vehicle charging points within Council owned car parks                     | 9     | 36.00%  |
| Improving public transport infrastructure  | 12    | 48.00%  |
| Promote the use of public transport  | 8     | 32.00%  |
| On and off-street parking charges linked to vehicle emissions standards                        | 7     | 28.00%  |
| Car Club/Sharing schemes   | 2     | 8.00%   |
| Exploring flexible working and home working  | 3     | 12.00%  |
| Walking to school incentives/ encouragement  | 8     | 32.00%  |
| Complete a detailed modelling assessment of the Swanley Area to quantify the local air quality | 2     | 8.00%   |
| Hire an Air Quality Promotions Officer   | 4     | 16.00%  |
| Not Answered   | 0     | 0.00%   |

As highlighted previously, the largest responses are focused on prioritising active travel and the development of new walking and cycle routes (60%) throughout the district.

More than one response could be recorded for this question so we had a number of other measures also indicating a preference for priority. These included:

- Junction improvements at Bat & Ball and the A224/A25 in Riverhead (40%),
- Road improvements along the A225 in Sevenoaks High Street, A25 in Seal, and the A25 in Brasted (36%),
- Reducing vehicle idling (32%),
- Collaboration with bus operators to introduce ultra-low emission vehicles into the fleets (36%),
- Installing electric vehicle charging points within Council owned car parks (36.36%)
- Improving public transport infrastructure (48%).

Car Club/Sharing schemes received the lowest response (8%) suggesting this method is not highly prioritised amongst respondents along with a complete a detailed modelling assessment of the Swanley Area to quantify the local air quality (8%).

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Additional questions asked for comments on the AQAP. These are summarised in Appendix A.

### 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, Strategic Planning, Net Zero Working Group, Parking Services, Direct Services, Economic Development, Communications Team and the Transformation and Strategy Team.

This group meets regularly alongside the Net Zero Working Group and is supervised by the Deputy Chief Executive and Chief Officer for Planning and Regulatory Services. The group reports progress via the Cleaner and Greener Advisory Committee.

Meetings of the steering group were held on the following dates:

- 14<sup>th</sup> July 2021
- 05 January 2022

In addition, the AQAP was included in discussions with key stakeholders including Kent County Council, Public Transport Providers, Town and Parish Councils, and Highways Authorities regarding the Council's Movement Strategy. These were held throughout 2021.

### 4.3.1 Committee Meetings

Reports relating to the development of the AQAP were brought to the Cleaner & Greener Advisory Committee on the following dates:

- 29<sup>th</sup> June 2021
- 18 January 2022
- 19 April 2022

Reports relating to the development of the AQAP were brought to Cabinet on the following dates:

- 08 July 2021
- 10 February 2022
- 21 April 2022

Minutes from these meetings are available at

<https://cds.sevenoaks.gov.uk/mgCalendarMonthView.aspx>

### 4.3.2 Meetings with Councillors

A meeting with councillors took on 01 September 2021. Prior to the meeting, information was provided to all Councillors on the air quality issues within their wards including the latest data from diffusion tubes. At the meeting, the Environmental Health Manager discussed possible measures being considered by the Council, the process of developing the Air Quality Action Plan, and the work being undertaken by Bureau Veritas to verify our existing Air Quality Management Areas.. Councillors expressed support for the process and encouraged the EHM to identify measures that would be effective and help the Council achieve compliance as quickly as possible. They encouraged the EHM to work with the appointed consultant and rely uponm their expertise.

A meeting was held with representatives of Swanley Town Council on 18 August 2021 to discuss the development of the Air Quality Action Plan. Air Quality Issues relating to Swanley were discussed. Concerns were raised regarding the traffic attending Swanley Park and if localised measures to address this may be appropriate. The possibility of 'living roofs' on bus shelters was discussed. The EHM explained the processes for developing the AQAP and that further assessment would be required within Swanley. The EHM explained the consultation process that would take place once a draft plan had been produced..

## 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

| No . | Measure  | Category                                | Classification                           | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved | Funding Source     | Defra AQ Grant Funding | Funding Status | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure   | Key Performance Indicator | Progress to Date               | Comments / Potential Barriers to Implementation  |
|------|--|---|--|---|------------------------------------|------------------------|--------------------|------------------------|----------------|---------------------------|----------------|---|---------------------------|--------------------------------|--|
| 1    | Local Plan policy and guidance –<br><br>Ensure that developers take account of onsite and offsite air quality when assessing the environmental impact of their proposals.<br><br>That suitable onsite and offsite air quality mitigation measures are included (including financial contributions to strategic air quality improvement measures) as part of a proposal such that future air quality is either improved or sustained at a level that would be achieved without the development. | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | 2022                                    | Ongoing                            | SDC/ KCC               | Internal/ Existing | No                     | Fully Funded   | Low                       | Planning       | NO <sub>2</sub> Whilst guidance already exists, it is important to keep these up-to-date as policies and strategies evolve. | Implementation of policy  | Draft policies and allocations | Considering a Supplementary Planning Document on Air Quality to set out how air quality will be assessed and the implementation of existing policy<br><br>The emerging Local Plan will include a more detailed policy on Air Quality.<br><br>Air Quality will be considered in the site selection for allocations. |

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|------|---|--------------------|---|---|------------------------------------|------------------------|--------------------------|------------------------|----------------|---------------------------|----------------|--|---|---------------------|--|
| 2    | Junction improvements at Bat & Ball Junction (A25/ A225 Junction) | Traffic Management | UTC, Congestion management, traffic reduction | 2025                                    | 2030                               | SDC/ KCC/ STC          | CIL / KCC / S106 Funding | No                     | Not Funded     | Very High                 | Planning       | NO <sub>2</sub> To be confirmed by further assessment once appropriate scheme is determined by partners. | Reduction in NO <sub>2</sub> concentrations (amount to be determined by scenario testing once suitable scheme is identified) / Reduced congestion and journey times | Initial discussions | The Local Plan will consider the impact of development on these junctions and potential improvements .<br><br>Cost of works likely to be significant and to cause significant disruption during implementation phase. Funding not secured. |
| 3    | Junction improvements at A224/A25 in Riverhead                    | Traffic Management | UTC, Congestion management, traffic reduction | 2025                                    | 2030                               | SDC/ KCC/ STC          | CIL / KCC / S106 Funding | No                     | Not Funded     | Very High                 | Planning       | NO <sub>2</sub> To be confirmed by further assessment once appropriate scheme is determined by partners. | Reduction in NO <sub>2</sub> concentrations (amount to be determined by scenario testing once suitable scheme is identified) / Reduced congestion and journey times | Initial discussions | The Local Plan will consider the impact of development on these junctions and potential improvements .<br><br>Cost of works likely to be significant and to cause significant disruption during implementation phase. Funding not secured. |
| 4    | Road/ Junction improvements along                                 | Traffic Management | UTC, Congestion management,                   | 2025                                    | 2030                               | SDC/ KCC/ STC          | CIL / KCC /S106 Funding  | No                     | Not Funded     | Medium to high            | Planning       | NO <sub>2</sub> To be confirmed by further   | Reduction in NO <sub>2</sub> concentrations (amount   | Initial discussions | Sevenoaks Town centre was previously   |

| No . | Measure   | Category           | Classification                                | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved       | Funding Source          | Defra AQ Grant Funding | Funding Status | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure  | Key Performance Indicator   | Progress to Date    | Comments / Potential Barriers to Implementation   |
|------|---|--------------------|---|---|------------------------------------|------------------------------|-------------------------|------------------------|----------------|---------------------------|----------------|--|---|---------------------|---|
|      | A225 Sevenoaks High Street                                      |                    | traffic reduction                             |   |                                    |                              |                         |                        |                |                           |                | assessment once appropriate scheme is determined by partners.  | to be determined by scenario testing once suitable scheme is identified) / Reduced congestion and journey times   |                     | considered to be made one way however was later discounted.<br><br>Councillors raised concerns about traffic entering and exiting Knole Park.<br><br>Possible junction works at entrance to Knole Park + A224/ A225 Junction<br><br>Possible introduction of 20mph speed limit in Sevenoaks High Street. / Consideration of removing loading/ parking bays. |
| 5    | Road improvements along the A25 in Seal, and the A25 in Brasted | Traffic Management | UTC, Congestion management, traffic reduction | 2025                                    | 2030                               | SDC/ KCC/ STC/ SPC/ WTC/ BPC | CIL / KCC /S106 Funding | No                     | Not Funded     | Medium to high            | Planning       | NO <sub>2</sub> To be confirmed by further assessment once appropriate scheme is determined by partners. | Reduction in NO <sub>2</sub> concentrations (amount to be determined by scenario testing once suitable scheme is identified) / Reduced congestion and journey times | Initial discussions | No Scheme currently being considered however 20mph zones have been suggested by Town and Parish Councils. Impact to be scenario tested.   |

| No | Measure                                     | Category                              | Classification                                    | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved | Funding Source  | Defra AQ Grant Funding | Funding Status   | Estimated Cost of Measure | Measure Status           | Target Reduction in Pollutant / Emission from Measure   | Key Performance Indicator   | Progress to Date   | Comments / Potential Barriers to Implementation   |
|----|---|---------------------------------------|---|---|------------------------------------|------------------------|---|------------------------|------------------|---------------------------|--------------------------|---|---|--|---|
|    |   |                                       |   |   |                                    |                        |   |                        |                  |                           |                          |   |   |  | Costs likely to be significant depending on nature of changes   |
| 6  | Bike rental schemes                         | Promoting Travel Alternatives         | Promotion of cycling                              | 2022                                    | Ongoing                            | SDC                    | CIL/ Grant/ Commercial Income   | No                     | Not Funded       | Medium                    | Planning and feasibility | NO2 Small impact upon NO2 concentrations from measure individually, estimated to be less than 1µg/m3 based upon a low to medium uptake. | Number of bikes available and rentals   | Currently being considered for feasibility                                       | Linked to Net Zero 2030 Ambitions.<br><br>Focus on replacing private vehicle movements (38.1% NO2 emissions) with sustainable alternatives                                    |
| 7  | Promotion of active travel schemes          | Promoting Travel Alternatives         | Intensive active travel campaign & infrastructure | 2022                                    | Ongoing                            | SDC/KCC                | Internal/ Existing  | No                     | Funded           | Low                       | Planning                 | NO2 Measure is more an awareness raising tool to encourage uptake and use of existing schemes   | Movement Strategy to be adopted Spring 2022<br><br>Recruitment of an Air Quality Promotions Officer | Movement strategy is in development for adoption Spring 2022                     | Promotion of measures to wider audience using dedicated AQPO resource<br><br>Focus on replacing private vehicle movements (38.1% NO2 emissions) with sustainable alternatives |
| 8  | Development of new walking and cycle routes | Transport Planning and Infrastructure | Cycle Network                                     | 2022                                    | 2027                               | SDC/ KCC               | Internal/ Existing to develop plan + CIL/ Grant to develop infrastructure | No                     | Partially Funded | Medium/High               | Planning                 | NO2 Small impact upon NO2 concentrations from measure individually, estimated   | Development of the Local Cycling and Walking Strategy<br><br>Completion of cycle routes             | The first Local Cycling and Walking Infrastructure Plan for Sevenoaks Urban Area | LCWIPs will be prepared for other parts of the District.<br><br>Focus on replacing private vehicle  |

| No . | Measure  | Category                            | Classification                                    | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved | Funding Source     | Defra AQ Grant Funding | Funding Status | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure                 | Key Performance Indicator  | Progress to Date   | Comments / Potential Barriers to Implementation   |
|------|--|-------------------------------------|---|---|------------------------------------|------------------------|--------------------|------------------------|----------------|---------------------------|----------------|---|----------------------------|--|---|
|      |  |                                     |   |   |                                    |                        |                    |                        |                |                           |                | to be less than 1µg/m <sup>3</sup> based upon a low to medium uptake. |                            | in early stages. Expected to be completed during 2022    | movements (38.1% NO <sub>2</sub> emissions) with sustainable alternatives<br><br>Some options include adoption of the Liftshare platform, use of Betterpoints behaviour change service, gamification etc. Paid for social medial campaigns also help with targeted reach. Also focus on schools and parents |
| 9    | District wide promotion of active travel                                 | Promoting Travel Alternatives       | Intensive active travel campaign & infrastructure | 2022                                    | 2027                               | SDC                    | Internal/ Existing | No                     | Funded         | Low                       | Planning       | NO <sub>2</sub> Measure to increase public awareness                  | Number of promotion events | Part of the Movement Strategy and the Net Zero 2030 work | Focus on replacing private vehicle movements (38.1% NO <sub>2</sub> emissions) with sustainable alternatives  |
| 10   | Behavioural change campaigns to reduce single use occupancy car journeys | Alternatives to private vehicle use | Other   | 2023                                    | 2027                               | SDC                    | Internal/ Existing | No                     | Funded         | Low                       | Planning       | NO <sub>2</sub> Measure to increase public awareness                  | Number of campaigns        | Recruitment of the AQPO to lead on this area             | Part of the Net Zero 2030 work<br><br>Would need to consider how best to reach audiences  |

| No . | Measure   | Category                 | Classification                          | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved      | Funding Source                              | Defra AQ Grant Funding | Funding Status   | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure  | Key Performance Indicator   | Progress to Date  | Comments / Potential Barriers to Implementation   |
|------|---|--------------------------|---|---|------------------------------------|-----------------------------|---|------------------------|------------------|---------------------------|----------------|--|---|---|---|
|      |   |                          |   |   |                                    |                             |   |                        |                  |                           |                |  |   |   | Focus on reducing the number of private vehicle movements within the AQMAs (38.1% NO <sub>2</sub> emissions)  |
| 11   | Reducing vehicle idling   | Traffic Management       | Anti-idling enforcement                 | 2022                                    | 2025                               | SDC                         | Internal/ Existing                          | No                     | Funded           | Low                       | Planning       | NO <sub>2</sub> Measure largely to increase public awareness, but will help reduce pollutant levels in key hotspot areas | Reduction in NO <sub>2</sub> concentrations<br><br>Quantitative assessments undertaken before and after initiatives | Recruitment of the AQPO to lead on this area  | Development of program under development. To be primarily used as an educational program around primary schools etc   |
| 12   | Educational campaigns for schools   | Public Information       | Other                                   | 2022                                    | 2027                               | SDC                         | Internal/ Existing                          | Yes                    | Funded           | Low                       | Planning       | NO <sub>2</sub> Measure to increase public awareness   | Number of campaigns   | Recruitment of the AQPO to lead on this area  | DEFRA grant has been received in Kent for the production of educational resources<br><br>Educate on the alternatives for private vehicle use within AQMAs (38.1% NO <sub>2</sub> emissions) |
| 13   | Collaboration with bus operators to introduce ultra-low emission vehicles into the fleets | Vehicle Fleet Efficiency | Promoting Low Emission Public Transport | 2022                                    | 2027                               | SDC/ KCC/ Private operators | Internal/ Existing + CIL/Grant as necessary | No                     | Partially Funded | High                      | Planning       | NO <sub>2</sub> Value to be confirmed by scenario testing  | Fleet Composition (% using LEV)   | Initial discussions with KCC following the national bus strategy.<br><br>Proposal for | Working with KCC to consider how we can work together to bring forward low emission schemes.  |

| No . | Measure  | Category                         | Classification  | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved | Funding Source                                      | Defra AQ Grant Funding | Funding Status                              | Estimated Cost of Measure   | Measure Status                 | Target Reduction in Pollutant / Emission from Measure   | Key Performance Indicator                               | Progress to Date  | Comments / Potential Barriers to Implementation   |
|------|--|----------------------------------|---|---|------------------------------------|------------------------|---|------------------------|---|---|--------------------------------|---|---|---|---|
|      |  |                                  |   |   |                                    |                        |   |                        |   |   |                                |   |   | scenario testing being developed  | Cost likely to be significant for bus operators. SDC unlikely to be able to fund initiatives without CIL/ developer contributions or grants.<br><br>AQPO to promote benefits to bus operators of sustainable technologies<br><br>Reduce emissions of Busses 4.7% within AQMAs |
| 14   | Transitioning the Council's fleet to low emission vehicles | Promoting Low Emission Transport | Public Vehicle Procurement - Prioritising uptake of low emission vehicles<br><br>Company Vehicle Procurement - Prioritising uptake of low emission vehicles | 2021                                    | 2030                               | SDC                    | Internal  | No                     | Partially Secured                           | High - To be identified through the forthcoming Carbon Reduction Plan | Feasibility and Implementation | NO <sub>2</sub> Scenario Testing to be undertaken to assess the impact of the measure on NO <sub>2</sub> depending on fleet composition | Change in fleet composition to less polluting vehicles. | Fleet composition considered by SDC Low Emission and Electric Vehicle Strategy. | Vehicle Replacement Plan to be considered by Members in 2022<br><br>Reduce emissions of HGVs 4.9% within AQMAs  |
| 15   | Improving and developing the EV infrastructure             | Promoting Low Emission Transport | Procuring alternative Refuelling infrastructure to  | 2022                                    | 2030                               | SDC/KCC                | Internal/ Existing to initiate study of probable EV | No                     | Secured for study / Funding for EV sites to | Medium / Very High  | Planning                       | NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentration   | Undertake a study to identify suitable locations        | EV Technical Study to be undertaken in 2022 and                                 | Part of the recently published Low Emission and Electric  |

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|------|---|---------------------------------------|--|---|------------------------------------|--------------------------|---|------------------------|-------------------------------------|---------------------------|----------------|---|--|---|---|
|      | ure within the district   |                                       | promote Low Emission Vehicles, EV recharging, Gas fuel recharging  |   |                                    |                          | Charging locations.<br><br>External funding to be identified for installation/ working with district partners |                        | be identified                       |                           |                | ons from measure individually, estimated to be less than 1µg/m³ based upon a low to medium uptake.  | (demand and infrastructure) for the installation of EV Charging Points<br><br>Number of EV charging points | funded from appropriate s106 money (already held by SDC)                  | Vehicle Strategy.<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%)   |
| 16   | 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 | 2022                                    | 2027                               | SDC/KCC                  | Internal  | No                     | Study of suitable locations ongoing | High                      | Planning       | NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m³ based upon a low to medium uptake. | Number of EV charging points within District Area  | Part of the recently published Low Emission and Electric Vehicle Strategy | Future use of land assets. Issues with Network Power Infrastructure<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%)                               |
| 17   | Improving public transport infrastructure                       | Transport Planning and Infrastructure | Public transport improvements- interchange stations and services   | 2022                                    | 2027                               | SDC/KCC                  | External  | No                     | Not funded                          | Very High                 | Planning       | NO <sub>2</sub> Small impact upon NO <sub>2</sub> concentrations from measure individually, estimated to be less than 1µg/m³ based upon a low to medium uptake. | Increased use of Public transport. Additional routes public transport facilities.                          | Movement Strategy to be adopted Spring 2022                               | Additional routes for public transport are unlikely to be viable unless commercially sustainable.<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%) |
| 18   | Promote the use of public transport                             | Promoting Travel Alternatives         | Promote use of rail and inland waterways   | 2022                                    | 2027                               | SDC/ KCC/ Rail Operators | Internal/ External  | No                     | Partially Funded                    | Medium                    | Implementation | NO <sub>2</sub> Measure is more an awareness raising tool to encourage  | Number of promotional events.<br><br>Number of passengers  | Rail Projects Community Officer has been employed-funded from             | Public transport within SDC is fragmented, but initiatives  |

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|------|---|-------------------------------------|--------------------------------------|---|------------------------------------|------------------------|-----------------------|------------------------|-------------------------------|---------------------------|----------------|---|--|---|---|
|      |   |                                     |                                      |   |                                    |                        |                       |                        |                               |                           |                | uptake and use of available infrastructure  | on public transport                                | existing budgets<br><br>Work to improve signage around rural stations.  | are currently underway to encourage use of rail<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%)   |
| 19   | On and off-street parking charges linked to vehicle emissions standards | Promoting Low Emission Transport    | Priority parking for LEV's           | 2021                                    | Ongoing                            | SDC                    | Internal/ Existing    | No                     | Funded                        | Low                       | Implementation | 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. | Number of discounted permits                       | Residential on-street permits are already discounted for hybrid vehicles. Review of the impact if changed to EV only.     | Part of the Net Zero 2030 work<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%) by encouraging LEV   |
| 20   | Car Club / Sharing schemes  | Alternatives to private vehicle use | Car Clubs                            | 2022                                    | 2027                               | SDC                    | External Funding/ CIL | No                     | Not funded/ feasibility study | Medium                    | Planning       | 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  | Number of car sharing individuals                  | Car Club schemes to be encouraged in new development through the Local Plan.<br><br>Included within the Movement Strategy | Cost of implementation/ May not be commercially viable within Sevenoaks<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%) by reducing number within AQMAs |
| 21   | Exploring flexible working and home working                             | Promoting Travel Alternatives       | Facilitate flexible and home-working | 2022                                    | Ongoing                            | SDC                    | Internal              | No                     | Funded                        | Low                       | Implementation | NO <sub>2</sub> Measure to increase public awareness  | Levels of home working/ number of vehicle journeys | Local Plan to facilitate flexible working options.  | Reduce % NO <sub>2</sub> emissions from private vehicles (38%) by reducing  |

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|------|--|-------------------------------|---------------------|---|------------------------------------|------------------------|---|------------------------|------------------|---------------------------|----------------|---|--|--|--|
|      |  |                               |                     |   |                                    |                        |   |                        |                  |                           |                |   | removed from road network  | Working with businesses to explore how flexible working can contribute to reducing emissions<br><br>Policy developed for SDC staff | number within AQMAs  |
| 22   | Walking to school incentives/encouragement   | Promoting Travel Alternatives | School Travel Plans | 2022                                    | 2027                               | SDC/ KCC               | Internal/ Existing Budgets + External funding | No                     | Partially Funded | Low                       | Planning       | NO <sub>2</sub> Measure to increase public awareness  | Reduction in school vehicle drop-offs / pick-ups. Reduced congestion around school opening and closing times | Employed an AQPO to develop and undertake initiatives  | Could have a big impact and is supported by Councillors<br><br>Reduce % NO <sub>2</sub> emissions from private vehicles (38%) by reducing number within AQMAs  |
| 23   | Complete a detailed modelling assessment of the Swanley Area to quantify the local air quality | Traffic Management            | Other               | 2022                                    | 2027                               | SDC                    | Internal/ Existing Budgets                    | No                     | Funded           | Low                       | Planning       | TBC   | Completion of the report   | Quote recived/ scoping exercise commenced  | 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. Survey to be funded from existing budgets within Environmental Health |

| No | Measure   | Category           | Classification                             | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved | Funding Source             | Defra AQ Grant Funding | Funding Status | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure | Key Performance Indicator                     | Progress to Date                           | Comments / Potential Barriers to Implementation   |
|----|---|--------------------|--|---|------------------------------------|------------------------|----------------------------|------------------------|----------------|---------------------------|----------------|---|---|--|---|
| 24 | Hire an Air Quality Promotions Officer  | Public Information | Other                                      | 2022                                    | ongoing                            | SDC                    | Internal/ Existing Budgets | No                     | Funded         | Medium                    | Implementation | N/A   | Recruitment of AQPO                           | Suitable candidate identified and employed | This role will be specific to focusing efforts on achieving the measures as set out within this action plan   |
| 25 | To provide information and education in respect of personal emissions and how they may be reduced | Public Information | Other                                      | 2022                                    | 2027                               | SDC                    | Internal/ Existing Budgets | No                     | Funded         | Low                       | Planning       | PM2.5 / NO <sub>2</sub>                               | Number of educational campaigns               |  | Action to form part of the AQPO duties and role.<br><br>Initiatives may include reducing emissions from home heating etc  |
| 26 | To work with businesses to identify ways to reduce emissions from their activities                | Public Information | Other                                      | 2022                                    | 2027                               | SDC                    | Internal/ Existing Budgets | No                     | Funded         | Low                       | Planning       | N/A   | Number of educational campaigns               |  | Action to form part of the AQPO duties and role.<br><br>Part of the Net Zero 2030 work.<br><br>Promote LoCASE funding and training to businesses in SDC which will enable businesses in SDC to move to lower carbon and low pollution activities. |
| 27 | To discourage the use of bonfires as a means of   | Public Information | Regulatory activities / statutory duties r | 2022                                    | Ongoing                            | SDC                    | Internal/ Existing Budgets | No                     | Funded         | Low                       | Implementation | PM10/ PM2.5   | Number of interventions to provide advice and | Forms part of current statutory duties     | Environmental Health have an enforcement role for   |

| No | Measure   | Category              | Classification   | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved     | Funding Source             | Defra AQ Grant Funding | Funding Status | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure | Key Performance Indicator  | Progress to Date   | Comments / Potential Barriers to Implementation                                   |
|----|---|-----------------------|--|---|------------------------------------|----------------------------|----------------------------|------------------------|----------------|---------------------------|----------------|---|--|--|---|
|    | waste disposal.   |                       |  |   |                                    |                            |                            |                        |                |                           |                |   | information to residents.<br><br>Total number of enforcement actions undertaken  |  | bonfires that constitute a statutory nuisance and offences under s2 Clean Air Act |
| 28 | To reduce emissions from activities with Environmental Permits  | Environmental Permits | Measures to reduce pollution through IPPC Permits going beyond BAT | 2022                                    | Ongoing                            | SDC                        | Internal/ Existing Budgets | No                     | Funded         | Low                       | Implementation | NO <sub>2</sub> PM10/ PM2.5                           | Increased compliance with Environmental Permitting Regulations.<br><br>Number of premises identified as 'low risk; (%) | All relevant activities hold relevant permits.             | EH regulate activities that pollute to air. Risk based regime.                    |
| 29 | To work with National Highways to identify measures which will reduce the need for HGV and LGV vehicles to use the A25  | Traffic Management    | UTC, Congestion management, traffic reduction                      | 2024                                    | Ongoing                            | SDC/KCC/ National Highways | External                   | No                     | Not-Funded     | Very High                 | Planning       | NO <sub>2</sub> PM10/ PM2.5                           | Identification of schemes that may have AQ benefit along the A25 (AQMA 13)   | Previous discussions held                                  | Focus on reducing emissions from LGV/ HGV along A25                               |
| 30 | To review the effectiveness of introducing 20mph zones within areas where AQS objective levels are highest (Sevenoaks High Street, A25 Seal, Bat & Ball Junction, Riverhead, Westerham) | Traffic Management    | Reduction of speed limits, 20mph zones                             | 2023                                    | 2025                               | SDC/KCC                    | Internal                   | No                     | Funded         | Low                       | Planning       | NO <sub>2</sub> PM10/ PM2.5                           | Undertake scenario testing to assess impact of measure   | Parish and Town Councils independently seeking 20mph zones | Focus on reducing emissions of all sources within AQMA's.                         |

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|------|--|----------------------------------|--|---|------------------------------------|------------------------|--------------------|------------------------|----------------|---------------------------|----------------|---|---|--|--|
| 31   | To work with business operators to increase the % composition of LEV within private fleets | Promoting Low Emission Transport | Company Vehicle Procurement -<br>Prioritising uptake of low emission vehicles  | 2023                                    | 2027                               | SDC/ KCC               | Internal           | No                     | Funded         | Low                       | Planning       | NO <sub>2</sub>                                       | Number of businesses approached by AQPO.<br>Uptake of LEVs by businesses  |  | Reduction of emissions from HGV and LGV within AQMA 13<br><br>Promotion of the Kent REVs scheme and the buying of the Kent REVs electric vehicles. |
| 32   | To increase the number of Taxi operators using LEV and EV vehicles                         | Promoting Low Emission Transport | Company Vehicle Procurement -<br>Prioritising uptake of low emission vehicles<br><br>Taxi emission incentives<br><br>Taxi Licensing conditions | 2023                                    | 2027                               | SDC                    | Internal/ External | No                     | TBC            | Low                       | Planning       | NO <sub>2</sub>                                       | Number of vehicles within the taxi fleet changing to LEV/ EV alternatives | Promotion of energy saving trust<br>Electric vehicle (EV) training courses for taxi and private hire drivers | Reduction in emissions of Private diesel and petrol vehicles within AQMAs  |

# Appendix A: Response to Consultation

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

| Consultee              | Category            | Response   | Officer response   |
|------------------------|---------------------|--|--|
| DEFRA                  | Statutory Consultee | Comments received are shown in Appendix D  | Comments have been integrated into AQAP  |
| Kent County Council    | Statutory Conultee  | Comments receive are shown in Appendix E   | Comments have been integrated into AQAP as appropriate   |
| Sevenoaks Town Council | Town Council        | Sevenoaks Town Council would like to see Sevenoaks District Council and Kent County Council install more pollution sensors near major roads and at every urban school within 400 metres of an A road. STC would also like to see both Councils publicise local air quality issues including publishing live pollution levels from their pollution sensors, stating specific levels of pollutants using globally recognised units of measurement. | The monitoring standard for AQ Objectives is an annual mean. SDC are therefore only able to accurately report results annually. Real time (live monitoring) analysers are prohibitively expensive and cannot be installed at multiple locations. Air Quality data is currently published annually on SDCs website. |
| Sevenoaks Town Council | Town Council        | It is also important that SDC and KCC take into account likely differential air pollution changes in different roads when designing traffic schemes, and assessing significant developments, so that routes to major developments are evaluated if additional traffic is likely to be generated (this was not done for some of   | Considered by Measure 1  |

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| Consultee            | Category | Response   | Officer response   |
|----------------------|----------|--|--|
|                      |          | our town centre car parks). Most important of all is that steps to reduce vehicle traffic, especially HGVs, are pursued in the busy roads where air quality measures are close to or above WHO safe levels |  |
| Member of the Public | Resident | There is ever increasing traffic. Lots of building projects are in planning/progress, further increasing traffic.  | Considered by Measure 1  |
| Member of the Public | Resident | Swanley is also impacted by the traffic on the M25 which is often at a standstill at Swanley interchange   | A detailed assessment of Air Quality in Swanley will be undertaken which may result in additional Swanley specific measures- Measure 23  |
| Member of the Public | Resident | School buses are increasingly unaffordable and public buses are being scaled back. These actions lead to more car journeys.  | We want to work with schools to identify alternative and sustainable methods of travel between home and schools. Measure 17 concerns improving public transport infrastructure |
| Member of the Public | Resident | There needs to be less cars. Many people can't afford electric cars so there needs to be regular, reliable, affordable, public transport.  | Comments noted- We wish to increase participation in active travel and the use of public transport. This is set out in the Movement Strategy which supports the AQAP.          |
| Member of the Public | Resident | Improve the Dartford crossing to reduce accidents and holdups to prevent traffic backing up to junction 3 or 4 of M25.   | Agreed- New action measure 29 to work with National Highways to identify beneficial schemes  |

Agenda Item 9

| Consultee            | Category     | Response   | Officer response  |
|----------------------|--------------|--|---|
| Member of the Public | Non-resident | I live [REDACTED] where we have congestion at busy times but the rest of the day is fine   | Comments Noted  |
| Member of the Public | Non-resident | More buses at useable times eg from Eynsford a bus that goes to sevenoaks and one that comes back a few hours later!   | Comment Noted   |
| Member of the Public | Resident     | By and large air quality is good because we have a substantial area of open space that suffers little in the way of pollution. The exceptions being the arterial roadways which suffer much diesel particulate pollution. The A25 carries heavy traffic from Wrotham to Westerham because there is no exit from the M26 at Sevenoaks; Otford High Street has a builders merchant with a fleet of high emitting vehicles and they have been brought to an idle by the ridiculous chicane and traffic management scheme recently implemented in Otford High St. There are similar traffic disruptions in Swanley. It seems recent traffic management proposals have concentrated in disrupting traffic flows in order to discourage vehicle use rather than to optimise traffic flow in order to minimise pollution. | Comments Noted- We will seek to explore options to work with National Highways to identify schemes which benefit air quality measure 29 |
| Member of the Public | Resident     | The demographics and public transport infrastructure of our region mean that   | Comments Noted  |

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| Consultee            | Category | Response  | Officer response |   |
|----------------------|----------|---|------------------|---|
|                      |          | significant numbers of children cannot walk to school and the family car of choice for many people is a diesel 4x4 SUV - a perfect storm.   | Agenda Item 9    |   |
| Member of the Public | Resident | Improving traffic flow, rather than strangling it, will undoubtedly improve air quality further.  |                  | See Measures 2, 3, 4 & 5  |
| Member of the Public | Resident | We cannot have a war on motorists because it will hit old people particularly, and we are a rural community where it is simply not practical to have a distributed public transport system. |                  | Comments Noted  |
| Member of the Public | Resident | You are, as is frequently common, focusing on woke things rather than practical or correct things.  |                  | Comments Noted  |
| Member of the Public | Resident | Reorganising entry and exit of the M25 and moving businesses that use diesel truck in high residential areas would have a massive impact, as would banning heavy lorries from High Streets. |                  | We will seek to explore options to work with National Highways to identify schemes which benefit air quality Measure 29 |
| Member of the Public | Resident | Walking to school is just not practical for many people, we are a collection of villages and not everyone goes to school in their village school.   |                  | Comments Noted  |

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| Consultee            | Category | Response  | Officer response  |
|----------------------|----------|---|---|
| Member of the Public | Resident | Discourage people from buying diesel and 4x4 cars   | Although we are not specifically targeting diesel and 4x4 we consider this covered by measures 15, 16, 19   |
| Member of the Public | Resident | Ban the use of bonfires across the region, add the cost of garden refuse collection into council tax,   | The District Council considers that it is not appropriate to ban bonfires but will commit to discouraging the use of them as a means of waste disposal- New Measure 27                        |
| Member of the Public | Resident | Set up / liaise with a log distribution business that sells logs that meet emission standards for water content. Licence log sellers in the region so they meet standards.                                  | See <a href="https://www.gov.uk/guidance/selling-wood-for-domestic-use-in-england">https://www.gov.uk/guidance/selling-wood-for-domestic-use-in-england</a> enforced by KCC Trading Standards |
| Member of the Public | Resident | Bike rental is contingent on safe bike routes, but I'd have thought most people who want to ride a bike will buy one.   | Comments noted  |
| Member of the Public | Resident | Car clubs/sharing has an adverse impact on car insurance and could easily render insurance invalid.   | Comments noted  |
| Member of the Public | Resident | Parking linked to emission is unlikely to be cost effective and is a war on motorists. If also negatively affects classic car usage - unless the intention is to remove all fun/leisure activities in cars. | Comments noted  |

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| Member of the Public | Resident | There is little more I can do until EVs become practical for the types of journey I need to make.  | Comments Noted  |
| Member of the Public | Resident | I'm looking at solar power for home, but the biggest issue I face is gas usage. Heat pumps are probably not efficient enough yet.  | Comments Noted  |
| Member of the Public | Resident | Most of the changes you are proposing are not necessarily the right ones. There. Is too much emphasis on EV which is neither cost effective in the short term nor sustainable in the long term due to the high use of scarce resources in batteries and the relatively short, but very expensive, life of the batteries.<br>It looks like EVs are today's Betamax. | Comments Noted  |
| Member of the Public | Resident | Car idling is a problem especially around schools and nurseries.   | See Measure 11- we consider this comment in our planning for implementation of this measure.      |
| Member of the Public | Resident | The amount of bonfires hadn't been mentioned and yet they are the reason we can't open our windows to ventilate at all. The VOCs build up [REDACTED]. Local residents often have them. Leaflets explaining the dangers to health and pollution would be a good idea as for some  | Agreed- New Measure 27- to educate around the use of bonfires as a method for disposing of waste. |

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| Consultee            | Category | Response   | Officer response   |
|----------------------|----------|--|--|
|                      |          | reason they are not illegal despite the impact on air quality.   |  |
| Member of the Public | Resident | Could an air quality promotions officer visit schools are pick up and drop offs occasionally to explain the dangers of car idling to parents and that it's illegal?[REDACTED] from the station it's not safe to walk to the school due to the lack of safe places to cross the road so many parents will drive. Improving paths may help but speed cameras/ crossings would make it possible | Agreed.  |
| Member of the Public | Resident | Safer road crossing in villages [REDACTED]so that parents can walk children to school. I won't walk mine to school because it's so dangerous and neither will other parents for that reason. Would lesson car idling and traffic   | Comments noted- Measure 22   |
| Member of the Public | Resident | Bonfire notices explaining the dangers to health and encourage people not to have them at all. I'd like to think that one day they'll be banned and might encourage more greenery, safer levels of PM and allow people to ventilate their homes while cooking etc and keep radon levels down.  | New Measure 27 to educate around the use of bonfires as a method for disposing of waste. |
| Member of the Public | Resident | I think educating people especially on the impact on children's health and making  | Measure 9  |

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| Consultee            | Category | Response   | Officer response  |
|----------------------|----------|--|---|
|                      |          | cycling and walking safe options is important.   |   |
| Member of the Public | Resident | We live [REDACTED] where the impacts of poor air quality are very tangible.  | Comments Noted  |
| Member of the Public | Resident | Because the vast majority of Sevenoaks district is rural and those living in AQMAs are disproportionately affected by poor air quality.  | Agreed  |
| Member of the Public | Resident | There is no mention of the impacts of log burners/open fires on air quality and yet these are one of the biggest contributors to poor air quality. How can you list a number of recommendations for improving local air quality through 'home use' and include things like use energy efficient appliances but not recommend avoiding using log burners or having bonfires which are linked to poor air quality. DEFRA's own guidance is relevant and should be referred to: <a href="https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307_Ready_to_Burn_Web.pdf">https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307_Ready_to_Burn_Web.pdf</a> | New Measure 25 will be used to educate on the impacts of log burners provide advice on best practice when in use        |
| Member of the Public | Resident | I would also like to see a Sevenoaks Council commitment to support the campaign to introduce east facing slip roads at J5 of the M26. As noted on the established and long running campaign website ( <a href="http://www.j5-slips.org/">http://www.j5-slips.org/</a> ) Dr Yasmin Vawda  | We will seek to explore options to work with National Highways to identify schemes which benefit air quality Measure 29 |

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|----------------------|----------|--|--|
|                      |          | is a locally based expert in Air Pollution. "East Facing Slips at Junction 5 would decrease traffic flow and the number of HGVs on the A25, and speed up vehicles – by how much can only be determined by a traffic impact study. If the Slips were put in I would expect all the AQMAs along the A25 to disappear". |  |
| Member of the Public | Resident | Subside bus travel so it is cheaper than town centre car parking!  | Comments Noted   |
| Member of the Public | Resident | Provide cycling infrastructure rather than useless 'beware cyclists on the carriageway' signs in the vicinity of Trinity/Weald of Kent schools.  | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident | Publicise the impacts of bonfires and urge residents not to have them.   | New Measure 27 to educate around the use of bonfires as a method for disposing of waste.   |
| Member of the Public | Resident | We are fortunate to live in the green belt.  | Comments Noted   |
| Member of the Public | Resident | Active travel, not only promotes clean air but has health benefits and reduces congestion.   | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident | Campaign to have vat removed from ebikes. Implement and improve the existing cycle strategy.   |  |

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| Consultee            | Category | Response  | Officer response   |
|----------------------|----------|---|--|
| Member of the Public | Resident | Heavy traffic and large number of lorries, especially around the bat and ball area.   | Measures 1, 2, +31 will seek to address this   |
| Member of the Public | Resident | Not safe for cyclists or pedestrians, therefore many additional car journeys adding to the problem.   | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8    |
| Member of the Public | Resident | Campaigns are pointless without improving the infrastructure to enable and encourage people to do what you would like them to do. Improve safe, clean routes for pedestrians and cyclists, make road crossings safe and accessible so that children can walk or take public transport to school SAFELY. | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident | Create a cycle network so that people can get from one place to another safely, without having to share the same bit of road as enormous lorries.   | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident | Priority for measures facilitating walking and cycling within our small town. Not wasting money on posters and campaigns if there are no actual improvements to help people to make changes.  | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident | They are pointless unless there are actual changes that make walking and cycling safer. Put the money and effort into making our town safer and more appealing to walk  | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |

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| Consultee            | Category     | Response   | Officer response   |
|----------------------|--------------|--|--|
|                      |              | and cycle round - safer road crossings, especially near the stations, bus stops and schools.   |  |
| Member of the Public | Resident     | Improve the infrastructure. Create safe cycle routes and road crossings. Minimise heavily polluting traffic (HGVs)   | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident     | Cycling if cycle paths/electric bike hire available<br>[REDACTED] so needs to work between sevenoaks and wider villages  | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |
| Member of the Public | Resident     | Because you can do all the promotion you want but if the route people need to take isn't easy, they won't take it.   | Comments Noted   |
| Member of the Public | Non-Resident | There is a clear trend of improving air quality in Sevenoaks (even prior to the COVID pandemic). Many of the diffusion tube sites are now indicating NO2 levels below the annual mean objective  | Comments Noted   |
| Member of the Public | Non-Resident | I think that improvements to the bus fleet could be relatively easy to achieve - this may just be a case of ensuring that only the cleanest buses operate in the AQMAs, and this could potentially bring about a measurable reduction in NO2 levels in some cases. Therefore I think this should be a priority action. | Measure 13   |

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| Member of the Public | Non-Resident | Education of school children about air pollution offers the potential to encourage 'green' habits from an early age, and may therefore bring about improvements in air quality around schools   | Measure 12  |
| Member of the Public | Resident     | For the most part, congestion is minimal so there isn't so much idling going on.<br><br>Also lots of through traffic can take the bypass so avoiding built up areas.  | Comments Noted  |
| Member of the Public | Resident     | We are a well off district and so I feel strongly that parking charges could be variable based on emissions/vehicle type, where a SUV would be charged more than a city car and an electric vehicle could be even cheaper.  | Comments Noted  |
| Member of the Public | Resident     | Easing congestion is surely a big factor so perhaps in addition to the road improvements, we could have a better drop off/pick up infrastructure around schools as the current situation around several schools is not only anti social but also results in excessive idling. | Measures 7, 11, 12  |
| Member of the Public | Resident     | Just a thought but could the district invest or create a scheme in renewable energy programmes. Whereby the council, the residents or both could generate clean   | It is not considered appropriate for the District Council to develop such a scheme at this time however it may be considered in the future. |

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| Consultee            | Category | Response   | Officer response  |
|----------------------|----------|--|---|
|                      |          | electricity. This would support the infrastructure for electric car charging but could also offset energy bills or subsidise future council spending.  |   |
| Member of the Public | Resident | I think cycling is a good means of travel however realistically the district has busy narrow roads combined with some steep inclines.<br><br>Cycle lanes would not be suitable on the trunk roads.               | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9                              |
| Member of the Public | Resident | There has been an uptake in the use of wood burners and the use of wood fires for heating in the town. I have seen some homes burning coal. This will only get worse as fuel and energy prices keep on going up. | New Measure 25 will be used to educate on the impacts of log burners and other sources of emissions within the home and provide advice on best practice when in use |
| Member of the Public | Resident | In the Summer, we are plagued daily by bonfires in gardens. My family have been prisoners in our homes, having to close all the windows, unable to enjoy our gardens, go for a walk or put out our washing.      | New Measure 27 to educate around the use of bonfires as a method for disposing of waste.  |
| Member of the Public | Resident | I don't see any serious attempt by the council to address pollution caused by anything else other than by vehicles. Yet wood burners are an order of magnitude worse than HGVs:                                  | New Measure 25 will be used to educate on the impacts of log burners and other sources of emissions within the home and provide advice on best practice when in use |

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|-----------------------------|-----------------|--|--|
|                             |                 | <p><a href="https://www.theguardian.com/environment/2021/oct/09/eco-wood-stoves-emit-pollution-hgv-ecodesign">https://www.theguardian.com/environment/2021/oct/09/eco-wood-stoves-emit-pollution-hgv-ecodesign</a></p>   |  |
| <p>Member of the Public</p> | <p>Resident</p> | <p>Why were the following not considered?</p> <ul style="list-style-type: none"> <li>- A complete ban on the use of wood-burning stoves and wood fires in urban areas.</li> <li>- A complete ban on burning garden waste in urban areas.</li> </ul> <p>Fires are far worse with respect to particulates than even HGV emissions.</p> <p>You also did not consider:</p> <p>A pledge to ensure no more building or population growth in Sevenoaks. More people, more congestion and more pollution.</p> <p>20 mph limits in all urban areas to discourage car journeys and make the roads safer for cyclists.</p> <p>Signage along roads used by children to walk to school telling drivers commuting to work to avoid those roads during certain hours. For example, Bradbourne Park Road</p> | <p>We have amended the AQAP to reflect these comments.</p> <p>Measures 10, 22, 25, 27, 30,</p> <p>We are unable to stop all development but will ensure that Air Quality is a key consideration- Measure 1.</p> <p>We do not consider that a ‘Low Emission Zone’ would be effective or appropriate in Sevenoaks.</p> |

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|                      |          | <p>and Westerham Road, Mount Harry Road and London Road.</p> <p>Charge a fee to drive unleaded/diesel cars into central Sevenoaks. It has worked for several years in Central London.</p> <p>Make Bradbourne Park Road a car-free zone from 7.45 to 9.00 to protect children walking to school.</p> <p>Stop allowing the location of nurseries and schools next to busy roads.</p> |   |
| Member of the Public | Resident | <p>A waste of time and money short term.</p> <p>You are not going to get people walking more or cycling more with the current congestion pollution and speed levels.</p>   | Comments Noted  |
| Member of the Public | Resident | <p>More signage on busy roads</p> <p>Enforcement of clean air standards</p> <p>Charge to pollute</p> <p>Use schools to raise awareness with parents of the harm caused by driving to school</p> <p>Use local employers to raise awareness with employees regarding harm caused by commuting during school hours.</p>   | <p>Will we utilise our new Air Quality Promotions Officer to carry out educational work with schools and businesses.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Agenda Item 9</p> |

| Consultee            | Category | Response  | Officer response  |
|----------------------|----------|---|---|
| Member of the Public | Resident | You are just looking at another way to get the hard working people of Sevenoaks to part with more money unnecessarily, life is extremely expensive enough at the moment leave us alone  | Comment Noted   |
| Member of the Public | Resident | the public transport in Sevenoaks is beyond dreadful, all this "green and EV" is not going to work if you want to help try for once to save the people of Sevenoaks money not increase tax  | Comments Noted  |
| Member of the Public | Resident | I have a fungal growth on my tree that apparently only grows in good air areas, you are just looking at ways of getting more money out of us, grow a pair and get off the band wagon of green, leave Sevenoaks alone, you charge way to much money for parking hence why sales are massively reduced in the town you carry on with this stupid idea and that will be Sevenoaks town centre done with, | Comments Noted  |
| Member of the Public | Resident | Reduce business rates and parking charges as you are way to greedy  | Comments Noted  |
| Member of the Public | Resident | Safe cycling routes are critical. Electric bikes can effectively remove the obstacle to bicycle use that was presented by the hills, but people will avoid using bikes if they don't feel safe.   | We are developing a new Local Cycling and Walking Infrastructure Plan (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |

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| Consultee            | Category | Response  | Officer response  |
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| Member of the Public | Resident | On-street EV charging points (maybe connected to lamp posts) are needed so that people who don't have off street parking can also use EVs.  | We will seek to address this where appropriate via Measure 16 |
| Member of the Public | Resident | Cheaper parking for EVs should be easy - why should a permit be required?   | Comments noted and will be considered as part of Measure 19   |
| Member of the Public | Resident | I think some serious though is needed re unnecessary journey. My view is its the trips out to the shops and parks that are necessary from a point of view of wellbeing. I have found that as anti car measure have increase I have stopped traveling and simply do not go out. My car mileage was next to nothing until I was forced into a school run. | Comments Noted  |
| Member of the Public | Resident | I think everyone that can will get flexible working where there job allows it. Flexible working and flexible start times perhaps co-ordination to reduce congestion.  | Comments Noted  |
| Member of the Public | Resident | Some un-traffic calming to reduce congestion. I suspect the Hextable traffic calming impacts on the Birchwood road traffic lights and Otford's 20mph affects Bat and Ball lights.   | Comments Noted  |
| Member of the Public | Resident | School buses more generous provided would be just great. I am suppose to get a taxi. from KCC but cannot. The Antony Roper  | Measure 17  |

| Consultee            | Category | Response  | Officer response   |
|----------------------|----------|---|--|
|                      |          | school run is an issue for the whole village. I'd be happy to pay my share  |  |
| Member of the Public | Resident | I don't think people should be penalized for more polluting cars. I don't drive much so I have ended up with an older more polluting car !  | Comments Noted   |
| Member of the Public | Resident | More time and lower parking costs to encourage longer enjoyment of town centers and parks and off set the risk everyone's lives will go online ! I think this is a real issue and something to fight against. Unnecessary journey should be better understood. My view is well being should be maximized. | Comments Noted   |
| Member of the Public | Resident | Anything that makes commuting easier, more flexible, quicker and less polluting   | Comments Noted   |
| Member of the Public | Resident | Encourage virtual meetings for business.  | Comments Noted   |
| Member of the Public | Resident | Penalizing more polluting cars, its divicine.<br>Forcing pope to stay in. Its is bad for wellbeing and bad for local shops.   | Comments Noted   |
| Member of the Public | Resident | I think to a certain degree cars pedestrians and walking needs to be kept separate. Could some roads be prioritized car and others bike. I am not in favor of 20mph I do cycle and at 20mph it puts you   | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9 |

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|                             |                 | <p>the same speed as the cars and lorry's. I prefer the car/ lorries to pass and go rather than sit behind. I worry they will forget about me especially lorry's where you might fall into their blind spot.</p>   |   |
| <p>Member of the Public</p> | <p>Resident</p> | <p>Encourage flexible start and stop times.<br/>Encourage virtual meetings.<br/>Make parking easier and don't set limits.<br/>Encourage shops parking to be flexible.<br/>[REDACTED] in Eynsford and it would be nice to have a better range of local shops.</p>   | <p>Covered by Measure 21</p>  |
| <p>Member of the Public</p> | <p>Resident</p> | <p>Whilst the air quality plan cites improvements in air quality it is important to understand the context of the UK's national limits for nitrogen dioxide and particulate matter being set at four times the level of the World Health Organisation guidelines'. Urgent action is required to accelerate improvement., especially given the huge new planned housing developments.</p> | <p>Comments Noted</p>   |
| <p>Member of the Public</p> | <p>Resident</p> | <p>The principle source of nitrogen dioxide and particulate matter are vehicle emissions. There is huge latent demand for active travel in the community but there are not enough SAFE SEGREGATED cycle and walking routes to provide alternatives to private car travel.</p>  | <p>We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9</p> |

| Consultee            | Category | Response  | Officer response   |
|----------------------|----------|---|--|
| Member of the Public | Resident | Major investment in active travel and public transport will help to provide an alternative to the private car, whilst an improvement in EV charging infrastructure will reduce pollution from the remaining vehicles.   | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9   |
| Member of the Public | Resident | It will be better to focus resources on a few key areas and to do these well than to widen the scope too much. Active travel is the real key as current provision is woeful from years of under investment.   | Comments Noted   |
| Member of the Public | Resident | It will be most effective to focus resources on a few key areas and to do these well. All the measures identified are worthwhile but 80% of the investment needs to go on active travel provision and EV charging (including on street charging provision for residents). | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9   |
| Member of the Public | Resident | The council published a cycling strategy in 2012. So far NOTHING has been done to realise this. Active travel and the provision of alternatives to private car travel are the keys to solving the air quality issues in the district.                                     | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure.- Measure 8, 9<br>The Movement Strategy prioritises active travel and alternatives to the private car. |
| Member of the Public | Resident | I reckon the huge majority of emissions in Sevenoaks will be coming from privately owned cars. The actions I selected are the   | Comments Noted   |

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| Consultee            | Category | Response   | Officer response  |
|----------------------|----------|--|---|
|                      |          | ones I believe would have the biggest impact discouraging car use and encouraging other transport  |   |
| Member of the Public | Resident | Look into policy about wood burning and bonfires<br><a href="https://www.theguardian.com/environment/2021/dec/17/wood-burners-urban-air-pollution-cancer-risk-study">https://www.theguardian.com/environment/2021/dec/17/wood-burners-urban-air-pollution-cancer-risk-study</a>  | New Measure 25 will be used to educate on the impacts of log burners provide advice on best practice when in use<br><br>New Measure 27 to educate around the use of bonfires as a method for disposing of waste.                                |
| Member of the Public | Resident | More speed bumps or other traffic discouragement devices on streets in town  | Comment Noted   |
| Member of the Public | Resident | Clearer information about public transport choices   | Comments Noted  |
| Member of the Public | Resident | Air pollution is frequently visible, and has a direct physical effect especially on people with asthma   | Comments Noted  |
| Member of the Public | Resident | The key point is switching away from private cars, especially single-occupancy cars. Alternatives include public transport and cycling, but they need real change, not just "promotion" or "encouragement". That means reducing the cost of public transport, increasing the cost of parking, and building proper, safe, physically separated cycleways. Of this reduced the | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure and other active travel.- Measure 8, 9<br><br>We will seek to identify initiatives to improve public transport- Measure |

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| Consultee            | Category | Response  | Officer response   |
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|                      |          | convenience of driving that's a good thing - to reduce pollution we need to make driving less convenient.   | 17 and encourage behavioural change Measure 10.  |
| Member of the Public | Resident | Measures involving "encouragement" or "promotion" should be avoided. They are not action - they just give the impression that something is being done when it is not.   | Comments Noted   |
| Member of the Public | Resident | There is also too much emphasis on electric vehicles. EVs still release a great deal of particulate pollution from tyre and brake pad wear, and they further embed driving at the expense of active travel (even more so than conventional motor vehicles - because the up-front cost of an EV is higher, while the running costs are lower, users have an incentive to use their EVs even more). | Comments Noted   |
| Member of the Public | Resident | Build separated cycleways. Subsidise ebikes. Progressively remove town centre parking, as is often done on the continent. Make public transport cheaper (or free).  | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling infrastructure and other active travel.- Measure 8, 9                               |
| Member of the Public | Resident | I feel very strongly that making air quality part of Local Plan policy and guidance is key. Everything else follows on from that. The problem seems to be at present that although vehicle emissions, the need for  | Comments noted. The AQAP provides a framework of ambitions to improve Air Quality and does require us to work closely with partners (such as KCC) to deliver many of the identified measures |

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|                             |                 | <p>junction improvements, the need for improving public transport etc are all important in improving air quality, the District Council has little or no scope for action in these areas. And partner bodies, such as Kent Highways, seem to be pre-occupied with maintaining traffic movement with relatively little interest in the impact on air quality. If air quality could be clearly established as a material consideration in considering planning applications and related issues, the District Council would be much better placed in taking a stand against actions and activities which have a detrimental impact on air quality and in promoting action for the improvement of air quality.</p> |   |
| <p>Member of the Public</p> | <p>Resident</p> | <p>I feel the Action Plan needs to go very much further.</p> <p>The Local Plan is currently being reformulated. That should provide an opportunity for the Council to be much more ambitious in its plans for addressing the climate emergency, building on the Air Quality Action Plan. Core policies and regulations could be introduced with a requirement for all new housing developments to meet low or zero carbon</p>   | <p>The Air Quality Action Plan is specifically focussed on improving concentrations of pollutants specified by National Air Quality Objectives. We do however recognise that many of the measures proposed have co-benefits for Net Zero.</p> <p>Sevenoaks District Council has stated its ambition to be Net Zero by 2030 and we are pursuing this through a</p> |

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| Consultee | Category | Response  | Officer response  |
|-----------|----------|---|---|
|           |          | <p>standards. My understanding is that the national planning framework would allow for this if the local planning authority chooses to put the necessary policies in place. It is clearly unacceptable if local policies permit the construction of new housing that will subsequently need to be retro- fitted to meet the necessary standards.</p>  | <p>variety of strategies and measures outside of the AQAP.</p>                    |
|           |          | <p>More generally, local planning regulations could be formulated to ensure a full carbon audit of any major project. The difficulties that currently exist are illustrated by the Chevening Estate 'Parkland Enhancement' scheme on which the District Council is facing a major challenge. A great volume of documentation has been submitted - but there is no evidence at all that any serious assessment of the climate impact of the proposals has been carried out. Such an assessment should be a core policy requirement. Any such assessment, in this case, would include not only the impact of vehicle movement and construction activity but also the likely impact of the release of carbon from soil movement. Policies arising from the Air Quality Management Plan should be a</p> | <p>We have revised the wording within Measure 1 to reflect comments received.</p> |

Agenda Item 9

| Consultee            | Category | Response  | Officer response  |
|----------------------|----------|---|---|
|                      |          | key element underpinning the District Council's consideration of this and other schemes.  |   |
| Member of the Public | Resident | The measures all seem helpful up to a point - and useful in addressing long-standing problems that have built up over a number of years. But as noted above I feel much more fundamental action is needed to address the issues that face us for the future.  | Comments noted  |
| Member of the Public | Resident | <p>Ensure it is possible to cross busy roads on foot. An example would be the A25 Bradbourne Vale Road which has no safe crossing place for pedestrians for the entire length west from the Bat&amp;Ball junction to the junction of the A25/A224 at Riverhead. Children and families cannot reasonably be expected to walk if it is not safe for them to do so - yet use of vehicles as an alternative to walking adds to emissions creating dangers of a different kind.</p> <p>Work with other bodies to provide regular and reliable bus services</p> | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider infrastructure to encourage active travel.- Measure 8, 9 |
| Member of the Public | Resident | The policy is otherwise rather passive. Far more aggressive measures are needed.  |   |

| Consultee                     | Category        | Response  | Officer response |  |
|-------------------------------|-----------------|---|------------------|--|
| Member of the Public          | Resident        | <p>Reduced periods of access to through routes by large vehicles</p> <p>Significantly increased parking charges for large vehicles</p> <p>Transformation of Sevenoaks town centre (eg day-time closure; one-way systems) to give priority to pedestrian and non-vehicular traffic</p> | Agenda Item 9    |  |
| Sevenoaks Bicycle Users Group | Community Group | Educating District and Town councillors of the merit of active travel and improving infrastructure to promote it.   |                  | We believe that this can be part of the role of our Air Quality Promotions Officer- Measure 24           |
|                               |                 | Intro an eBike hire-to-buy scheme to promote their use and broaden the user base of bicycle users.  |                  | We are considering this as part of Measure 6.  |
|                               |                 | Apply 20mph across Sevenoaks Town (and other towns) to make the roads safer and more cycling/walking friendly.  |                  | New Measure 30 To review the effectiveness of introducing 20mph zones                                    |
|                               |                 | Prohibit non-essential HGV access to Sevenoaks Town (esp the A225/High Str).  |                  |  |
|                               |                 | Improve cycle parking provision in Sevenoaks Town and other towns.  |                  | We are developing new Local Cycling and Walking Infrastructure Plans (LCWIP) which will consider cycling |

| Consultee | Category | Response   | Officer response   |
|-----------|----------|--|--|
|           |          | <p>Implement the Sevenoaks to Otford cycle route (also to reduce the impact of the new housing development by Tarmac at the quarry.</p> <p>Creation of a cycle route along the A25 to link Dunton Green, through Bat&amp;Ball to Seal (Trinity School campus).</p>   | <p>infrastructure and other active travel.- Measure 8, 9</p> |
|           |          | <p>Clear, consistent and regular messaging across all channels.</p> <p>Many short local trips are made by car. We need behavioural change to reduce these. Engage with all schools in the District to promote active travel to school. Engage "cycling/active travel ambassadors" to promote active travel (they can be volunteers).</p> | <p>Measures 10, 12, 18, 20, 21, 22, 25</p>                   |



## 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       | District wide Clean Air Days  | Would need a very light touch and alternative transport would be necessary.<br>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.  |

| Action category                      | Action description                                     | Reason action is not being pursued (including Stakeholder views)   |
|--------------------------------------|--|--|
|                                      |  | 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: Questions Asked within the AQAP Consultation

### 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.

### Page 1: Initial Questions

#### 1. What is your current view on Air Quality in Sevenoaks District?

- Very Good - Air Quality is excellent, cannot be improved and poses no risk.
- Good - Air Quality is satisfactory, poses little or no risk.
- Average - Sensitive individuals should avoid outdoor activity due to possible risks.
- Poor - Increased likelihood of adverse effects to the general public.
- Very Poor - General public at risk from adverse health effects, should avoid outdoor activities.

#### 2. The Sevenoaks Air Quality Action Plan has identified the areas of work needed to improve Air Quality in the District. To what extent do you agree?

- Strongly Disagree
- Disagree
- Neither Agree or Disagree
- Agree
- Strongly Agree

**3. Which of the following areas do you think should be prioritised in the 2022-27 Air Quality Plan?**

- Reducing pollution in and around schools (e.g. running air quality projects at schools; air quality communication campaigns; finding local solutions to protect schools from air pollution).
- Improving walking and cycling infrastructure (e.g. implementing cycling lanes, increasing pedestrian walking areas and routes).
- Promoting greener methods of travel such as walking, cycling and use of public transport.
- Implement campaigns to raise awareness of air quality issues.
- Reducing unnecessary car engine idling (e.g. installing anti-idling signage, patrolling streets).
- Reducing emissions from buildings and developments (e.g. using the planning system to ensure new developments reduce pollution levels; dust inspections on construction sites).
- Reducing emissions from the Council fleet (e.g upgrading the Council fleet to Euro 6 vehicles and electric vehicles).
- Improving electric vehicle charging infrastructure.

**Page 2: The Air Quality Action Plan**

**4. Which specific measures do you feel should be prioritised? (Tick all that apply)**

- Making air quality part of our Local Plan policy and guidance
- Junction improvements at Bat & Ball and the A224/A25 in Riverhead
- Road improvements along the A225 in Sevenoaks High Street, A25 in Seal, and the A25 in Brasted
- Bike rental schemes
- Promotion of walking and cycling

**Sevenoaks District Council**

- Development of new walking and cycle routes
- Behavioural change campaigns to reduce single use occupancy car journeys
- Reducing vehicle idling
- Educational campaigns for schools
- Collaboration with bus operators to introduce ultra-low emission vehicles into the fleets
- Transitioning the Council's fleet to low emission vehicles
- Improving and developing the electric vehicle infrastructure within the District
- Installing electric vehicle charging points within Council owned car parks
- Improving public transport infrastructure
- Promote the use of public transport
- On and off-street parking charges linked to vehicle emissions standards
- Car Club/Sharing schemes
- Exploring flexible working and home working
- Walking to school incentives/ encouragement
- Complete a detailed modelling assessment of the Swanley Area to quantify the local air quality
- Hire an Air Quality Promotions Officer

**5. Are there any additional measures that you would like to see included in our Air Quality Action Plan?**

Please write your answer in the box below

**6. Are there any measures in the Air Quality Action Plan that you feel we should not include?**

Please write your answer in the box below

Please detail why you think this action(s) should not be included?

**7. If you live or work in the District, what lifestyle and behaviour changes would you be willing to make to improve Air Quality?**

- Walk to school or place of work
- Use public transport
- Cycling
- Switch to an electric vehicle
- Other (please specify below)

**8. What could the Council do to support residents and businesses within the District to make these changes?**

Please write your answer here

**Page 3: Communication**

**9. How would you like to see Air Quality and related issues communicated in the future (i.e. social media, magazine articles etc...)?**

**Page 4: About You**

Comments will be attributed by name/organisation only. Contact details will not be published but will be used to keep you informed of the progress of the Air Quality Action Plan.

Privacy Statement Inserted Here

**10. What is your name?**

**11. What is your email address?**

**12. Which of the following best describes you?**

- General Member of the Public
- Business
- Organisation
- Local Interest Group
- Other (please specify)

**13. Do you live or work within the District?**

- Yes
- No

**Equalities Questions**

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

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

You do not have to answer, but it would be helpful if you could do so.

**14. Gender**

- Male
- Female
- Prefer not to say

**15. Age**

- 18-34
- 35-54
- 55-74
- 75 +

**16. Race**

- English/Scottish/Welsh/N.Irish/British
- Prefer not to say
- Other (Please specify)
- If you ticked other, please specify here

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

- Yes
- No
- Prefer not to say

**18. If you clicked yes on the previous question, please tell us which of the following applies to you?**

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

## Appendix D: Response from DEFRA to consultation

|                  |                                   |
|------------------|-----------------------------------|
| Local Authority: | <b>Sevenoaks District Council</b> |
| Reference:       | <b>AQAP22-1164</b>                |
| Date of issue    | <b>March 2022</b>                 |

### Air Quality Action Plan Appraisal

The Action Plan sets out information on air quality obtained by the Council as part of the Local Air Quality Management process required under the Environment Act 1995 (as amended by the Environment Act 2021) and subsequent Regulations.

This Appraisal Report covers the Air Quality Action Plan (AQAP) for 2022 - 2027 submitted by Sevenoaks District Council (SDC), which covers the whole district, and specifically four AQMAs, all declared for exceedances of the annual mean NO<sub>2</sub> objective, within the borough. Five AQMAs are listed for revocation due to continual compliance, and are therefore not included within the AQAP. The AQMAs of relevance are:

- *AQMA No.8 (Swanley Town Centre) - An area encompassing Swanley Town Centre, High Street and London Road;*
- *AQMA No.10 (Sevenoaks High Street) - An area encompassing Sevenoaks High Street and London Road;*
- *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; and*
- *AQMA No.14 (Junction of Birchwood and London Roads, Swanley) - Junction of Birchwood Road and London Road, Swanley.*

The AQAP has been adapted from the Defra report template, but follows the general content of the template well, and is concise, well-presented and formatted.

The Council presents monitored concentrations within the AQMAs in detail in the AQAP. This indicates that there were no exceedances of the AQS objective for annual mean NO<sub>2</sub> in any of the AQMAs in 2020, though this is likely to be attributed at least in part to the COVID-19 pandemic, as concentrations were far more elevated in 2019, with multiple exceedances within AQMAs in that year. AQMA 8 is the only one with consecutive years of compliance monitored. All AQMAs exhibit a decreasing trend in monitored concentrations.

National and regional scale policy documents, such as the Clean Air Plan 2019, are referenced in the Plan, showing the AQAP is cognisant of complementary policies and will look to build upon these to ensure effective implementation. The public health context to the AQAP has also been laid out, with the report by the Royal College of physicians referenced, which estimated air pollution contributed to 40,000 excess deaths in 2015. 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%.

Alongside this, the Local Plan, Transport Strategy, Cycling Strategy and Low Emission Vehicle Strategy are referenced. Also stated is the Council Net Zero by 2030 pledge. The Local Plan, adopted in 2011, is currently being updated. The current Core Strategy states that:

*“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...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.”*

It is assumed that the references to the active AQMAs and AQAP year will be updated within the Local Plan update, but that the ambition to restrict the impact of development on air quality would remain. A further specific policy, SP2, covers both transport and air quality, and states that development consent can be refused on air quality grounds without suitable mitigation. It would be interesting to know whether this has ever been enacted by the Council.

Source apportionment was carried out using ADMS-Roads dispersion modelling for two of the AQMAs, 10 and 13. Cars were, as expected, the dominant vehicle types and emissions sources within the local fleet, particularly diesels cars, which were by far the most dominant source of emissions in both AQMAs at 45.9% and 38% respectively. The sources were similar in both AQMAs, with slightly higher bus contributions in AQMA 10, and higher LGV and HGV contributions in AQMA 13.

Calculations of the required reduction in road NOx emissions have been provided, listed as being undertaken per the methodology prescribed in LAQM.TG(16) Box 7.6, though no supporting calculations have been provided. In 2019, there was calculated to be a 59% and 49% reduction in road NOx required to achieve compliance in AQMAs 10 and 13 respectively. This is now likely an overly conservative estimate of the reductions required, since monitored concentrations have reduced since that time, but does represent a significant challenge.

The Council have developed 22 actions that have been considered under four key delivery topics:

### Sevenoaks District Council

- Priority 1 – Public Health and Wellbeing (Behaviour change/modal shift, Health Promotion);
- Priority 2 – Transport (Licensing, Parking, Public Transport, Procurement);
- Priority 3 – Planning and Infrastructure; and
- Priority 4 – Policy Guidance.

On an individual measure basis, these are generally focused on the transport topic, with several measures focussed on improving vehicular emissions (e.g. bus fleet upgrades) and traffic management at specific junctions. There is generally a strong focus on information provision aimed at affecting behavioural change. An additional measure to complete a detailed modelling assessment of the Swanley Area to quantify the local air quality has been included. It is assumed the outcomes of this study will be incorporated into the AQAP over the course of implementation, at which point the impacts should be appraised.

The target pollutant reductions for each measure are not clearly defined for any of the measures. It is currently unclear within the AQAP what information is supporting the qualitative impact appraisal.

The composition of the AQAP steering group has been presented, which consists of senior members of Council staff within the relevant stakeholder groups, though little detail is provided on their actions, and outcomes of the meetings.

Overall, the AQAP appears well considered and the measures are commensurate with the monitored concentrations, so the AQAP is therefore accepted. As the AQAP is considered to be in a draft form, improvements therefore can and should be made before accepting as final. Specific commentary to inform the final version, and future updates, is provided overleaf.

Given the stated timeframe of the AQAP, it is recommended that these actions are undertaken as soon as possible as an update to the Plan.

The Council should take on board the following considerations when finalising and publishing the AQAP, and in any future updates.

### Commentary

- Some of the policy text, for example around the Environment Act, which was amended in 2021, is now outdated and so could be updated.
- More information on the data supporting the source apportionment exercise should be provided, for example the year from which the assessment has been derived, and details of the build and verification of the dispersion model.
- Source apportionment should also be more explicitly referenced in the measures themselves, to ensure that the most significant sources are being effectively targeted. There is little reference within the measures, for example, of the different sources within the different AQMAs.
- Source apportionment can also include both local and regional background contributions, for a clearer understanding of the make-up of total ambient concentrations. The addition of source apportionment across a range of different points of interest is a good addition, however.
- The calculations supporting the estimated road NO<sub>x</sub> reductions required to achieve compliance should be provided to ensure these have been robustly calculated.
- In respect of priorities, the first priority within any AQAP should be to bring about compliance with the AQS objectives.
- The AQAP determines qualitatively that the actions are likely to be effective, but doesn't accurately quantify any of the specific measures' impacts, which would help the reader to understand the relative merits of particular interventions. As per paragraph 2.71 of LAQM.TG(16), an AQAP should contain quantification of the impacts of measures as a minimum. This could be aided by updated dispersion modelling.
- It is not very clear how the qualitative target pollution reductions listed for each measure have been determined.
- With the exception of measures 2 & 3, which focus on junction and road improvements, the measures are generally more strategic / policy led in nature, with the potential exception of the park and ride measure. Some more specific, hyper local measures may also be beneficial. As discussed, this could also include the source

### Sevenoaks District Council

apportionment data which could be better utilised to develop specific, targeted measures, such as looking at LGVs and HGVs in AQMA 13.

- The measures would also benefit from a more detailed cost/benefit analysis, as it is currently unclear to the lay person which of the measures will be most cost effective, and which will achieve the greater pollutant reductions.
- Expected costs of the measures are often vague. Details of funding sources could also be more clearly determined, as at present this throws some doubt on the likelihood of the implementation of the measures.
- It is assumed that Appendix A will be populated with the responses to consultation once undertaken. This should include responses which signpost within the document where the comments have been enacted.
- Whilst the composition of the Steering Group has been discussed, more detail could be provided. Minuted actions, number of meetings, and how these affected the outcomes of the AQAP, could all be included. The Steering Group will be maintained through implementation, to ensure the AQAP remains relevant and is enacted. Details of the outcomes of future meetings could also therefore be provided within future updates.
- If in the interim period compliance with the AQS objective has been achieved, as is indicated by 2020 concentrations, the Council could consider retaining an updated version of this Plan to form the basis of a local air quality strategy for the AQMAs (or the wider district) as per paragraph 4.11 of LAQM.PG(16).

This commentary is not designed to deal with every aspect of the Action Plan. It highlights a number of issues that should help the local authority in maintaining the objectives of its Action Plan, namely the improvement of air quality within the AQMA.

**Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Government, Scottish Government or DOE, as appropriate**

For any other queries please contact the Local Air Quality Management Helpdesk:

Telephone: 0800 0327 953

Email: [LAQMHelpdesk@bureauveritas.com](mailto:LAQMHelpdesk@bureauveritas.com)

## Appraisal Response Comment Form

|                           |                            |
|---------------------------|----------------------------|
| Contact Name:             |                            |
| Contact Telephone number: |                            |
| Contact email address:    | UKLAQMAppraisals@aecom.com |

## Appendix E: Response from Kent County Council to consultation

### Para 3.1 Public Health Context

There are lots of other problems that pollutants can bring that are far more damaging than just nose and throat irritation eg heart disease, strokes, lung cancer, There is even evidence of mental health problems. See link below.

<https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution>

“An understanding of the health vulnerabilities of the local population in and around the AQMAs should be considered, this can be done using the Local Health Tools (Local Health - Public Health England; Local Health - Data - OHID (phe.org.uk)) or the SHAPE Tool (Kent SHAPE atlas - Kent County Council). Key vulnerabilities to look out for in regards to air quality include; older people, children, individuals with existing cardiovascular disease and/or respiratory disease, pregnant women, low income communities. Consideration should also be made with regards to facilities where there may be a higher percentage of these vulnerable groups gathered e.g. schools, hospitals, care homes etc.”

“Perhaps need to include something on health inequalities and vulnerable groups most likely to be affected by poor air quality.”

### 3.2 Planning and Policy Context

Sevenoaks are developing a Local Walking and Cycling Infrastructure Plan, it would be good to see the AQMAs prioritised within this

#### 3.2.1 Clean Air Strategy

I dont think this target date is right?

That is why the Prime Minister, as part of his ‘Ten point plan for a green industrial revolution’, has announced we will end the sale of new petrol and diesel cars and vans by 2030, with all new cars and vans being fully zero emission from 2035.

<https://www.gov.uk/government/consultations/consulting-on-ending-the-sale-of-new-petrol-diesel-and-hybrid-cars-and-vans/outcome/ending-the-sale-of-new-petrol-diesel-and-hybrid-cars-and-vans-government-response#:~:text=That%20is%20why%20the%20Prime,fully%20zero%20emission%20from%202035.>

### Sevenoaks District Transport Assessment

*‘Ensure that the current and future cycle route network conforms with currently applicable Cycle Design Standards upgrading where necessary’* - be aware that highway space limitations will not allow for all current cycle lanes to be upgraded to LTN120 specification.

#### 3.2.3 Net Zero 2030

Also can add that district wide commitment is net zero 2050 as per the Kent & Medway Energy and Low Emissions Strategy

#### 3.2.5 Low Emission and Electric Vehicle Strategy

Although Sevenoaks is the highest Kent District in terms of EV ownership, the south of the District is particularly under served by public EV charge point infrastructure. It would be good to see priority given to the Edenbridge area in terms of delivery. This may be picked up in the EV Strategy though.

#### Table 5.1

Care needs to be taken around the communication of risk in terms to individuals health and wellbeing as this is one of their priorities. There is a danger that communicating risks around air quality to health can have an adverse affect so consideration should be made to how this is done, guidance from the following document from page 78 onwards would be useful to incorporate into their plans Air quality: a briefing for directors of public health | Local Government Association.

Measure 8- Some options include adoption of the Liftshare platform, use of Betterpoints behaviour change service, gamification etc. Paid for social medial campaigns also help with targeted reach. Also focus on schools and parents

Measure 17- Could there be greater incentives for fully electric as opposed to hybrids?

Measure 20- Could include a ‘school streets’ scheme - to close road on which school is accessed, to motorised traffic during drop off/pick up times. KCC has established these in Margate and T Wells already.

Could include promotion of the Kent REVs scheme and the buying of the Kent REVs electric vehicles for SDC own fleet.

Could also include action on promoting LoCASE funding and training to businesses in SDC which will enable businesses in SDC to move to lower carbon and low pollution activities.

Could investigate LEZ in Sevenoaks/Swanley?

What about an action on Green Infrastructure to 'absorb' pollution on worst affected routes?

What about offering some eco-driver training?

Given the issue of emissions from LGV, it would be good to have an action specifically targeted to this: perhaps offer LOCASE funding and support to local LGV owners?

Some of the actions above are rather vague e.g. improve public transport infrastructure- what does this mean? new bus routes? rail services? I would like the actions to be smarter.

Could the actions be prioritised (see Action Plan by Fife for an example)?

Could you include the Potential environmental co benefits in your table? (for example GHG and noise)



## 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  |

## References

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[https://www.sevenoaks.gov.uk/downloads/file/233/air\\_quality\\_action\\_plan\\_2009](https://www.sevenoaks.gov.uk/downloads/file/233/air_quality_action_plan_2009)

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**Item 10 - Environmental Health Enforcement Policy 2022**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**ENVIRONMENTAL HEALTH ENFORCEMENT POLICY**

**Cabinet - 21 April 2022**

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

**Status:** For Decision

**Also considered by:**

- Cleaner & Greener Advisory Committee - 21 April 2022
- Council - 26 April 2022

**Key Decision:** No

**This report supports the Key Aim of:** Safe Communities, Green Environment, Healthy Environment & Dynamic Economy

**Portfolio Holder:** Cllr. Margot McArthur

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

**Recommendation to Cleaner & Greener Advisory Committee**

To recommend to Cabinet to recommend to Council to note the contents of the 'Environmental Health Enforcement Policy' and support the adoption of this document

**Recommendation to Cabinet**

To recommend to Council to note the contents of the 'Environmental Health Enforcement Policy' and support the adoption of this document

**Recommendation to Council**

To note the contents of the 'Environmental Health Enforcement Policy' and authorise its adoption.

**Reason for recommendation:** The existing Environmental Health enforcement Policy is out of date and requires updating to reflect the dissolution of the Environmental Health Partnership with Dartford Borough Council. The proposed new Enforcement Policy reflects changes in legislation/ practice and provides clarity for residents and business around the enforcement activities undertaken by the new in-house Environmental Health Team.

### **Introduction and Background**

- 1 The Environmental Health Enforcement Policy is a key document which outlines how the statutory and non-statutory duties of the EH Team will be carried out. The policy is designed to provide assurance to stakeholders, customers and other regulators, ensure consistency and transparency and helps the EH Team manage its priorities and expectations.
- 2 In April 2012, Sevenoaks District Council's Environmental Health Team (EH Team) began to deliver services in partnership with Dartford Borough Council. As part of this new relationship, a joint enforcement policy was agreed and adopted.
- 3 This policy remained unchanged throughout the life of the Environmental Health Partnership but following the dissolution of the shared arrangement and the return of Environmental Health to Sevenoaks as an 'in house' service in July 2021, it is now out of date.
- 4 A proposed new enforcement policy has now been developed and is included as appendix 1 within this report for consideration by councillors.
- 5 The new policy has been thoroughly reviewed and updated to ensure that it now reflects changes to legislation, procedures and practice, which have taken place in the past 10 years.

### **Summary of changes within the proposed Environmental Health Enforcement Policy**

- 6 Within the 10 year period since the Environmental Health Enforcement Policy was last updated, there have been several changes to legislation, procedures and practice that have now be reflected in the policy.
- 7 We have reflected changes in legislation, such as those brought about by the Anti-Social Crime and Policing Act 2014, the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and the Data Protection Act 2020.
- 8 The previous enforcement policy had a significant focus on the enforcement and regulation of businesses. Whilst this remains a key element of the new policy, we have expanded upon our duties and powers in relation to domestic/ householder issues. As a result, we believe that the new policy is more relatable to the public who are significant customers and stakeholders.

- 9 We have provided greater clarity around our decision process when determining the appropriate enforcement actions in response to an issue (Para 17, 31 & 32) and expanded on and provided more detail around the enforcement powers that are available including context about when these powers may be used.

## **Key Implications**

### Financial

None

### Legal Implications and Risk Assessment Statement.

Environmental Health is a statutory service and discharges a number of legal duties on behalf of Sevenoaks District Council. It is considered good practice for a regulator to publish an adopted enforcement policy.

### 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

The decisions recommended through this paper 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.

## **Appendices**

Appendix A - Draft Environmental Health Enforcement Policy 2022

Appendix B- Net Zero Assessment

## **Background Papers**

**Richard Morris**

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

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# Environmental Health Enforcement Policy 2022

## 1. Introduction

This Enforcement Policy will be applied by the Sevenoaks District Council's (the District Council) Environmental Health Team in relation to the services and duties it provides/undertakes within the District of Sevenoaks. It is distinct from any general Enforcement Policy of the District Council, which may apply to any other service provided by them.

In the event of any conflict between policies, this policy will take precedence.

## 2. Statement of Intent

The primary aim of the Environmental Health Team (EH Team) is to ensure compliance with the legislative framework within which the Environmental Health functions operate so that, residents, consumers, businesses, employees, individuals and the environment are protected.

Fair, proportionate, targeted and effective enforcement is essential to protecting the health, safety, wellbeing and economic interests of all concerned, and there is a range of tools available to the Environmental Health Team to achieve this.

Generally we will provide advice and support those seeking to comply and, at the same time, deal with those who choose not to comply, using proportionate action. The detail on how and when action may be taken is outlined in the body of this policy.

The EH Team must also have regard to the various general duties imposed on the partner authorities e.g. section 17 of the Crime and Disorder Act 1998. We are obliged to comply with the Human Rights Act 1998, so we will take its provisions into account when taking decisions relating to enforcement action.

This enforcement policy is a statement of how the EH Team will carry out its enforcement duties and what business and citizens in Sevenoaks can expect from our enforcement staff. Enforcement staff shall have regard to this policy and demonstrate how they have complied with it. This policy will be reviewed every two years.

### 3. Policy Scope

The relevant legislation must always be adhered to by an officer whilst carrying out all Environmental Health related enforcement and investigation work, such as:

- Human Rights Act 1998
- Regulatory Enforcement and Sanctions Act 2008
- Legislative and Regulatory Reform Act 2006
- Police and Criminal Evidence Act 1984
- Regulation of Investigatory Powers Act 2000
- Criminal Justice Act 2003
- Criminal Procedure and Investigation Act 1996
- Criminal Justice and Police Act 2001
- Equalities Act 2010
- Data Protection Act 2018

We are committed to providing an effective service with officers carrying out their duties in an equitable, proportional, practical and consistent manner. To achieve this we have adopted the principles of the following:

- The Department for Business, Innovation and Skills' (BIS's) Regulators Compliance Code.
- The Enforcement Concordat.
- Local Better Regulation's Priority Regulatory Outcomes.
- BIS's Code of Practice on Guidance on Regulation.
- Health and Safety Executive/Local Authorities Enforcement Liaison Committee's (HELA's) Guidance to Local Authorities on Priority Planning.
- HELA's Incident Selection Criteria Guidance.
- Local Government Regulation's Home Authority Principle.
- Local Better Regulation Office's Primary Authority Principle and Guidance.
- The Crown Prosecution Service Code for Crown Prosecutors (as amended.)
- The Food Law Code of Practice.
- Health and Safety Executive Enforcement Management Model (EMM).
- The Health and Safety Commission's Enforcement Policy Statement
- European Convention on Human Rights.

We will also comply with any statutory requirement placed upon us and seek to align our procedures with best practice, including any codes introduced subsequent to the adoption of this Policy.

The Policy applies to actions in relation to all of the legislation enforced by the EH Team. Enforcement action includes any action taken by officers aimed at ensuring that individuals or businesses comply with the law and goes beyond formal enforcement action such as prosecution.

#### **4. Departure from the Enforcement Policy**

All authorised officers in the Environmental Health will take this Policy into account when making enforcement decisions.

Any departure from the Policy will only occur in exceptional circumstances and then will be subject to justification after full consideration and authorisation by an officer with delegated power unless there is a demonstrable, significant and imminent risk to the public or environment in delaying enforcement.

Instances of non-compliance with this Policy will be recorded and reported directly to the Environmental Health Manager as soon as is practicable.

#### **5. General Principles**

Prevention is better than cure. Therefore, our role involves actively working with businesses and the public to advise on and assist with compliance. Where we consider that formal action is necessary, each case will be considered on its own merits. However, there are general principles that apply to the way each case must be approached. These are set out in this Policy.

The majority of cases involving regulatory matters will relate to businesses, however, there will be some cases put before the Courts that relate to individuals, particularly those involving statutory nuisance. These cases will be treated in the same way as those involving businesses and the general principles outlined around proportionality of action, for example where appropriate trying informal approaches, before resorting to formal action and the Courts, will be followed.

Enforcement decisions will be fair, independent and objective and will not be influenced by issues such as ethnicity or national origin, gender or gender identity, religion or belief, political views, disability, age or the sexual orientation of the suspect, victim, witness or offender. Such decisions will not be affected by improper or undue pressure from any source. Where applicable, we will take into account the views of any victim, injured party or relevant person to establish the nature and extent of any harm or loss, and its significance, in making the decision whether to take formal action.

This enforcement policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens. We recognise the positive impact that the Environmental Health can have on economic progress and growth in the local economy and see it as part of our role to encourage and support the growth of legitimate business activity within the legal framework provided by central government.

#### **6. Enforcement Principles**

The principles of good enforcement are set out within the Enforcement Concordat. The Environmental Health Team will seek to adhere to these principles at all times

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### a. Transparency/ Openness

We will provide information and advice in plain language on the rules that we apply and will disseminate this as widely as possible. We will be open about how we set about our work, including any charges that we set, consulting business, voluntary organisations, charities, consumers and workforce representatives. We will discuss general issues, specific compliance failures or problems with anyone experiencing difficulties.

### b. Helpfulness

We believe that prevention is better than cure and that our role therefore involves actively working with residents and business, (especially small and medium sized businesses), to advise on and assist with compliance.

We will provide a courteous and efficient service and our staff will identify themselves by name. We will provide a contact point and telephone number for further dealings with us and we will encourage business to seek advice /information from us.

Applications for approval of establishments, licenses, registrations, etc, will be dealt with efficiently and promptly. We will ensure that, wherever practicable, our enforcement services are effectively co-ordinated to minimise unnecessary overlaps and time delays.

### c. Accountability

We will provide well publicised, effective and timely complaints procedures easily accessible to business, the public, employees and consumer groups. In cases where disputes cannot be resolved, any right of complaint or appeal will be explained, with details of the process and the likely time-scales involved.

### d. Proportionality

We will minimise the costs of compliance for business by ensuring that any action we require is proportionate to the risks. As far as the law allows, we will take account of the circumstances of the case and the attitude of the operator when considering action.

We will take particular care to work with small businesses and voluntary and community organisations so that they can meet their legal obligations without unnecessary expense, where practicable.

### e. Consistency

We will carry out our duties in a fair, equitable and consistent manner. While inspectors are expected to exercise judgement in individual cases, we will have arrangements in place to promote consistency, including effective arrangements

for liaison with other authorities and enforcement bodies through schemes such as those operated by the . Local Authority National Type Approval Confederation (LANTAC).

**f. Targeting**

We will adopt an intelligence led approach to our interventions and enforcement actions, using systems, procedures and techniques that provide us with such intelligence. We will keep apprised of matters that are relevant to the sectors we regulate at a national, regional and local level and will closely work with our internal partners, other LAs and national enforcement agencies to share information and intelligence on important regulatory issues and enforcement matters.

**7. Confidentiality of Complaints**

It is recognised that some customers may have concerns about reprisals from the subject of a complaint when providing information to the EH Team.

The EH Team will therefore seek to maintain the anonymity of a complainant wherever possible. In practice this means that a complainant's details will not be released to the subject of a complaint or other third party without the permission of a complainant or where there is a clear legally defined reason to do so.

When responding to requests for information about a case, care will be taken to redact or remove any personal information relating to a complainant.

The EH Team may share details of a complainant with other teams within the authority, subject to our published data sharing policy and appropriate controls contained within.

Data sharing policies are available at:

[https://www.sevenoaks.gov.uk/info/20044/transparency\\_and\\_freedom\\_of\\_information/383/privacy\\_notice\\_and\\_general\\_data\\_protection\\_policy/13](https://www.sevenoaks.gov.uk/info/20044/transparency_and_freedom_of_information/383/privacy_notice_and_general_data_protection_policy/13)

**8. Officer Delegations**

Officers within the EH Team are delegated appropriate powers to undertake a wide range of statutory duties. Officers will only be delegated powers commensurate with their experience and role. Officers will be expected to undertake regular training in the application of legislation they enforce and to understand and adopt current good practice within the field.

**9. Types of Intervention and Enforcement Carried Out by Environmental Health**

Food Hygiene Inspections

- Inspection of food premises, risk assessment, and rating
- Provision of informal advice and guidance
- Legal requirement of improvements

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- Seizure of food and equipment
- Sampling
- Closure of businesses (where appropriate and necessary)
- Prosecution
- Undertaking works in default

### Health and Safety

- Investigation of complaints
- Investigation of serious accidents/ H&S incidents
- Proactive inspection of activities identified by HSE as being of concern
- Licensing of skin piercing, tattooing etc
- Provision of Advice
- Safety Advisory Groups
- Legal requirement of improvements
- Prohibition of activities/ equipment (where necessary)

### Nuisance Complaints (including noise, odour, accumulations of waste, rats etc)

- Inspection of premises (including residential)
- Noise or other types of monitoring (including the installation of equipment)
- Provision of advice
- Issuing of legal warnings/ notices
- Seizure of equipment
- Issuing of Fixed Penalty Notices
- Prosecution

### Environmental Permitting

- Issuing of Environmental Permits including regular Inspection and risk assessment.
- Administration and collection of statutory charges/ fees
- Issuing of legal notices to require improvements
- Prosecution
- Revocation of permits

### Private Water Supplies

- Risk assessment of Private Water Supplies
- Sampling of Private Water Supplies
- Issuing of notices to protect the safety of users
- Prosecution

### Animal Welfare and Control

- Collection and administration of stray dogs
- Investigation of animal welfare complaints and anti-social behaviour involving animals.
- Licensing of animal activities including inspection, risk assessment and star rating.
- Licensing of Zoos and Dangerous Wild Animals

## 10. Advice and Guidance

We will provide general information, advice and guidance to make it easier for businesses and residents to understand and meet their obligations.

This will be provided promptly, in clear, concise and accessible language, using a range of appropriate formats and media. Information will cover all legal requirements relating to our regulatory activities, as well as changes to legal requirements. Where changes are of great significance, we will look at the best ways of informing businesses of the changes e.g. through newsletters, mail-shots or seminars.

We will provide targeted and practical advice through personal visits, telephone and promote self service via our website. We will try to maximise the accessibility and effectiveness of advice to ensure efficient use of resources and we will involve businesses in developing both the content and style of regulatory guidance to help ensure that it meets their needs.

When offering advice, we will clearly distinguish between statutory requirements and advice or guidance aimed at improvements above minimum legal standards. We seek to provide proportionate advice, the content of which will help achieve compliance but impose the minimum burden required on the business concerned. Advice will be confirmed in writing, a full typed report can be provided if requested.

Where a business or resident identifies a problem and seeks advice to remedy the situation, it will not normally trigger enforcement action. Where appropriate we will seek to support the remedial action to prevent future problems, however, we reserve the right to take enforcement action where applicable.

Generally, we will provide our advisory services free of charge however we reserve the right to charge a reasonable fee for services beyond the basic advice and guidance necessary to help ensure compliance. We would take account of the needs and circumstances of smaller businesses and others in need of help and support in deciding whether or not to charge. Charging will be in line with any guidance issued by the Local Better Regulation Office in relation to the Primary Authority principle and will be set out in the Fees and Charges schedule published annually by each Council on their website.

## 11. Inspection of Businesses

We will ensure inspections and other visits to businesses only occur in accordance with a risk assessment methodology, except;

- where visits are requested by businesses
- following receipt of complaints
- where and when we have received relevant intelligence.

We will focus our efforts on businesses where intelligence and risk assessment shows there is a higher likelihood of non-compliance or which pose a more serious risk to regulatory outcomes. Some processes by their nature present a greater risk to health or the environment, or due to their complexity, may make it more difficult to ensure compliance. These are the areas where we will focus our inspection resources.

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When we visit or carry out inspections, we will give feedback to businesses to encourage and reinforce good practice. We will also share information about good practice amongst businesses, and with other regulators.

Where we and another regulator have a shared interest in a business we will work together to rationalise our activities to minimise the burden on the business, providing this is of benefit to the business and does not harm the standard of enforcement for either regulator.

We will also take account of the circumstances of small businesses, including any difficulties they may have in achieving compliance.

### **12. Primary Authority Partnership Scheme**

The EH Team recognises that where a business has entered into a Primary Authority Partnership, the primary authority may provide compliance advice and support and the EH Team will take such advice into account when considering the most appropriate enforcement action for it to take. It may discuss any need for compliance advice and support with the primary authority.

### **13. Investigations involving Residential Properties**

We will ensure inspections and other visits to residential premises only occur in accordance with a risk assessment methodology, except;

- where visits are requested by a resident themselves
- following receipt of complaints
- where and when we have received relevant intelligence to indicate a problem.
- At the request of other agencies
- As part of our legal duty to survey the district for statutory nuisances

When we visit or carry out inspections, we will give feedback to both complainants and alleged offenders to encourage and reinforce good practice. We will also share information about good practice with residents whenever possible.

Where we and another regulator have a shared interest in a residential property we will work together to rationalise our activities to minimise the burden on the individual, providing this is of benefit of that individual and does not harm the standard of enforcement for either regulator.

We will take account of an individual's circumstances, including any difficulties they may have in achieving compliance.

## 14. Information Requirements

The EH Team does not routinely require large quantities of information from businesses or residents.

When determining what data we may require, we will consider the costs and benefits of data requests and

- Limit the data that we request to that which is either appropriate, or required by statute e.g. food registration, licensing applications etc.
- Minimise the frequency of collection and seek the information from other sources where relevant and possible

We will work with our fellow local regulators to minimise the information we request from businesses and residents, and we will seek to maximise our data sharing within the provisions of the Data Protection Act and General Data Protection Regulations. We will seek to use compatible collection methods to give consistency.

We will involve businesses and residents in vetting data requirements and form design for clarity and simplification. We will also ensure that, where possible, data can be returned electronically.

## 15. Powers of Entry

Some legislation provides specific rights of entry to investigating officers.

The EH Team will ensure that all relevant officers are correctly authorised to carry out the functions of legislation they are empowered to enforce, that they are aware of their rights and limitations to enter land or premises, and can justify their decisions to enter land or premises.

Where an officer is unclear if they have a right to enter a premises they will not attempt entry until such time as their legal rights are established and clarified.

Officers will have regard to the impact of undertaking such rights of entry on an individual's human rights and will ensure that any entry is proportionate and justified.

Where legislation allows an authorised officer to bring other persons onto land or into a premises, they will only do so when there is justification to do so.

Officers will avoid whenever possible making multiple entries to the same property without clear and documented justification.

## 16. Enforcement Action

Our experience shows that most businesses and people that we encounter will aim to comply with the laws that we enforce. We wish to assist this majority to comply and will seek to help them to do so wherever possible. However, in the interests of justice, it will be necessary for us to take legal action in response to in some cases of non-compliance. There are a number of options available to us in response to past non-compliance or in anticipation of potential future non-compliance.

### 17. Deciding What Enforcement Action is Appropriate

In deciding what action to take in response to non-compliance or in anticipation of potential future non-compliance, consideration will be given to, among other criteria:

- The seriousness and effect of the offence;
- The previous history of the party concerned;
- Whether the offence was intentional, accidental or otherwise;
- The offender's attitude to the offence and whether he or she has shown remorse;
- The willingness of the alleged offender to prevent a recurrence;
- The consequences or potential consequences of non-compliance;
- The deterrent effect of a prosecution on offenders and others;
- Whether there is sufficient evidence to prove the offence,
- Whether it is in public interest, and
- The age, capacity or vulnerability of the offender.

In the main, a process of escalation will be used until compliance is reached. Exceptions may occur where there is a serious risk to public safety or the environment or the offences have been committed deliberately or negligently or involve deception, or where there is significant economic detriment.

### 18. No Action

There will be circumstances where a contravention of legislation or law may not warrant action, or it may be inappropriate.

This may include minor technical breaches or non-compliance which have no material effect on public health or wellbeing and which are rectified immediately or where reasonable excuse/ justification is provided.

Details of any non-compliance (even when no action has been taken) shall be recorded and may be used to inform judgement on future enforcement action.

### 19. Informal Verbal or Written Advice

We may give a business or resident an opportunity to rectify minor breaches of the law and/or less serious issues without the need for formal action.

We will, whenever possible clearly identify the nature of the breach or contravention, give advice on how to put this right (accepting that specialist expertise may sometimes be required) and specify a timescale in which this must be done. The time we allow will be reasonable and will take into account the seriousness of the contravention and the implication of the non-compliance.

Where the advice required is detailed, or there are potentially serious implications from the failure, the advice will normally be provided in writing. Failure to comply with informal advice could result in an escalation of enforcement action.

Whenever possible we will also provide advice on 'good practice'. Where this is the case we will ensure that we clearly distinguish between what must be done to comply with the law and what is recommended best practice.

### 20. Statutory Notices

We may serve statutory notices and orders under various acts that:

- Prohibit the sale or distribution of food where relevant provisions may have been breached
- Require a business or resident to take specific actions to remedy an identified problem
- Require a business or resident to desist from particular activities that may not comply with legal requirements
- Require any person to take action to ameliorate or stop nuisances being caused by their actions.

Notices may require immediate action where, for example, there are risks to public health or safety, an immediate risk of environmental damage or a serious nuisance. In other circumstances, a reasonable amount of time will be given, depending on the circumstances, to rectify the problem.

Certain notices allow works to be carried out in default (see XXXX)

In certain limited circumstances, for example under the provisions of food safety legislation, where an authorised officer is satisfied that there is an imminent risk of injury to health from the condition of the premises, the officer may serve notice to close a premises. This would be immediately followed by an application to a Magistrates court to confirm closure.

Failing to comply with a statutory notice can be a criminal offence.

Notices issued in respect of a premises may be affixed to the premises and/ or registered as local land charges,

All notices issued will contain details of any relevant 'Appeals' process that may be available to the recipient.

### 21. Fixed Penalty Notices (FPNs)

Some legislation allows Officers to use Fixed Penalty Notices as an alternative to taking an offender to court. They are normally appropriate for lower level/ minor offences and avoid the defendant gaining a criminal record.

Where legislation permits an offence to be dealt with by FPN we may (subject to evidential and public interest tests) choose to issue one on a first occasion, without issuing a warning.

They will be used in appropriate circumstances to give a fast and measured response to a situation. However a FPN will not normally be appropriate for a repeat offence.

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Payment of a FPN does not provide immunity from prosecution in respect of similar or recurrent breaches. If a FPN is not paid the Environmental Health Team may commence criminal proceedings or take other enforcement action in respect of the breach.

FPNs will not be issued to persons under the age of 16 years.

Written notice may be given, withdrawing a penalty notice if it is considered that the FPN ought not to have been given.

## 22. Works in Default

Where a person of business upon whom we have served a statutory notice fails to undertake the works required by that notice, we may act to complete the works ourselves. In determining whether to carry out works in default we will consider:

- The effects of not carrying out the work on the health safety and welfare of relevant persons (including those affected)
- The reason for the work both being carried out previously by the person responsible; and
- Whether the benefits justify the costs and the action poses the minimum burden necessary to achieve the objective

Where we undertake works in default we will seek to recover all reasonable costs that we have incurred by any means legally available to us. This may include placing a charge on a property or following other debt recovery procedures.

Works in default can be carried out either instead of a prosecution or in addition to a prosecution.

## 23. Seizure, Detention or Destruction

Where legislation permits our officers may seize goods, equipment or documents. Our powers of entry search and seizure will be fully justified before use and Officers will consider if the necessary objectives can be met by less intrusive means.

In all cases authorised officers will

- Exercise their powers courteously and with respect for persons and property, and
- In circumstances where a warrant has been obtained and is appropriate only use reasonable force when it is considered necessary and proportionate to the circumstances.

## 24. Forfeiture Proceedings

This procedure may be used where there is a need to dispose of goods in order to prevent them re-entering the market place or being used to commit offences in the future. An application for forfeiture may be made to a Court following a prosecution or separately, as appropriate.

## 25. Refusal, Suspension, Review or Revocation of Licence or Approval

The EH Team issues a number of licences and permits. We also have a role to play in ensuring that appropriate standards are met in relation to licences issued by other agencies. Most licences and permits include conditions which require the licence holder to take steps to ensure that they minimise their impact upon the community or environment and/ or protect public or animal health.

We may refuse, revoke, vary or suspend a licence or permit where we consider it necessary.

A 'licence' or 'permit' refers in this policy to all permissions or authorisations granted or potentially granted by the Environmental Health Team.

In all cases a decision to refuse, revoke vary or suspend a licence or permit will be made with consideration to:

- The legislative requirements and controls required to maintain the relevant licence or permit
- Statutory duties placed upon the Environmental Health Team to refuse, revoke, vary or suspend a licence or permit.
- The compliance history of the business/ operation
- The need to maintain a 'level playing field' for businesses
- The payment of licence or permit fees
- The public health risk of allowing the operation to continue

## 26. Court Orders

In some circumstances the EH Team may seek a direction from the court (in the form of an order or an injunction) that a breach is rectified and/ or prevented from recurring. The court may also direct that specified activities be suspended until the breach has been rectified and/ or safeguards have been put in place to prevent further breaches.

Failure to comply with a court order constitutes contempt of court, a serious offence which may lead to imprisonment.

The EH Team is required to seek confirmation of some enforcement notices, providing the court with an opportunity to confirm the restrictions imposed by a notice. Otherwise the EH Team will usually only seek a court order if it has serious concerns about compliance with voluntary undertakings or a notice.

## 27. Informal Interviews

As part of our evidence gathering process, an authorised officer may invite a complainant or alleged offender to attend an interview. Normally these will be held at Sevenoaks District Council.

Interviews may take place for the following reasons:

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- To clarify an aspect of the case or for an authorised officer to share/ present evidence that has been collected.
- For the collection of witness statements (civil and criminal cases)
- As part of the evidence collection process.
- To allow an alleged offender to respond to an allegation (civil or criminal)

Where an interview is not in respect of a suspected criminal offence the requirements of PACE do not apply. However, for the benefit of clarity (for both the District Council and those being interviewed) we may seek to record the conversation. In these cases we shall provide a copy to the interviewee for their records.

### **28. Interviews under Caution**

Where an interview is to be conducted under caution we will make this clear to the interviewee in advance of the meeting.

There is no express legal requirement that a person suspected of having committed an offence must be interviewed under caution before any decision as to whether to prosecute is taken. However, we do have a duty to allow a suspect the opportunity to answer the allegations against them and give their own account before a decision on prosecution is made.

We will invite someone to an interview under caution if we believe there are grounds to suspect that they may have committed a criminal offence. This does not mean that we believe they are guilty or that we are intending to initiate a prosecution but instead that evidence we have obtained indicates that that person may be involved in the offence and able to assist with enquiries.

The purpose of the interview will give you the opportunity to provide an explanation of the events. However, if we find any evidence during the interview that you have committed an offence, you may be prosecuted.

Those who are requested to attend an interview are not obliged to attend, however this will not prevent use from taking further action as appropriate. If a interview is not attended we will consider the evidence we have and make a decision on further action without the benefit of the requested interviewee's own account.

If the offence is imprisonable, and the requested interviewee does not attend an interview voluntarily, they may be arrested by the police and the interview conducted by our officers at a police station.

Throughout the interview the attendee has rights and entitlements, including the right to silence, which will be explained at the start of the interview.

### **29. Simple/ Formal Caution**

Where public interest justifies, we will consider offering a Formal (Simple) Caution (or reprimand/ final written warning if the offender is under 18).

In offering a Formal Caution, we will take account of Home Office Guidelines in relation to the cautioning of offenders, and the Code for Crown Prosecutors.

Where an offender is under 18 and a formal approach is being considered, appropriate bodies such as the Youth Offending Team will be consulted.

A Formal Caution requires an admission of guilt on behalf of the offender, however there is no sentence and there is no recorded conviction. A Formal Caution will remain on record for a period of 2 years and may be cited in Court should a further offence be committed and prosecuted during that time.

### 30. Prosecution

The commencement of a prosecution is the most serious response to an apparent incidence of non-compliance with the law.

Once an officer has completed his/ her enquiries, a case report will be submitted to a manager authorised to institute legal proceedings and who is independent to the investigation. This manager will decide, using the criteria below the most appropriate course of action.

The manager considering whether to authorise legal proceedings will take into consideration the requirements of the Code for Crown Prosecutors and other relevant codes or guidance before deciding whether or not to institute legal proceedings.

### 31. The Evidence Test

The Authorising Manager will need to be satisfied that there is sufficient evidence to provide a realistic prospect of conviction against each defendant on each charge (i.e. that a jury or bench of magistrates, properly directed in accordance with the law, is more likely than not to convict the defendant of the charge alleged). In order to progress beyond the evidence test the authorising manager will consider the following:

- Have the legal 'points to prove' been considered and has evidence been submitted to address them?
  - Is the nature of the offence being prosecuted clear?
  - Is there clear evidence that legal notices were correctly served (if required)?
  - Is the case officer correctly authorised to prosecute the offence?
  - Is there evidence to demonstrate a breach of the offence being prosecuted?
- The volume/ nature of evidence available
  - Is the evidence presented in line with reasonable expectation of what with what could can be practicably obtained?- consideration should be given to the nature of the offence including any constraints which have been faced gathering evidence.
  - Are there corroborating evidence sources. - multiple evidence sources are
- The quality of the evidence available
  - Physical evidence (photographs, noise recordings, seized materials) are likely to carry greater weight
  - The reliability of witnesses- how compelling are the provided witness statements
  - Was the matter witnessed directly by an officer of the Environmental Health Team

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- Has mitigation been provided by the alleged offender?
  - Was the alleged offender invited to interview? -did they attend?
  - Is the defence presented believable or considered a reasonable excuse.

Only when this evidential test has been satisfied will the public interest to proceed with the prosecution be considered.

## 32. The Public Interest Test

In addition to being satisfied that there is a realistic prospect of conviction, the authorising manager must be satisfied that there is a public interest to initiate a prosecution.

In deciding whether to commence a prosecution we will have regard to the Code for Crown Prosecutors and any other appropriate guidance contained within Codes of Practice or internal policies/ procedures. In general terms, this means that we may bring a prosecution when consideration of the evidence suggests that there is a realistic prospect of conviction and that it is in the public interest to do so. In making a determination we will have consideration of the following factors:

- The seriousness of the alleged offence.
  - The harm or potential harm caused
  - The environmental consequence of the offence
  - The financial gain from committing the offence
- The culpability of the offender
  - Did the offence result from a deliberate action or was it inadvertent.
  - Level of control that could reasonably be exercised to prevent the alleged offence from occurring.
- The previous history of the party concerned
  - We may have regard to information from partner agencies or other departments within either authority.
  - Have similar offences been committed in the past.
  - Have there been continued and persistent failures in the past.
- The likelihood of the defendant being able to establish a defence
- The reliability of important witnesses and their willingness to co-operate
- The willingness of the party being considered for prosecution to prevent a recurrence of the problem.
- The probable public benefit of a prosecution and the importance of the case
- Whether alternate action may achieve the same effect (i.e. simple caution etc)
- Any excuse or explanation provided by the alleged offender.
- The ability of the individual to comprehend the seriousness of the prosecution against them, for example due to their age or vulnerability.
- The desired outcome of a prosecution
  - Some actions and enforcement options are only available following prosecution (i.e. application for a Criminal Behaviour Order)

## 33. Referral to Legal Services

Once a decision to instigate a prosecution has been taken, the matter shall be referred without undue delay to the relevant authorities Legal Services, ensuring it is presented in

the appropriate format with the correct authorising signatures in accordance with the internal legal procedure.

#### **34. Sharing of Intelligence Regarding Enforcement**

Where appropriate, enforcement activities within the Environmental Health or Licensing activities will be coordinated with other regulatory bodies and enforcement agencies to maximise the effectiveness of any enforcement.

The Council will respect advice that has been provided by other regulators and enforcement agencies.

Where an enforcement matter affects a wide geographical area beyond the District Council's boundaries, or involves enforcement by one or more other local authorities or organisations, where appropriate all relevant authorities and organisations will be informed of the matter as soon as possible, and all enforcement activity coordinated with them

#### **35. Data Protection Act 2020**

The Environmental Health Team may process personal data necessary to its statutory duties or otherwise in its public tasks. Data will be retained in accordance with the 'Environmental Health Information Asset Register' but ordinarily will be retained for 7 years from last use unless exceptional circumstances apply.

After use data will be securely disposed.

For further details about how personal data is processed and your rights, please see our Privacy Notice at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

#### **36. Proceeds of Crime Applications**

Where we consider that assets belonging to an individual may have been obtained through criminal activities **and** the individual has financially benefitted from committing an offence, we will consider the use of powers given to us by the Proceeds of Crime Act 2002.

Upon conviction of an offender, an application may be made to recover the financial benefit that an offender has obtained from any criminal conduct.

#### **37. Regulation and Investigatory Powers Act 2000 (RIPA)**

Many of the activities undertaken by the Environmental Health Team do not fall within the scope of RIPA. Nevertheless, we shall abide by the principles of the District Council's surveillance policies and ensure that whenever possible our monitoring activities are undertaken overtly. In practice, we will notify alleged offenders that they may be monitored (including using technical equipment) at the start of our investigation and then at appropriate intervals (normally every 263).

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Occasionally, it may be necessary to undertake monitoring without prior notification to the alleged offender. For example:

- Where violence has been threatened against a complainant
- Where prior notification may compromise the ability to collect evidence
- Where monitoring is undertaken reactively
- Where there is insufficient time to notify an alleged offender

We will comply with RIPA in all occasions where it applies.

### **38. Protection of Human Rights**

The EH Team will apply the principles of the European Convention on Human Rights in accordance with the Human Rights Act 1998

Authorised offices will, accordingly, ensure that respect for human rights is at the core of their day-to-day work. This covers all aspects of the District Council's activities including: -

- drafting Rules and Regulations;
- internal staff and personnel issues;
- administrative procedures;
- decision making;
- policy implementation;
- interaction with members of the public.

### **39. Equalities, Vulnerable Persons and Minority Groups**

The Environmental Health Team will adhere to the public sector equality duty (the equality duty). Specifically we will:

- Seek to ensure everyone is able to access our service. Where necessary make adjustments to the way we deliver our service so that it is accessible for all.
- Seek to provide information and advice in clear and suitable ways
- Regularly review our processes and procedures to ensure that meet our customers needs
- Seek to understand the needs of all our customers by listening and responding to their views
- Seek to make good decisions by taking into account a range of views, information, evidence and up to date case law. We will be accountable for the decisions we make.

For further information about the District Council's Equality Policy and Statement can be found at: [Policies, strategies and plans - Equality policy statement and objectives | Sevenoaks District Council](#)

#### **40. Enforcement in SDC Premises and Contracted Services/ Enforcement on Council Premises, or at Events Organised by the Council**

The EH Team cannot legally enforce against matters resulting from the actions of Sevenoaks District Council. Where infringements on premises owned by, or at events organised by the Council are identified, the matter will be formally notified to the appropriate Chief Officer.

If the matter relates to health and safety matters then the Health and Safety Executive will be notified. If the potential breaches of the law are the responsibility of contractors employed by the Council, enforcement action will be taken against the contractor in the same way as in other cases not involving the Councils

#### **41. Standards and Accountability**

We will, in consultation with businesses and other interested parties, set and publish on the District Council's website; clear standards and targets for our service and performance. These will include:

- Regulatory outcomes (e.g. proportions of businesses that comply);
- Performance standards for contact with residents, visitors and businesses;
- A commitment to ensuring costs to businesses of regulatory interventions are proportionate; and
- A commitment to dealing with any negative perceptions of businesses and other interested parties relating to these issues.

We will create effective consultation and feedback opportunities to ensure we have continuing cooperative relationships with businesses and other interested parties. We will ensure our officers provide courteous and efficient services to businesses. We will provide a courteous and efficient service and our staff will identify themselves by name. We will provide a contact point and telephone number for further dealings with us and we will encourage business to seek advice/information from us. We will enable our officers to interpret and apply relevant legal requirements and ensure that they enforce requirements fairly and consistently between like-businesses in similar situations. We will take account of comments from businesses and other interested parties regarding the behaviour and activity of our staff.

#### **42. Working with External Agencies and Other Regulators**

We will work with other agencies to support their regulatory activities and may share information with them as necessary to support their work.

Sharing will be subject to information sharing agreements published by Sevenoaks District Council.

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### 43. Local Land Charge Register

We may provide details of legal notices, charges or other relevant information to our land charges team (particularly where an issue relates to an ongoing issue/ defect associated with a premises).

This information may be declarable on a property search.

### 44. Complaints

Anyone wishing to complain about enforcement action should initially contact the Environmental Health Manager by telephone on 01732 227000, by email at [environmental.health@sevenoaks.gov.uk](mailto:environmental.health@sevenoaks.gov.uk) or in writing to the following address:

The Environmental Health Manager  
Sevenoaks District Council  
Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG

Please note that a complaint to the Environmental Health Manager does not supersede any appeal mechanisms contained within statutory legislation and a complainant should ensure that where they wish to do so they separately lodge an appeal with the appropriate body as specified in the documentation provided by Environmental Health.

If you are unclear how you lodge an appeal please contact the investigating officer who will explain how to do this.

### 45. Publicity

We will normally publicise details of any convictions, which could act as a deterrent to others, or where there is reasonable expectation of public interest.

Where appropriate the media will be provide with factual information about the charges which have been laid before the courts, any pending formal action and any enforcement action already taken. We may disclose details of sentences imposed.

We also maintain a number of statutory registers which detail the enforcement action we have undertaken.

### 46. Review of the Enforcement Policy

This policy will be reviewed every two years

47. Appendix A- Map of the Sevenoaks District Council Area

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**Item 11 - Dunbrik Depot Development Programme**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**DUNBRIK DEPOT REFURBISHMENT & DEVELOPMENT PROGRAMME**

**Cabinet - 21 April 2022**

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

**Status:** For Decision

**Also Considered by:** Cleaner & Greener Advisory Committee - 19 April 2022

**Key Decision:** Yes

**Executive Summary:** This report updates Cleaner & Greener Advisory Committee Members on the refurbishment and re-development plans for the Council's main Dunbrik Depot.

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

**Portfolio Holder:** Cllr. Margot McArthur

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

Adrian Rowbotham, Ext. 7153

**Recommendation to Cleaner & Greener Advisory Committee:** That the Dunbrik depot development plan is endorsed by the Cleaner & Green Advisory Committee, and the committees views be submitted for consideration by Cabinet.

**Recommendation to Cabinet:** That the Dunbrik Depot Development Plan as proposed along with any proposals submitted by the Cleaner & Greener Advisory Committee be considered and the proposal is approved.

**Reason for recommendation:** The continued development and refurbishment of our Dunbrik depot is vital to improving our internal infrastructure, and modernising staffing facilities to ensure the depot is fit for purpose and future proofed for essential statutory front line services.

# Agenda Item 11

## Introduction

- 1 Dunbrik Depot is the Council's main distribution centre for all Direct Services operations and plays a vital role in ensuring frontline services and equipment are delivered daily, efficiently and to the high standards expected by residents.
- 2 Although this vital infrastructure has been developed over previous years, making small parts of the depot modern and fit for purpose, the majority of the remaining depot space is in urgent need of refurbishment.
- 3 As the Dunbrik Depot is relatively small in relation to the considerable fleet and operations that run from it, it is now vitally important that we modernise and utilise every available space within the depot.
- 4 Working in consultation with the operational staff, the proposed refurbishment and development will also free up further space required for any future infrastructure development, such as electric vehicle charging, which will also become vital as part of the Council's Net Zero targets and operations.
- 5 Our staff and union is extremely supportive of this new phase of development and refurbishment as it critically tackles the essential daily facilities used by the 120 staff that operate from Dunbrik, which have become poor in standard and not fit for purpose, particularly the staff showers, rest room and kit drying room facilities.
- 6 It is also vital that these works are started in 2022 to ensure Direct Services is equipped to start to manage increasing collection responsibilities and the way we currently collect food and glass from 2023 following legislative changes in the new Environment Act 2021.
- 7 As a low-risk waste transfer station, the development and refurbishment works also ensure that we meet all of our Health & Safety at work duty of care obligations and regulations by creating safe workspaces for operational staff.
- 8 The new phase of development will see the modernisation of the works involving the conversion of an existing dilapidated store, currently split in two with internal blockwork, to become a modern open, collaborative and multi-functional depot supervisor's office and works counter. It will incorporate a protected double entrance for crew attendance, works counter, two smaller interior offices, toilets, and a corner kitchen area.
- 9 The complete refurbishment of all onsite crew rooms, locker rooms, drying rooms, shower blocks and toilets.

- 10 A refurbishment of the old training room into a modern training room and additional office space for the new enforcement team including a PACE Interview under caution facility.
- 11 It is important to understand the statutory requirements placed on the Council around the delivery of the services delivered from our Dunbrik depot. The Dunbrik Depot is the Council's statutory waste and recycling transfer centre. It houses the complete frontline services and staff for Transport, Waste & Recycling, Enforcement, Business Development, Clean & Green and Fleet Workshops.
- 12 It is an extremely valuable asset strategically and houses under a statutory Traffic Commissioners Operating Licence the Council's Fleet, which totals over 90 vehicles. The Council undertakes its statutory duties in regards to being the Waste Collection Authority and the Litter & Street Cleansing Authority.
- 13 The benefits of investing in the modernisation of the depot facilities ensure the continuation of these statutory services, while incorporating improvements to health and safety at work standards and regulations. The development of the Dunbrik depot will also improve frontline service delivery by streamlining many manual processes to modern computerised systems that will enable the future adoption of service improvements such as in-cab technology, electric vehicle infrastructure. The new development work will also free up other essential space to expand the fleet workshops and increase fuel storage facilities such as biofuel.

#### **Previous Dunbrik Development**

- 14 Between 2015 and 2018, following approved planning permission the Vehicle Workshops were refurbished and extended through a capital programme. This investment ensured the vehicle workshop facilities were fit for purpose for the maintenance and servicing of our corporate fleet.
- 15 In 2020, the management and administration offices were refurbished and modernised to provide new toilet facilities including a disabled toilet with office capacity being increased to ensure operational support services could operate efficiently to support front line delivery.
- 16 Also in 2020, the old 'salt store' warehouse were refurbished into a secure bonded and modern warehouse space with industrial racking and caged storage areas for equipment. This newly reinvigorated space also enabled us to park overnight around 12 small fleet vehicles securely.

## Agenda Item 11

17 In 2021, the old vehicle wash facilities were moved and updated by concreting a new area to the side boundary of the depot, which provided better and open vehicle wash facilities and more road space within the depot to assist MOT and Taxi customers.

### Key Implications

#### Financial

The total cost of the Dunbrik development and refurbishment cost is £350,000, over a 12-month work programme outlined in the table below. The programme will be financed from a loan over 10-years from savings to the maintenance budgets from re-developed depot sites.

| Financial year | Development/Refurbishments works  | Estimated cost |
|----------------|---|----------------|
| 2022-2023      | Phase 1<br><br>The complete refurbishment of all onsite crew rooms, locker rooms, drying rooms, shower blocks and toilets.  | £150,000       |
|                | Phase 2<br><br>The modernisation works involve the conversion of an existing store warehouse, into a modern open, collaborative and multi-functional depot staff office. Incorporating a protected double entrance for crew attendance and works counter, providing additional toilets and kitchen areas. | £150,000       |
|                | Phase 3<br><br>A refurbishment of the old training room into a modern training room, offices and a PACE Interview room.   | £50,000        |

Legal Implications and Risk Assessment Statement.

As the statutory Litter and Waste Collection Authority, it is essential that these frontline services have the appropriate staff and equipment facilities to be able to operate and satisfy these statutory services, which will make our services more efficient. Any loss of services from the Dunbrik depot would pose a significant risk to the Council.

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 decrease on carbon emissions produced in the district because of this decision.

The modernisation of work and office spaces delivers efficient energy use and reduces waste, and helps us deliver a low emission fleet with electric vehicle charging points, lowering carbon emissions.

**Conclusions**

The continued development and refurbishment of our Dunbrik depot is vital to improving our efficiency in delivering frontline services, updating internal infrastructure, and modernising staffing facilities to ensure the depot is fit for purpose and future proofed for essential statutory front line services.

**Appendices - None**

**Background Papers - None**

**Adrian Rowbotham  
Deputy Chief Executive & Chief Officer - Finance & Trading**

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**Item 12 Waste and Recycling Collection Round Review 2022**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**WASTE & RECYCLING COLLECTION ROUND REVIEW 2022**

**Cabinet - 21 April 2022**

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

**Status:** For Endorsement and Support

**Also Considered by:** Cleaner & Greener Advisory Committee - 19 April 2022

**Key Decision:** Yes

**Executive Summary:** This report updates Cleaner & Greener Advisory Group Members about an operational change to the waste and recycling collection rounds and seeks endorsement and support, for the implementation of a new collection round working model.

The reconfiguration of our rounds aims to maximise efficiencies and reduce fuel and carbon emissions, whilst meeting weekly waste collection needs and delivering exceptional customer service.

**This report supports the Key Aim of:** Making Sevenoaks District to be a place where people can enjoy clean and high quality urban and rural environments.

**Portfolio Holder:** Cllr. Margot McArthur

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

Adrian Rowbotham, Ext. 7153

**Recommendation to Cleaner & Greener Advisory Committee:** That the Waste & Recycling collection round review is endorsed by the Cleaner & Green Advisory Committee, and the committees views be submitted for consideration by Cabinet.

**Recommendation to Cabinet:** That the Waste & Recycling collection round review as proposed along with any proposals submitted by the Cleaner & Greener Advisory Committee be considered and the proposal is approved.

**Reason for recommendation:** It is vital that we update and redesign our current waste collection rounds as they have become inefficient, given they are over ten years old. The new collection rounds also take into account future needs regarding changing our existing collection methods for food and glass, reducing carbon emissions, future vehicle needs and protecting our weekly collection service..

## Agenda Item 12

### Introduction

1. The weekly collection of household waste (residual and recycling) is one of the highest profile and extremely valued services provided by the Council. Household waste is defined in Part II of the Environmental Protection Act 1990, as amended, as waste that originates from private homes and is collected by the Waste Collection Authority (Sevenoaks District Council).
2. Currently, although residents have the same day for waste and recycling weekly collections, they may have different days for other waste services, such as garden, clinical and bulky waste collections.
3. Part of the reason for looking at waste collection rounds is that it is estimated that a more efficient and effective waste collection round will reduce the total amount of vehicles we use, reduce our fuel consumption and overall reduce our carbon footprint by approximately 5%, contributing to the Council's Net Zero Carbon strategy.
4. The Government are currently implementing producer responsibility regulations that cover packaging waste, electrical and electronic equipment (EEE), batteries and end of life vehicles (ELVs). Producer responsibility is about making sure businesses that manufacture, import and sell products are responsible for their end of life environmental impact.
5. The regulations require businesses to: minimise waste arising from products and promote their re-use, ensure the waste products are treated and meet recovery and recycling targets for the waste materials and design products by reducing material use and enhancing reusability and recyclability.
6. The Government has introduced the Environment Act 2021 with an Extended Producer Responsibility (EPR) scheme, which will require producers to bear greater responsibility for the costs of the collection and disposal of their products. A levy will be placed on certain types of packaging, which would then be distributed back to local authorities, although this is still currently being developed.

### Background

7. The overall objective of the collection round review is to update and where necessary, redesign the current household weekly collection service so it is more efficient than the current collection round, and is better placed to meet the challenges of a growing and evolving District.
8. The existing waste collection rounds have been audited and digitally mapped, which involved a lengthy staff process, enabling crews to articulate the basic rounds and any anomalies or local arrangements for that particular round to be recorded.

9. The collection round review has been undertaken within the context of significant changes to housing/population growth, road and traffic alterations across the District, and changes to equipment and vehicles. The current waste collection round was designed nearly 10 years ago. The new proposed waste collection round also considers, where possible, any further growth expected in the District over the coming years.
10. The Government's Resources and Waste Strategy, requires significant changes to the standardisation of collected waste and recycling. If these are adopted all local authorities across the UK will be required to collect a standardised list of recycling that includes separate food and glass from the kerb-side. The proposals are to fully integrate these requirements by 2023.
11. The new waste collection rounds need to ensure they are fit for purpose for future waste needs, so that the Council is in the best position possible to evolve our waste and recycling offer to residents in a way that complements how consumers, producers and the retail sector also change habits, materials and recycling offers.
12. The new collection rounds need to better respond to existing localised challenges. For example, the District has numerous residential flats served by communal bins, and the current collection method for these with the drop-fronted bins has led to complaints where the black bags rip during the decanting process, and the crews have no easy means of collecting the loose waste.
13. Route planning and vehicle optimisation is also critical in re-designing waste collection rounds as there are often significant operational issues for the service in relation to road and building access.
14. The newly created waste collection rounds will also enable Supervisors to spend less time dealing with missed collection complaints, giving more time to help, support and supervise waste collection crews working in the district.
15. More efficient waste collection rounds will also enable the service to allot ownership of the rounds to collection crews, and additionally provide time at the end of the collection to de-brief on the days issues with the Supervisors.
16. The waste collection review is not just a technical exercise of redesigning routes, but one that also looks at processes that support the operational work, how we better endorse and involve staff, our interaction with and accountability to residents, and how we can improve service delivery from our existing infrastructure.
17. The review also has been designed to take into account future changing vehicle needs and changes to technology along with a growth in housing needs.

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### Current waste collection

18. The current rounds were devised 10 years ago using a partial zonal method. The District was split up into 5 main areas with two vehicles placed in each main area, plus a rural round south. As the property numbers have increased and growth has not been a constant in the zones, additional rounds have been created which have been completed by existing teams at the cost of increased mileage and later finish times, making some rounds now impossible to complete within the standard working hours.
19. Additionally, the Commercial Waste rounds are being used uneconomically to help collect domestic waste one day per week. This is because the refuse rounds do not have the capacity to currently complete their rounds. The table below details the current resources being deployed.

#### Sevenoaks Resources Manpower

| Refuse/Recycle                       |                 |          |           |          |          |           |
|--------------------------------------|-----------------|----------|-----------|----------|----------|-----------|
| Round ID                             | Area            | Vehicle  | HGV       | 7.5t     | Van      | LDR       |
| R1a                                  | Sevenoaks       | LN70YBO  | 1         | 0        | 0        | 2         |
| R1b                                  | Sevenoaks       | LN70YBP  | 1         | 0        | 0        | 2         |
| R2a                                  | Edenbridge      | ND60DXY  | 1         | 0        | 0        | 2         |
| R2b                                  | Edenbridge      | NA11XTM  | 1         | 0        | 0        | 2         |
| R3a                                  | Kemsing         | GN17VKV  | 1         | 0        | 0        | 2         |
| R3b                                  | Kemsing         | WP17TGX  | 0         | 0        | 1        | 0         |
| R4                                   | Cowden          | GN15DNX  | 1         | 0        | 0        | 2         |
| R5a                                  | Swanley         | NA11XTX  | 1         | 0        | 0        | 2         |
| R5b                                  | Swanley         | GF61VCL  | 1         | 0        | 0        | 2         |
| R6                                   | Eynsford        | FN60TLK  | 1         | 0        | 0        | 2         |
| R7a                                  | New Ash Green   | GL63BZR  | 1         | 0        | 0        | 2         |
| R7b                                  | New Ash Green   | LN70YBM  | 1         | 0        | 0        | 2         |
| SVa                                  | Narrow Access   | VX16ASV  | 1         | 0        | 0        | 1         |
| SVb                                  | Narrow Access   | DV63UFY  | 1         | 0        | 0        | 1         |
| Narrow Mop Up                        | Various         | VU11HMG  | 1         | 0        | 0        | 1         |
| Mop Up Cage                          | Various         | PJ63WBY  | 0         | 0        | 1        | 1         |
| BottleBank1                          | Various         | CN18 VCV | 1         | 0        | 0        | 0         |
| BottleBank2                          | Various         | GN60FFL  | 1         | 0        | 0        | 0         |
| <b>Out Of Door Requirement Total</b> |                 |          | <b>16</b> | <b>0</b> | <b>2</b> | <b>26</b> |
| Garden Waste                         |                 |          |           |          |          |           |
| Round ID                             | Area            | Vehicle  | HGV       | 7.5t     | Van      | LDR       |
| G1                                   | District        | PO63BKN  | 1         | 0        | 0        | 1         |
| G2                                   | District        | VN10DDO  | 1         | 0        | 0        | 1         |
| G3                                   | District        | DX13GPK  | 1         | 0        | 0        | 1         |
| G4                                   | District        | CN11CTF  | 1         | 0        | 0        | 1         |
| G5                                   | District        | GK11OGV  | 1         | 0        | 0        | 1         |
| <b>Out Of Door Requirement Total</b> |                 |          | <b>5</b>  | <b>0</b> | <b>0</b> | <b>5</b>  |
| Paid Services                        |                 |          |           |          |          |           |
| Round ID                             | Area            | Vehicle  | HGV       | 7.5t     | Van      | LDR       |
| Trade 1                              | Trade Waste     | GL63 BZS | 1         | 0        | 0        | 1         |
| Trade 2                              | Trade Waste     | HN63 XUY | 1         | 0        | 0        | 1         |
| Cesspool                             | Cesspools       | GN15 OBO | 2         | 0        | 0        | 0         |
| Fly Tips                             | CDSU            | DX62 AOU | 1         | 0        | 0        | 1         |
| Bulkies                              | CDSU            | NA10 VPL | 1         | 0        | 0        | 1         |
| White Goods                          | CDSU            | GN18 RPX | 1         | 0        | 0        | 1         |
| Sacks 1                              | Sack Deliveries | LJ15 XGA | 0         | 0        | 1        | 1         |
| Sacks 2                              | Sack Deliveries | LJ15 XGB | 0         | 0        | 1        | 1         |
| Bin Deliveries                       | Bin Deliveries  | GN12 FWA | 0         | 0        | 1        | 0         |
| <b>Out Of Door Requirement Total</b> |                 |          | <b>7</b>  | <b>0</b> | <b>3</b> | <b>7</b>  |
|                                      |                 |          | <b>28</b> | <b>0</b> | <b>5</b> | <b>38</b> |

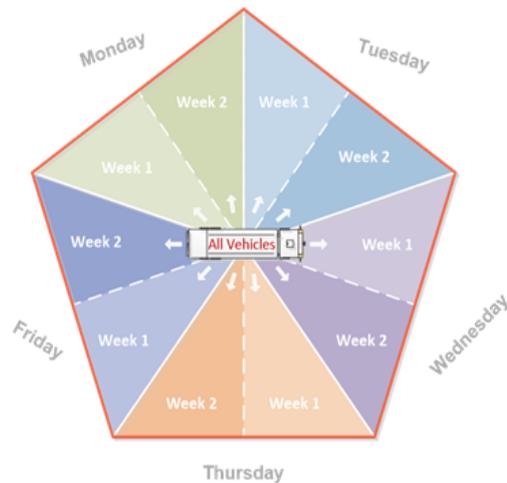
\* (Loader = LDR)

20. Due to the lack of collection capacity within domestic waste rounds it has negative impacts on other service areas such as clinical waste as this is currently collected on a Friday evening and Saturday, which requires overtime. Bulky-waste items are collected on Mondays and Thursdays only, and the capacity of this one round is at its maximum. White goods are collected on Tuesdays and Wednesdays.

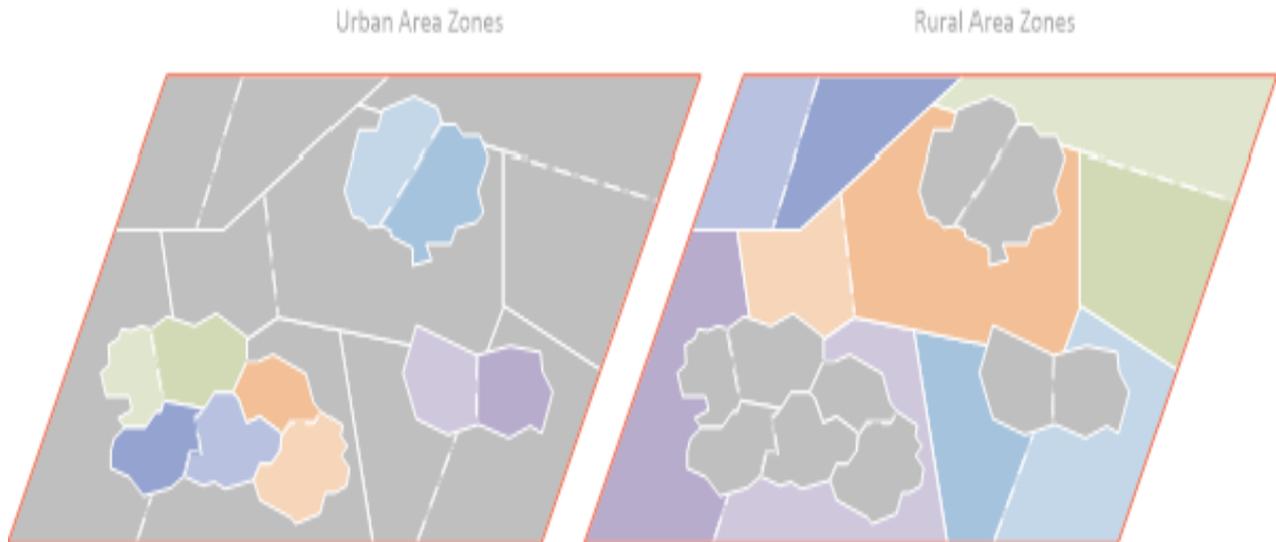
### **New Waste Collection Proposal**

21. In developing the new route schedules proposed at this stage, we have utilised a trusted waste Industry standard, (Webaspx) which is used by over 180 local authorities countrywide.
22. The routing development process has been undertaken utilising the Webaspx Waste Manager Design software under licence. This approach enables local knowledge held within the Council to be harnessed during the routing phase, which is key to ensuring effective schedules. The process is outlined in Appendix H.
23. Using the Webaspx software we produced indicative collection routes for the weekly residual/recycle waste services, with those routes, which are based and overlaid on the data used by our GIS system, being around 90% accurate. Greater accuracy has been achieved using the local knowledge of the management team and crews to ensure that the assumptions made by the routing model relating to accessibility, travel times etc. are accurate.
24. There are essentially two approaches to the “zoning” of collection services. The first is the more traditional full zonal approach, which in essence sees an area divided in to ten collection zones for bi-weekly or 5 collection zones for a weekly service. Each zone is then assigned a collection day and week, and all vehicles within the collection fleet work within that zone on that particular day as displayed on the indicative graphic shown below.

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25. The benefit of the full zonal approach is that with vehicles all working within a small area of the District on any given day, the vehicles and crews can more easily support one another in the event of delays and breakdowns. This in turn helps to engender improved team spirit and thus ultimately improve the quality and efficiency of the services provided. Conversely, the traditional full zonal approach can be viewed negatively by some as they believe that the deployment of the entire collection fleet into an area 1/10th or 1/5th the size of the District on any given day can significantly impact upon traffic flows and congestion.
26. The second approach is the more localised zonal approach which although similar to the more traditional full zonal approach does not simply divide an authority area in to 5 or 10 equally sized zones in which all vehicles work, but instead separates out the urban and rural areas first.
27. Once the urban and rural areas are determined, they are divided into a maximum of 10 or 5 collection zones each (for a fortnightly or weekly collection service respectively.) As such, under the localised zonal approach proposal our District would have up to 10 collection zones for our weekly collection frequency. The image below provides an indicative graphical demonstration of the localised zonal approach.



| Localised Zonal Approach |        |        |
|--------------------------|--------|--------|
| Monday                   | Week 1 | Week 2 |
| Tuesday                  | Week 1 | Week 2 |
| Wednesday                | Week 1 | Week 2 |
| Thursday                 | Week 1 | Week 2 |
| Friday                   | Week 1 | Week 2 |

**Localised Zonal Approach (Preferred option)**

- 28. The main benefit of separating out the urban and rural areas before zoning, and thus the main benefit of the more localised approach to collections over the full zonal approach is that different crew sizes and working methods can be used in different areas.
- 29. Rather than each vehicle providing a varying mix of urban and rural collections on any given day as they would under a full zonal approach, crews can be more easily assigned to predominantly urban work and predominantly rural work across that the course of their working week. What this means is that we can ensure that crews that are deployed as a driver and two operatives have enough work throughout the week to maximise the benefit of being deployed with a crew of such a size. Similarly, we can ensure that in the more rural areas, only driver and one operative crews (rather than driver and two operative crews) are deployed, so as to avoid incurring unproductive loader time.
- 30. Whilst there are benefits in both zonal approaches, we believe that the localised zonal approach offers the greater benefits in the Sevenoaks District area. A mix of urban and rural properties, coupled with the way in which those properties are dispersed across the authority area means that a consistent mix of crew sizes

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(as would be required under the full zonal approach) would result in some crews/operatives being underworked and others being overworked.

31. The mixed crew sizes that can be proposed under the localised zonal approach will negate this issue. As such, in developing our round schedules using the Webaspx Waste Manager Design software (as described earlier) we have zoned the urban and rural areas separately.
32. Whilst of course the use of the localised zonal approach means that the benefits of the full zonal approach cannot be fully realised, the localised zonal approach still adopts zones in which multiple vehicles work, and thus the benefit of inter-crew support will still be evident under the this approach.
33. There will be fewer vehicles to support one another in each zone (as it will only be the urban vehicles or the rural vehicles operating in any zone on any given day, rather than all vehicles). However, it could be argued that this actually generates even further benefits, as the fewer vehicles in an area on any given day will help to lessen the impact on other road users, which as detailed previously, is an argument against the full zonal approach.
34. The proposal with regard to collection schedules and thus our proposal with regard to collection days represents a change from the existing methodology used. As such, we believe that day changes will be required for around 78% of residents. Whilst this is relatively high, we believe such changes would not pose an issue, and are indeed required to ensure that we can realise operational efficiencies and reduce our carbon footprint.

### **Webaspx Methodology**

35. The work undertaken using the Webaspx Waste Manager Design software has incorporated an array of details, which are crucial for accurately modelling and optimising waste collection services. This information has been taken into account when the powerful optimisation algorithms are employed to determine optimal service designs. The creation and use of the models within the software has enabled an assessment of the interplay and sensitivity of the designs to changes in particular variables, e.g. in assessing different infrastructure options, working patterns and fleet arrangements.
36. The results of the software modelling are displayed geographically within the software and, performance statistics have been generated to assess the round designs, as per table Appendix F tables one & two
37. It is proposed for the new weekly waste collection rounds in the District to be divided into five main zones and 2 rural zones, as illustrated in Appendix B and C

38. The introduction of zonal working for all waste collections that include residual, recycling, garden, bulky and clinical collections will give residents one collection day for all waste collection services. This will mean easier communications message for bank holidays and other events where the normal collection day is moved.
39. Under the proposal the District will be divided into five main zones, 2 rural zones, and narrow access zones. The refuse crews would work collectively in one zone on a given day, moving to the next the day after. This has the benefit of simplifying the messages to residents in the event of service disruption due, for example due to bad weather. With a number of crews operating in one area at a given time, it also speeds response to missed bins.
40. The five main proposed zones are:
  - Swanley
  - New Ash Green/West Kingsdown
  - Kemsing across to Knockholt
  - Sevenoaks Town,
  - Edenbridge/Westerham.
41. These main zones are based around the five densely populated areas in the district.
42. The Rural proposed zones are:
  - South (Sevenoaks Weald down to Cowden)
  - North (South Darenth down to Well Hill)
43. These two rural zones are not as densely populated and the roads servicing these tend to be country B roads.
44. The Narrow access has been split into 15 rounds based on 18tonne, 2 x 12tonne and a 3.5tonne caged vehicle. These 3 vehicles will work in five zones based around the five main zones, of Swanley, New Ash Green, Kemsing, Sevenoaks and Edenbridge.
45. Flats with communal bins will have its own zone as weekly communal collections will be 3 days refuse 2 days recycle based on weight assumptions.
46. It is proposed that we start domestic clinical collections 5 days a week (current service 2 days a week) based on the residents collection day, so that will be covering 1 main zone, 2 rural zones and the narrow zone. Plus we also propose that bulky item collections be collected in the same manner - 1 main zone and 2 rural zones per day.

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47. The introduction of zonal working for clinical waste collections gives the council future opportunities to enhance the commercial offering for this service and to introduce a commercial clinical waste paid-for service for services such as Residential homes, Doctors and Dentist surgeries.
48. In addition, to simplify the message to residents and gain more resident satisfaction, we propose to collect the sacks by clearing each zone before moving on to the next.
49. The zones have been designed in such a way that should a force majeure event occur and collections are not possible in that area, just 1 weekend day would be required to catch it up. Whereas now if the force majeure event is longer, then 3 days of collections are affected. Zonal working eliminates the knock on effect, as there are more resources available in one area to clear all.
50. The tables in Appendix G show the potential saving on fuel and carbon emissions against the existing collections, even though we have 1 extra vehicle on the road because we have routed more vehicles into one area the savings are on tip runs as the work is more evenly spread.
51. The property numbers have increased as we have taken into account new builds in Edenbridge that are not yet fully occupied or are still under construction. We also have spare capacity on zone 3 in Knockholt for the proposed new village of around 650 properties.
52. Rural areas such as Cowden, and Leigh in the south of the District and Horton Kirby, and Crockenhill in the North of the District, will be serviced by 1 vehicle each over five days, to ensure country lanes are not “Clogged” with dustcarts, an illustrative example of which is shown in Appendix C
53. The introduction of an 18tonne narrow access vehicle (Currently 26t) will ensure easier access to roads where parking has caused previous access issues.
54. The introduction of a flats collection round, and exchanging the flat drop-fronted bins to standard bins, will eradicate the loose litter in the bottom of the existing bins.
55. Unfortunately missed collections do occur, however, we propose an improvement to our current system. The new system is designed to ensure that the disruption and inconvenience caused to residents is minimised thereby increasing service user satisfaction.
56. The current policy for the crew that missed the collection in the first instance is to return to collect it. However, this can sometimes lead to the missed waste not being collected until the next day, and we now propose a Mop Up / Hit squad approach that starts 2 hours later than the other crews.

57. The introduction of a second 12tone narrow RCV will ensure there are no issues with mixing waste for the smaller narrow round, as one will collect refuse and the other recycle.
58. Effective utilisation of in-cab technology on the paid for service rounds to enhance customer satisfaction, and reduce administrative processes in absorbing new customers into existing rounds will improve efficiency and service delivery.
59. End of Day (Debrief) Reports; the introduction of end of day reports for each round, to be completed by the supervisor to ensure quality of information provided for streets that crews have been unable to collect bins from that day are actually included on the report and sent to customer solutions enabling faster communication.

### **Communications Plan**

60. In advance of the changes, we will execute a comprehensive communications plan targeting residents, staff, Members and partners.

The key messages of the Plan are:

- Residents will continue to have their waste collected every week, but it may be on a different day
  - Residents should put their waste out at 7am on their collection day, even if their collection day remains the same
  - Nothing else will change.
61. The plan includes direct communication with every property to inform of their collection day from 5 September 2022. This will be supplemented by digital and other traditional communications.
  62. The revised waste collection days will be available on our website shortly before the new arrangements begin.

### **Key Implications**

#### Financial

The preferred collection proposal would generate the following estimated financial savings;

- Reduced staffing costs of £969.78 per week (based on the current hourly rate and reduced National Insurance).
- Reduced Fuel usage of £1,558.46 per week
- Total weekly saving of £2,528.24, giving an estimated annual saving of £126,412.13

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The estimated one-off costs for this preferred proposal on vehicle purchasing would be one extra vehicle (to cover the 3<sup>rd</sup> small vehicle round) at a cost of £145,500.

The Communications Plan will cost in the region of £25,000.

### Legal Implications and Risk Assessment Statement

The Environmental Protection Act 1994, as amended places a statutory duty on Sevenoaks District Council as the Litter Collection Authority and Waste Collection Authority. Duties placed upon the Council include, the removal of waste and litter and the enforcement of the offence of litter across the district.

The Environment Bill 2020 currently indicates that legislation will be brought forward to amend existing statutory responsibilities with primary and secondary legislation, which as the local collection authority the Council will be required lawfully required to implement by 2023.

### 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 decrease on carbon emissions produced in the district because of this decision.

The modernisation of waste and recycling collection rounds will be more efficient and effective and will reduce the total amount of vehicles we use, reduce our fuel consumption and overall reduce our carbon footprint by approximately 5%, contributing to the Council's Net Zero Carbon strategy.

### Appendix 1

- A - The National Resources and Waste Strategy Summary
- B - District Zones
- C - Rural Routes
- D - Staffing Levels
- E - Existing Resources tables one and two
- F - New Resource tables one and two
- G - New v Old table
- H - Process stages for route optimisation

### Appendix 2 - Communications Plan

Background Papers

None

**Adrian Rowbotham**

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

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# Waste and Recycling Collection Round Review

## The Government's Resources and Waste Strategy Summary

The Government published its National Resources and Waste Strategy in December 2018. At the time, the key headlines from the Department for Environment, Food and Rural Affairs (DEFRA) were:

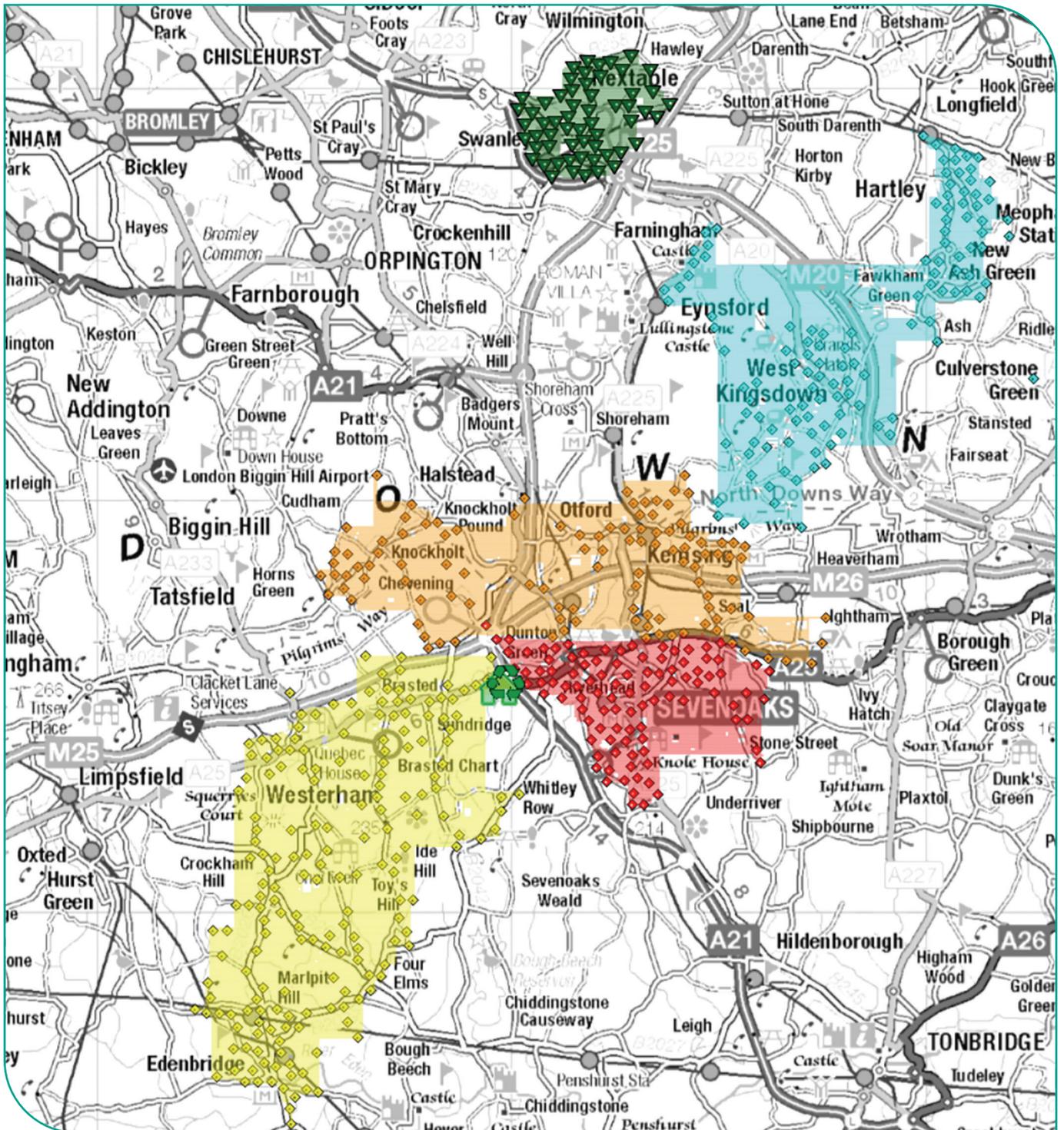
- The introduction of extended producer responsibility (EPR) for packaging so business and industry pay the full net cost of recycling or disposing of their packaging waste.
- EPR will include a review of producer responsibility schemes for items that can be harder or costly to recycle including cars, electrical goods and batteries. Extending EPR to textiles, fishing gear, tyres, certain materials from construction and demolition and bulky waste such as mattresses, furniture and carpets will also be explored.
- Mandatory weekly separate collections of food waste for every household, subject to consultation.
- A Deposit Return Scheme (DRS) will be brought in, subject to consultation, to increase the recycling 'on the go' of single-use drinks containers, including bottles, cans and disposable cups filled at the point of sale.
- To increase recycling, a consistent set of recyclable materials collected from businesses and households will be instigated on a national basis together with consistent labelling on packaging.
- Mandatory guarantees and extended warranties on products to encourage manufacturers to design products that last longer and drive up the levels of repair and reuse will be introduced.
- Annual reporting of food surplus and waste by food businesses will be laid down. If progress is insufficient consultation will start on introducing mandatory targets for food waste prevention.

The initial consultation phase concluded in May 2019. DEFRA provided an update in late July which indicated no changes to the principle set out in the Strategy that any required changes to how Councils manage waste will be fully funded. The update stated the elements of the strategy that look to introduce greater producer responsibility for ensuring recyclability of packaging and a Deposit Return Scheme remain key. In July, DEFRA reported that it intends to bring forward fresh consultations on firm plans in early 2020.

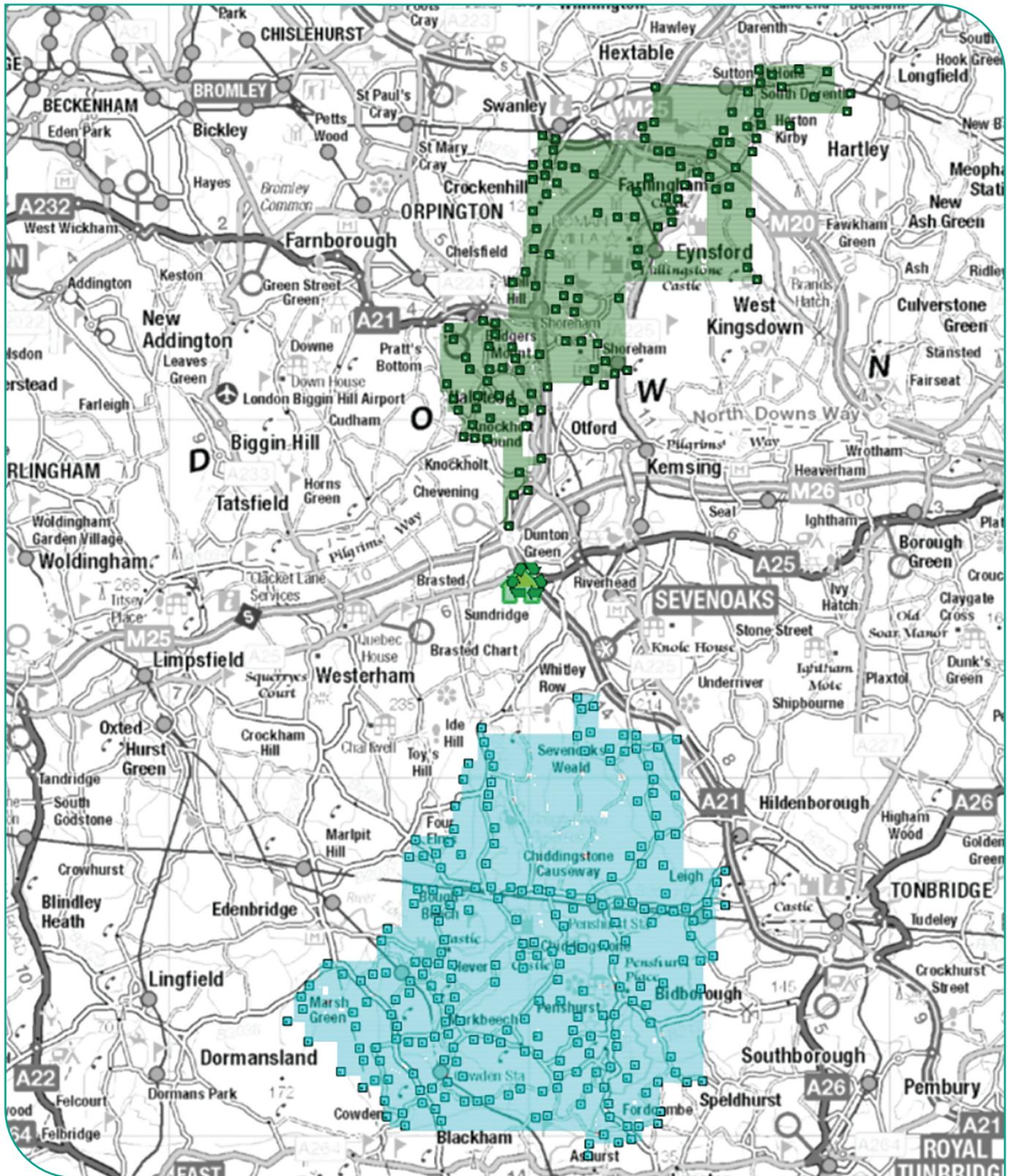
In the meantime, the Government announced the Environment Bill 2019/20. This bill was due for its second reading towards the end of October 2019, but the dissolution of Parliament prevented that happening. The Bill makes reference to the Office for Environmental Protection's "25 Year Environmental Plan". This plan has a section "Minimising Waste" which includes statements such as:

*"We will minimise waste, reuse materials as much as we can and manage materials at the end of their life to minimise the impact on the environment. We will do this by: working towards our ambition of zero avoidable waste by 2050, working to a target of eliminating avoidable plastic waste by end of 2042, meeting all existing waste targets – including those on landfill, reuse and recycling – and developing ambitious new future targets and milestones"*

# District Main Zones



# Rural Zones



# Staffing Levels

| Refuse/Recycle  |                       |           |           |          |          |           |
|---|-----------------------|-----------|-----------|----------|----------|-----------|
| Round ID  | Area                  | Vehicle   | HGV       | 7.5t     | Van      | LDR       |
| R1  | Zone                  | LN70YBO   | 1         | 0        | 0        | 2         |
| R2  | Zone                  | LN70YBP   | 1         | 0        | 0        | 2         |
| R3  | Zone                  | NA11XTM   | 1         | 0        | 0        | 2         |
| R4  | Zone                  | NA11XTX   | 1         | 0        | 0        | 2         |
| R5  | Zone                  | GN17VKV   | 1         | 0        | 0        | 2         |
| R6  | Zone                  | LN70 YBM  | 1         | 0        | 0        | 2         |
| R7  | Zone                  | GN63HVK   | 1         | 0        | 0        | 2         |
| R8  | Zone                  | GN63HVL   | 1         | 0        | 0        | 2         |
| R9  | Zone                  | GN63HVM   | 1         | 0        | 0        | 2         |
| R10   | Zone                  | GKL63 BZR | 1         | 0        | 0        | 2         |
| R11   | Rural                 | GN15DNX   | 1         | 0        | 0        | 1         |
| R12   | Rural                 | VX16 ASV  | 1         | 0        | 0        | 2         |
| Na1   | Narrow Access 18t     | NEW TBA   | 1         | 0        | 0        | 1         |
| Na2   | Narrow Access Refuse  | HN63 XUY  | 1         | 0        | 0        | 1         |
| Na3   | Narrow Access Recycle | DV63UFY   | 1         | 0        | 0        | 1         |
| Na4   | Narrow Access 3.5t    | WP17TGX   | 0         | 0        | 1        | 0         |
| FL1   | Flats Bulk Bins       | NEW TBA   | 1         | 0        | 0        | 1         |
| M1  | Mop Up 7.5t           | NEW TBA   | 0         | 1        | 0        | 0         |
| B1  | Bulky Collections     | NA10VPL   | 1         | 0        | 0        | 1         |
| F1  | Fridges               | PJ63WBY   | 0         | 0        | 1        | 0         |
| C1  | Clinical              | NEW TBA   | 0         | 0        | 1        | 0         |
| Sacks1  | Sacks                 | LJ15 XGA  | 0         | 0        | 1        | 1         |
| Sacks2  | Sacks                 | LJ15 XGB  | 0         | 0        | 1        | 1         |
| Bins1   | Bin Deliveries        | GN12 FWA  | 0         | 0        | 1        | 0         |
| BottleBank1   | Bottle Banks          | CN18 VCW  | 1         | 0        | 0        | 0         |
| BottleBank2   | Bottle Banks          | GN60FFL   | 1         | 0        | 0        | 0         |
| <b>Out Of Door Requirement Total</b>                            |                       |           | <b>19</b> | <b>1</b> | <b>6</b> | <b>30</b> |
| Garden Waste  |                       |           |           |          |          |           |
| Round ID  | Area                  | Vehicle   | HGV       | 7.5t     | Van      | LDR       |
| G1  | District              | GN63HVF   | 1         | 0        | 0        | 1         |
| G2  | District              | GN63HVH   | 1         | 0        | 0        | 1         |
| G3  | District              | PO63BKN   | 1         | 0        | 0        | 1         |
| G4  | District              | DX13GPK   | 1         | 0        | 0        | 1         |
| G5  | District              | CN11CTF   | 1         | 0        | 0        | 1         |
| <b>Out Of Door Requirement Total</b>                            |                       |           | <b>5</b>  | <b>0</b> | <b>0</b> | <b>5</b>  |
| Paid Services   |                       |           |           |          |          |           |
| Round ID  | Area                  | Vehicle   | HGV       | 7.5t     | Van      | LDR       |
| Trade 1   | Trade Waste           | ND63EOG   | 1         | 0        | 0        | 1         |
| Trade 2   | Trade Waste           | NEW TBA   | 1         | 0        | 0        | 0         |
| Cesspool  | Cesspools             | GN15 OBO  | 1         | 0        | 0        | 1         |
| <b>Out Of Door Requirement Total</b>                            |                       |           | <b>3</b>  | <b>0</b> | <b>0</b> | <b>2</b>  |
| Construction  |                       |           |           |          |          |           |
| Round ID  | Area                  | Vehicle   | HGV       | 7.5t     | Van      | LDR       |
| Construction  | Construction          | GL08KKT   | 0         | 0        | 1        | 0         |
| <b>Out Of Door Requirement Total</b>                            |                       |           | <b>0</b>  | <b>0</b> | <b>1</b> | <b>0</b>  |
| Calculations  |                       |           |           |          |          |           |
| Working Days [365 Days - 104 Weekends - 8 Bank Holidays = 253]  |                       |           | 253       |          |          |           |
| Sickness as a Percentage  |                       |           | 3.00%     |          |          |           |
| Holiday Average Entitlement in Days                             |                       |           | 27        |          |          |           |
| Summary   |                       |           | HGV       | 7.5t     | Van      | LDR       |
| Totals Out Of Door  |                       |           | 27        | 1        | 6        | 37        |
| Holiday Days to Cover   |                       |           | 729       | 27       | 162      | 999       |
| Staff Required to cover Holiday (Roundup)                       |                       |           | 3         | 1        | 1        | 4         |
| Sub Total Staff to Cover Out of Door and Holiday                |                       |           | 30        | 2        | 7        | 41        |
| Lost Sickness Days Including Holiday Cover Staff                |                       |           | 227.7     | 15.18    | 53.13    | 311.19    |
| Staff Required to cover Sickness at 3.00%                       |                       |           | 1         | 1        | 1        | 2         |
| Staff to cover 27 Holiday and Sickness at 3.00% and Out Of Door |                       |           | 31        | 3        | 8        | 43        |
|   |                       |           | 85        |          |          |           |

# Existing Resources Table One Monday to Thursday

| Round  | Time (hrs) | Distance (miles) | Locations | Tips | Fuel Used (litre) | Emissions kg | Total Weight (kg) | Crew | Vehicles | Urban Locations | Semi Locations | Rural Locations |
|--------|------------|------------------|-----------|------|-------------------|--------------|-------------------|------|----------|-----------------|----------------|-----------------|
| Mon 1  | 7.60       | 52.11            | 890.00    | 2.00 | 58.62             | 158.28       | 10412.96          | 3.00 | 1.00     | 837.00          | 53.00          | 0.00            |
| Mon 2  | 7.66       | 56.82            | 865.00    | 2.00 | 63.93             | 172.60       | 11548.67          | 3.00 | 1.00     | 865.00          | 0.00           | 0.00            |
| Mon 3  | 7.70       | 58.36            | 862.00    | 2.00 | 65.65             | 177.26       | 10904.70          | 3.00 | 1.00     | 788.00          | 74.00          | 0.00            |
| Mon 4  | 7.63       | 57.61            | 853.00    | 2.00 | 64.81             | 174.99       | 10059.74          | 3.00 | 1.00     | 850.00          | 3.00           | 0.00            |
| Mon 5  | 7.68       | 62.52            | 825.00    | 2.00 | 70.34             | 189.92       | 9149.55           | 3.00 | 1.00     | 818.00          | 7.00           | 0.00            |
| Mon 6  | 7.61       | 63.09            | 808.00    | 2.00 | 70.98             | 191.65       | 9013.32           | 3.00 | 1.00     | 735.00          | 73.00          | 0.00            |
| Mon 7  | 7.82       | 68.50            | 806.00    | 2.00 | 77.07             | 208.08       | 9044.93           | 3.00 | 1.00     | 466.00          | 322.00         | 18.00           |
| Mon 8  | 7.76       | 58.71            | 870.00    | 2.00 | 66.05             | 178.33       | 9653.89           | 3.00 | 1.00     | 870.00          | 0.00           | 0.00            |
| Mon 9  | 7.60       | 52.79            | 884.00    | 2.00 | 59.39             | 160.35       | 9557.18           | 3.00 | 1.00     | 883.00          | 0.00           | 1.00            |
| Mon 10 | 7.36       | 51.96            | 846.00    | 2.00 | 58.46             | 157.83       | 9569.65           | 3.00 | 1.00     | 846.00          | 0.00           | 0.00            |
| Tue 1  | 8.76       | 71.38            | 811.00    | 2.00 | 80.31             | 216.82       | 8994.80           | 3.00 | 1.00     | 811.00          | 0.00           | 0.00            |
| Tue 2  | 8.54       | 71.81            | 773.00    | 2.00 | 80.79             | 218.12       | 8998.35           | 3.00 | 1.00     | 737.00          | 36.00          | 0.00            |
| Tue 3  | 8.70       | 70.71            | 806.00    | 2.00 | 79.55             | 214.78       | 8988.84           | 3.00 | 1.00     | 587.00          | 212.00         | 7.00            |
| Tue 4  | 8.14       | 66.54            | 743.00    | 2.00 | 74.86             | 202.12       | 8999.82           | 3.00 | 1.00     | 589.00          | 154.00         | 0.00            |
| Tue 5  | 8.47       | 65.96            | 799.00    | 2.00 | 74.21             | 200.36       | 8994.13           | 3.00 | 1.00     | 522.00          | 269.00         | 8.00            |
| Tue 6  | 8.61       | 74.65            | 766.00    | 2.00 | 83.98             | 226.75       | 8992.26           | 3.00 | 1.00     | 559.00          | 190.00         | 17.00           |
| Tue 7  | 9.16       | 67.50            | 900.00    | 2.00 | 75.94             | 205.04       | 8095.41           | 3.00 | 1.00     | 680.00          | 183.00         | 37.00           |
| Tue 8  | 8.11       | 53.21            | 823.00    | 2.00 | 59.86             | 161.62       | 8997.10           | 3.00 | 1.00     | 652.00          | 171.00         | 0.00            |
| Tue 9  | 8.63       | 64.01            | 838.00    | 2.00 | 72.01             | 194.44       | 8989.73           | 3.00 | 1.00     | 678.00          | 159.00         | 1.00            |
| Tue 10 | 4.90       | 53.26            | 376.00    | 1.00 | 59.92             | 161.77       | 3466.42           | 3.00 | 1.00     | 0.00            | 283.00         | 93.00           |
| Wed 1  | 8.58       | 47.32            | 936.00    | 2.00 | 53.23             | 143.73       | 8467.79           | 3.00 | 1.00     | 818.00          | 88.00          | 30.00           |
| Wed 2  | 8.26       | 37.13            | 950.00    | 2.00 | 41.77             | 112.78       | 8661.20           | 3.00 | 1.00     | 739.00          | 211.00         | 0.00            |
| Wed 3  | 7.60       | 38.33            | 837.00    | 2.00 | 43.12             | 116.42       | 9180.17           | 3.00 | 1.00     | 619.00          | 185.00         | 33.00           |
| Wed 4  | 7.89       | 31.09            | 930.00    | 2.00 | 34.98             | 94.44        | 8992.71           | 3.00 | 1.00     | 882.00          | 35.00          | 13.00           |
| Wed 5  | 9.07       | 69.89            | 856.00    | 2.00 | 78.62             | 212.28       | 8238.19           | 3.00 | 1.00     | 429.00          | 322.00         | 105.00          |
| Wed 6  | 7.78       | 30.54            | 907.00    | 2.00 | 34.36             | 92.78        | 9485.05           | 3.00 | 1.00     | 698.00          | 208.00         | 1.00            |
| Wed 7  | 6.90       | 15.71            | 898.00    | 1.00 | 17.67             | 47.71        | 7935.97           | 3.00 | 1.00     | 895.00          | 0.00           | 3.00            |
| Wed 8  | 0.00       | 0.00             | 0.00      | 0.00 | 0.00              | 0.00         | 0.00              | 3.00 | 1.00     | 0.00            | 0.00           | 0.00            |
| Wed 9  | 0.00       | 0.00             | 0.00      | 0.00 | 0.00              | 0.00         | 0.00              | 3.00 | 1.00     | 0.00            | 0.00           | 0.00            |
| Wed 10 | 0.00       | 0.00             | 0.00      | 0.00 | 0.00              | 0.00         | 0.00              | 3.00 | 1.00     | 0.00            | 0.00           | 0.00            |
| Thu 1  | 8.54       | 54.56            | 884.00    | 2.00 | 61.38             | 165.72       | 8999.61           | 3.00 | 1.00     | 605.00          | 252.00         | 27.00           |
| Thu 2  | 7.71       | 29.51            | 911.00    | 2.00 | 33.20             | 89.63        | 9001.30           | 3.00 | 1.00     | 909.00          | 0.00           | 2.00            |
| Thu 3  | 8.60       | 45.69            | 950.00    | 2.00 | 51.40             | 138.77       | 8152.44           | 3.00 | 1.00     | 594.00          | 356.00         | 0.00            |
| Thu 4  | 7.59       | 30.96            | 950.00    | 1.00 | 34.83             | 94.04        | 7406.76           | 3.00 | 1.00     | 817.00          | 133.00         | 0.00            |
| Thu 5  | 7.90       | 28.23            | 950.00    | 2.00 | 31.76             | 85.76        | 8114.70           | 3.00 | 1.00     | 950.00          | 0.00           | 0.00            |
| Thu 6  | 7.61       | 28.86            | 950.00    | 1.00 | 32.47             | 87.66        | 7398.01           | 3.00 | 1.00     | 880.00          | 70.00          | 0.00            |
| Thu 7  | 7.77       | 24.91            | 950.00    | 2.00 | 28.03             | 75.67        | 8000.14           | 3.00 | 1.00     | 950.00          | 0.00           | 0.00            |
| Thu 8  | 7.34       | 21.09            | 950.00    | 1.00 | 23.73             | 64.07        | 7801.93           | 3.00 | 1.00     | 950.00          | 0.00           | 0.00            |
| Thu 9  | 7.24       | 20.23            | 950.00    | 1.00 | 22.76             | 61.46        | 7472.47           | 3.00 | 1.00     | 651.00          | 285.00         | 14.00           |
| Thu 10 | 1.00       | 4.46             | 65.00     | 1.00 | 5.02              | 13.55        | 503.24            | 3.00 | 1.00     | 0.00            | 57.00          | 8.00            |

## Existing Resource Table Two Continuation of Thursday and Friday

| Round                | Time (hrs)    | Distance (miles) | Locations       | Tips          | Fuel Used (litre) | Emissions kg    | Total Weight (kg) | Crew          | Vehicles     | Urban Locations | Semi Locations  | Rural Locations |
|----------------------|---------------|------------------|-----------------|---------------|-------------------|-----------------|-------------------|---------------|--------------|-----------------|-----------------|-----------------|
| R1 Thursday          | 14.73         | 90.35            | 2164.00         | 4.00          | 101.64            | 274.43          | 18840.00          | 6.00          | 2.00         | 2127.00         | 26.00           | 11.00           |
| R2 Thursday          | 12.79         | 102.39           | 1686.00         | 4.00          | 115.19            | 311.02          | 13520.00          | 6.00          | 2.00         | 1373.00         | 201.00          | 112.00          |
| R3 Thursday          | 8.50          | 91.17            | 1447.00         | 3.00          | 102.57            | 276.93          | 12880.00          | 6.00          | 2.00         | 1146.00         | 275.00          | 26.00           |
| R4 Thursday          | 6.98          | 77.90            | 693.00          | 1.00          | 87.64             | 236.63          | 6730.00           | 3.00          | 1.00         | 0.00            | 507.00          | 186.00          |
| R5 Thursday          | 14.63         | 131.54           | 1721.00         | 4.00          | 147.99            | 399.56          | 23260.00          | 6.00          | 2.00         | 1642.00         | 79.00           | 0.00            |
| R6 Thursday          | 6.46          | 86.34            | 904.00          | 2.00          | 97.14             | 262.27          | 12480.00          | 3.00          | 1.00         | 692.00          | 156.00          | 56.00           |
| R7 Thursday          | 16.38         | 137.17           | 1421.00         | 4.00          | 154.32            | 416.67          | 15760.00          | 6.00          | 2.00         | 1032.00         | 384.00          | 5.00            |
| SV Thursday          | 16.88         | 165.79           | 757.00          | 2.00          | 186.51            | 503.58          | 9330.00           | 4.00          | 2.00         | 532.00          | 135.00          | 90.00           |
| T1 Domestic Thursday | 9.97          | 176.98           | 435.00          | 2.00          | 199.11            | 537.58          | 10090.00          | 2.00          | 1.00         | 348.00          | 83.00           | 4.00            |
| Mop Up Thursday      | 2.87          | 10.24            | 15.00           | 1.00          | 11.52             | 31.11           | 750.00            | 2.00          | 1.00         | 15.00           | 0.00            | 0.00            |
| R1 Friday            | 19.13         | 81.97            | 2291.00         | 4.00          | 92.21             | 248.97          | 17360.00          | 6.00          | 2.00         | 1918.00         | 363.00          | 10.00           |
| R2 Friday            | 13.29         | 95.03            | 951.00          | 4.00          | 106.91            | 288.67          | 13460.00          | 6.00          | 2.00         | 174.00          | 703.00          | 74.00           |
| R3 Friday            | 7.90          | 109.17           | 967.00          | 3.00          | 122.82            | 331.61          | 8340.00           | 6.00          | 2.00         | 688.00          | 163.00          | 116.00          |
| R4 Friday            | 6.75          | 66.93            | 566.00          | 1.00          | 75.30             | 203.31          | 5880.00           | 3.00          | 1.00         | 0.00            | 418.00          | 148.00          |
| R5 Friday            | 14.29         | 110.14           | 1387.00         | 4.00          | 123.91            | 334.54          | 15550.00          | 6.00          | 2.00         | 1121.00         | 266.00          | 0.00            |
| R6 Friday            | 7.15          | 92.63            | 544.00          | 2.00          | 104.21            | 281.37          | 6500.00           | 3.00          | 1.00         | 67.00           | 389.00          | 88.00           |
| R7 Friday            | 16.98         | 124.99           | 1584.00         | 4.00          | 140.61            | 379.65          | 17310.00          | 6.00          | 2.00         | 1358.00         | 226.00          | 0.00            |
| SV Friday            | 13.56         | 140.63           | 898.00          | 2.00          | 158.21            | 427.18          | 10090.00          | 4.00          | 1.00         | 727.00          | 75.00           | 96.00           |
| Mop Up Friday        | 4.96          | 13.91            | 110.00          | 1.00          | 15.65             | 42.24           | 1600.00           | 2.00          | 1.00         | 109.00          | 0.00            | 1.00            |
| <b>Totals</b>        | <b>534.86</b> | <b>5182.85</b>   | <b>50811.00</b> | <b>127.00</b> | <b>5830.70</b>    | <b>15742.90</b> | <b>539250.00</b>  | <b>210.00</b> | <b>75.00</b> | <b>36109.00</b> | <b>11420.00</b> | <b>3282.00</b>  |

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# New Resource Table One

| Round  | Time (hrs) | Distance (miles) | Locations | Tips | Fuel Used (litre) | Emissions kg | Total Weight (kg) | Crew | Vehicles | Urban Locations | Semi Locations | Rural Locations |
|--------|------------|------------------|-----------|------|-------------------|--------------|-------------------|------|----------|-----------------|----------------|-----------------|
| Mon 1  | 7.60       | 52.11            | 890.00    | 2.00 | 58.62             | 158.28       | 10412.96          | 3.00 | 1.00     | 837.00          | 53.00          | 0.00            |
| Mon 2  | 7.66       | 56.82            | 865.00    | 2.00 | 63.93             | 172.60       | 11548.67          | 3.00 | 1.00     | 865.00          | 0.00           | 0.00            |
| Mon 3  | 7.70       | 58.36            | 862.00    | 2.00 | 65.65             | 177.26       | 10904.70          | 3.00 | 1.00     | 788.00          | 74.00          | 0.00            |
| Mon 4  | 7.63       | 57.61            | 853.00    | 2.00 | 64.81             | 174.99       | 10059.74          | 3.00 | 1.00     | 850.00          | 3.00           | 0.00            |
| Mon 5  | 7.68       | 62.52            | 825.00    | 2.00 | 70.34             | 189.92       | 9149.55           | 3.00 | 1.00     | 818.00          | 7.00           | 0.00            |
| Mon 6  | 7.61       | 63.09            | 808.00    | 2.00 | 70.98             | 191.65       | 9013.32           | 3.00 | 1.00     | 735.00          | 73.00          | 0.00            |
| Mon 7  | 7.82       | 68.50            | 806.00    | 2.00 | 77.07             | 208.08       | 9044.93           | 3.00 | 1.00     | 466.00          | 322.00         | 18.00           |
| Mon 8  | 7.76       | 58.71            | 870.00    | 2.00 | 66.05             | 178.33       | 9653.89           | 3.00 | 1.00     | 870.00          | 0.00           | 0.00            |
| Mon 9  | 7.60       | 52.79            | 884.00    | 2.00 | 59.39             | 160.35       | 9557.18           | 3.00 | 1.00     | 883.00          | 0.00           | 1.00            |
| Mon 10 | 7.36       | 51.96            | 846.00    | 2.00 | 58.46             | 157.83       | 9569.65           | 3.00 | 1.00     | 846.00          | 0.00           | 0.00            |
| Tue 1  | 8.76       | 71.38            | 811.00    | 2.00 | 80.31             | 216.82       | 8994.80           | 3.00 | 1.00     | 811.00          | 0.00           | 0.00            |
| Tue 2  | 8.54       | 71.81            | 773.00    | 2.00 | 80.79             | 218.12       | 8998.35           | 3.00 | 1.00     | 737.00          | 36.00          | 0.00            |
| Tue 3  | 8.70       | 70.71            | 806.00    | 2.00 | 79.55             | 214.78       | 8988.84           | 3.00 | 1.00     | 587.00          | 212.00         | 7.00            |
| Tue 4  | 8.14       | 66.54            | 743.00    | 2.00 | 74.86             | 202.12       | 8999.82           | 3.00 | 1.00     | 589.00          | 154.00         | 0.00            |
| Tue 5  | 8.47       | 65.96            | 799.00    | 2.00 | 74.21             | 200.36       | 8994.13           | 3.00 | 1.00     | 522.00          | 269.00         | 8.00            |
| Tue 6  | 8.61       | 74.65            | 766.00    | 2.00 | 83.98             | 226.75       | 8992.26           | 3.00 | 1.00     | 559.00          | 190.00         | 17.00           |
| Tue 7  | 9.16       | 67.50            | 900.00    | 2.00 | 75.94             | 205.04       | 8095.41           | 3.00 | 1.00     | 680.00          | 183.00         | 37.00           |
| Tue 8  | 8.11       | 53.21            | 823.00    | 2.00 | 59.86             | 161.62       | 8997.10           | 3.00 | 1.00     | 652.00          | 171.00         | 0.00            |
| Tue 9  | 8.63       | 64.01            | 838.00    | 2.00 | 72.01             | 194.44       | 8989.73           | 3.00 | 1.00     | 678.00          | 159.00         | 1.00            |
| Tue 10 | 4.90       | 53.26            | 376.00    | 1.00 | 59.92             | 161.77       | 3466.42           | 3.00 | 1.00     | 0.00            | 283.00         | 93.00           |
| Wed 1  | 8.58       | 47.32            | 936.00    | 2.00 | 53.23             | 143.73       | 8467.79           | 3.00 | 1.00     | 818.00          | 88.00          | 30.00           |
| Wed 2  | 8.26       | 37.13            | 950.00    | 2.00 | 41.77             | 112.78       | 8661.20           | 3.00 | 1.00     | 739.00          | 211.00         | 0.00            |
| Wed 3  | 7.60       | 38.33            | 837.00    | 2.00 | 43.12             | 116.42       | 9180.17           | 3.00 | 1.00     | 619.00          | 185.00         | 33.00           |
| Wed 4  | 7.89       | 31.09            | 930.00    | 2.00 | 34.98             | 94.44        | 8992.71           | 3.00 | 1.00     | 882.00          | 35.00          | 13.00           |
| Wed 5  | 9.07       | 69.89            | 856.00    | 2.00 | 78.62             | 212.28       | 8238.19           | 3.00 | 1.00     | 429.00          | 322.00         | 105.00          |
| Wed 6  | 7.78       | 30.54            | 907.00    | 2.00 | 34.36             | 92.78        | 9485.05           | 3.00 | 1.00     | 698.00          | 208.00         | 1.00            |
| Wed 7  | 6.90       | 15.71            | 898.00    | 1.00 | 17.67             | 47.71        | 7935.97           | 3.00 | 1.00     | 895.00          | 0.00           | 3.00            |
| Wed 8  | 0.00       | 0.00             | 0.00      | 0.00 | 0.00              | 0.00         | 0.00              | 3.00 | 1.00     | 0.00            | 0.00           | 0.00            |
| Wed 9  | 0.00       | 0.00             | 0.00      | 0.00 | 0.00              | 0.00         | 0.00              | 3.00 | 1.00     | 0.00            | 0.00           | 0.00            |
| Wed 10 | 0.00       | 0.00             | 0.00      | 0.00 | 0.00              | 0.00         | 0.00              | 3.00 | 1.00     | 0.00            | 0.00           | 0.00            |
| Thu 1  | 8.54       | 54.56            | 884.00    | 2.00 | 61.38             | 165.72       | 8999.61           | 3.00 | 1.00     | 605.00          | 252.00         | 27.00           |
| Thu 2  | 7.71       | 29.51            | 911.00    | 2.00 | 33.20             | 89.63        | 9001.30           | 3.00 | 1.00     | 909.00          | 0.00           | 2.00            |
| Thu 3  | 8.60       | 45.69            | 950.00    | 2.00 | 51.40             | 138.77       | 8152.44           | 3.00 | 1.00     | 594.00          | 356.00         | 0.00            |
| Thu 4  | 7.59       | 30.96            | 950.00    | 1.00 | 34.83             | 94.04        | 7406.76           | 3.00 | 1.00     | 817.00          | 133.00         | 0.00            |
| Thu 5  | 7.90       | 28.23            | 950.00    | 2.00 | 31.76             | 85.76        | 8114.70           | 3.00 | 1.00     | 950.00          | 0.00           | 0.00            |
| Thu 6  | 7.61       | 28.86            | 950.00    | 1.00 | 32.47             | 87.66        | 7398.01           | 3.00 | 1.00     | 880.00          | 70.00          | 0.00            |
| Thu 7  | 7.77       | 24.91            | 950.00    | 2.00 | 28.03             | 75.67        | 8000.14           | 3.00 | 1.00     | 950.00          | 0.00           | 0.00            |
| Thu 8  | 7.34       | 21.09            | 950.00    | 1.00 | 23.73             | 64.07        | 7801.93           | 3.00 | 1.00     | 950.00          | 0.00           | 0.00            |
| Thu 9  | 7.24       | 20.23            | 950.00    | 1.00 | 22.76             | 61.46        | 7472.47           | 3.00 | 1.00     | 651.00          | 285.00         | 14.00           |
| Thu 10 | 1.00       | 4.46             | 65.00     | 1.00 | 5.02              | 13.55        | 503.24            | 3.00 | 1.00     | 0.00            | 57.00          | 8.00            |

# New Resource Table Two

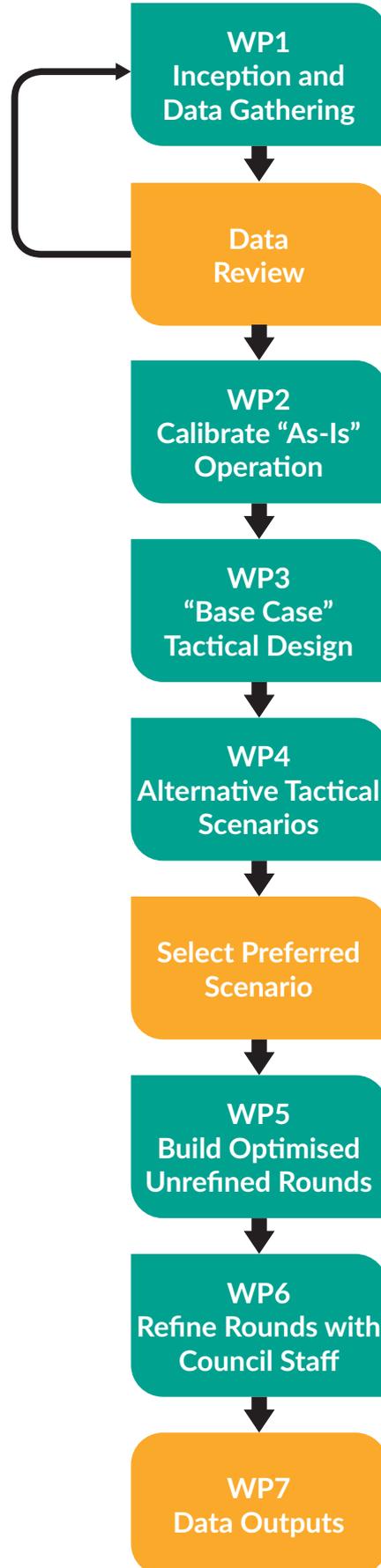
| Round         | Time (hrs)    | Distance (miles) | Locations       | Tips          | Fuel Used (litre) | Emissions kg    | Total Weight (kg) | Crew          | Vehicles     | Urban Locations | Semi Locations  | Rural Locations |
|---------------|---------------|------------------|-----------------|---------------|-------------------|-----------------|-------------------|---------------|--------------|-----------------|-----------------|-----------------|
| Fri 1         | 7.64          | 51.98            | 756.00          | 2.00          | 58.48             | 157.89          | 8293.42           | 3.00          | 1.00         | 732.00          | 23.00           | 1.00            |
| Fri 2         | 7.60          | 50.83            | 757.00          | 2.00          | 57.19             | 154.40          | 8193.56           | 3.00          | 1.00         | 745.00          | 0.00            | 12.00           |
| Fri 3         | 7.59          | 48.60            | 770.00          | 2.00          | 54.68             | 147.62          | 8187.53           | 3.00          | 1.00         | 770.00          | 0.00            | 0.00            |
| Fri 4         | 7.67          | 49.83            | 775.00          | 2.00          | 56.06             | 151.37          | 8007.43           | 3.00          | 1.00         | 695.00          | 64.00           | 16.00           |
| Fri 5         | 7.58          | 48.87            | 766.00          | 2.00          | 54.98             | 148.44          | 8567.15           | 3.00          | 1.00         | 699.00          | 45.00           | 22.00           |
| Fri 6         | 8.42          | 90.17            | 704.00          | 1.00          | 101.44            | 273.89          | 7997.66           | 3.00          | 1.00         | 47.00           | 414.00          | 243.00          |
| Fri 7         | 6.38          | 24.12            | 800.00          | 1.00          | 27.13             | 73.26           | 6415.18           | 3.00          | 1.00         | 703.00          | 67.00           | 30.00           |
| Fri 8         | 6.66          | 31.12            | 800.00          | 1.00          | 35.00             | 94.51           | 7092.14           | 3.00          | 1.00         | 544.00          | 248.00          | 8.00            |
| Fri 9         | 7.89          | 51.33            | 800.00          | 2.00          | 57.74             | 155.91          | 10927.54          | 3.00          | 1.00         | 234.00          | 537.00          | 29.00           |
| Fri 10        | 2.65          | 17.02            | 249.00          | 1.00          | 19.14             | 51.69           | 3283.31           | 3.00          | 1.00         | 17.00           | 217.00          | 15.00           |
| R4 Mon        | 6.37          | 91.97            | 475.00          | 1.00          | 103.47            | 279.36          | 5261.49           | 2.00          | 1.00         | 0.00            | 209.00          | 266.00          |
| R4 Tue        | 6.40          | 77.91            | 563.00          | 1.00          | 87.65             | 236.66          | 6191.50           | 2.00          | 1.00         | 0.00            | 402.00          | 161.00          |
| R4 Wed        | 7.95          | 97.43            | 672.00          | 1.00          | 109.61            | 295.95          | 6983.93           | 2.00          | 1.00         | 0.00            | 473.00          | 199.00          |
| R4 Thu        | 6.08          | 72.96            | 719.00          | 1.00          | 82.08             | 221.60          | 7077.14           | 2.00          | 1.00         | 0.00            | 531.00          | 188.00          |
| R4 Fri        | 5.21          | 46.60            | 580.00          | 1.00          | 52.42             | 141.54          | 6025.44           | 2.00          | 1.00         | 0.00            | 425.00          | 155.00          |
| Paul 1        | 7.41          | 52.39            | 784.00          | 1.00          | 58.94             | 159.14          | 5952.42           | 3.00          | 1.00         | 638.00          | 55.00           | 91.00           |
| Paul 2        | 7.27          | 59.67            | 715.00          | 1.00          | 67.13             | 181.26          | 8139.05           | 3.00          | 1.00         | 183.00          | 442.00          | 90.00           |
| Paul 3        | 6.73          | 47.44            | 668.00          | 1.00          | 53.37             | 144.10          | 8616.00           | 3.00          | 1.00         | 418.00          | 190.00          | 60.00           |
| Paul 4        | 7.69          | 65.07            | 733.00          | 1.00          | 73.20             | 197.65          | 7904.12           | 3.00          | 1.00         | 109.00          | 571.00          | 53.00           |
| Paul 5        | 6.54          | 40.20            | 722.00          | 1.00          | 45.23             | 122.11          | 7505.16           | 3.00          | 1.00         | 0.00            | 643.00          | 79.00           |
| Narrow 1      | 6.98          | 106.29           | 256.00          | 1.00          | 119.57            | 322.84          | 2992.92           | 2.00          | 1.00         | 48.00           | 60.00           | 148.00          |
| Narrow 2      | 6.92          | 82.93            | 378.00          | 2.00          | 93.30             | 251.90          | 4459.91           | 2.00          | 1.00         | 0.00            | 316.00          | 62.00           |
| Narrow 3      | 7.78          | 72.45            | 308.00          | 2.00          | 81.50             | 220.06          | 3094.55           | 2.00          | 1.00         | 135.00          | 47.00           | 126.00          |
| Narrow 4      | 7.07          | 84.30            | 226.00          | 2.00          | 94.83             | 256.05          | 3131.58           | 2.00          | 1.00         | 6.00            | 66.00           | 154.00          |
| Narrow 5      | 7.17          | 85.95            | 352.00          | 2.00          | 96.69             | 261.06          | 4696.68           | 2.00          | 1.00         | 177.00          | 107.00          | 68.00           |
| Narrow 6      | 7.10          | 67.64            | 281.00          | 2.00          | 76.10             | 205.47          | 3512.32           | 2.00          | 1.00         | 131.00          | 75.00           | 75.00           |
| Narrow 7      | 6.57          | 46.56            | 262.00          | 1.00          | 52.38             | 141.42          | 2991.99           | 2.00          | 1.00         | 83.00           | 80.00           | 99.00           |
| Narrow 8      | 7.57          | 69.86            | 380.00          | 2.00          | 78.59             | 212.19          | 4433.07           | 2.00          | 1.00         | 122.00          | 186.00          | 72.00           |
| Narrow 9      | 7.20          | 69.19            | 378.00          | 2.00          | 77.84             | 210.17          | 4170.56           | 2.00          | 1.00         | 29.00           | 151.00          | 198.00          |
| Narrow 10     | 7.30          | 69.16            | 272.00          | 2.00          | 77.81             | 210.09          | 3012.24           | 2.00          | 1.00         | 92.00           | 104.00          | 76.00           |
| Narrow 11     | 7.12          | 53.18            | 337.00          | 2.00          | 59.83             | 161.55          | 5427.95           | 2.00          | 1.00         | 0.00            | 312.00          | 25.00           |
| Narrow 12     | 7.31          | 43.72            | 373.00          | 2.00          | 49.19             | 132.81          | 4443.96           | 2.00          | 1.00         | 201.00          | 134.00          | 38.00           |
| Narrow 13     | 6.59          | 25.73            | 380.00          | 2.00          | 28.94             | 78.14           | 4077.18           | 2.00          | 1.00         | 376.00          | 0.00            | 4.00            |
| Narrow 14     | 6.56          | 22.18            | 380.00          | 2.00          | 24.96             | 67.38           | 4485.14           | 2.00          | 1.00         | 366.00          | 14.00           | 0.00            |
| Narrow 15     | 4.30          | 12.16            | 237.00          | 1.00          | 13.68             | 36.95           | 2704.05           | 2.00          | 1.00         | 213.00          | 12.00           | 12.00           |
| Flats 1       | 8.42          | 60.39            | 843.00          | 1.00          | 67.94             | 183.44          | 9102.82           | 2.00          | 1.00         | 812.00          | 27.00           | 4.00            |
| Flats 2       | 7.50          | 39.10            | 686.00          | 1.00          | 43.99             | 118.77          | 6083.70           | 2.00          | 1.00         | 577.00          | 109.00          | 0.00            |
| Flats 3       | 1.97          | 13.99            | 99.00           | 1.00          | 15.74             | 42.51           | 1021.16           | 2.00          | 1.00         | 92.00           | 0.00            | 7.00            |
| Flats 4       | 4.55          | 16.10            | 438.00          | 1.00          | 18.11             | 48.90           | 3559.42           | 2.00          | 1.00         | 429.00          | 9.00            | 0.00            |
| Flats 5       | 1.19          | 11.25            | 51.00           | 1.00          | 12.66             | 34.18           | 485.20            | 2.00          | 1.00         | 23.00           | 23.00           | 5.00            |
| <b>Totals</b> | <b>550.67</b> | <b>3967.67</b>   | <b>51693.00</b> | <b>125.00</b> | <b>4463.63</b>    | <b>12051.80</b> | <b>540750.67</b>  | <b>215.00</b> | <b>80.00</b> | <b>36605.00</b> | <b>11779.00</b> | <b>3309.00</b>  |

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## New vs old

|                  | Time (hrs)      | Distance (miles) | Bins       | Locations  | Tips      | Fuel Used (litre) | Emissions kg     | Total Weight (kg) | Crew     | Vehicles | Urban Locations | Semi Locations | Rural Locations |
|------------------|-----------------|------------------|------------|------------|-----------|-------------------|------------------|-------------------|----------|----------|-----------------|----------------|-----------------|
| Current          | 534.8556        | 5182.847         | 50811      | 50811      | 127       | 5830.702          | 15742.9          | 539250            | 210      | 75       | 36109           | 11420          | 3282            |
| New              | 550.6678        | 3967.67          | 51693      | 51693      | 125       | 4463.629          | 12051.8          | 540750.7          | 215      | 80       | 36605           | 11779          | 3309            |
| <b>New v Old</b> | <b>15.81228</b> | <b>-1215.18</b>  | <b>882</b> | <b>882</b> | <b>-2</b> | <b>-1367.07</b>   | <b>-3691.098</b> | <b>1500.674</b>   | <b>5</b> | <b>5</b> | <b>496</b>      | <b>359</b>     | <b>27</b>       |

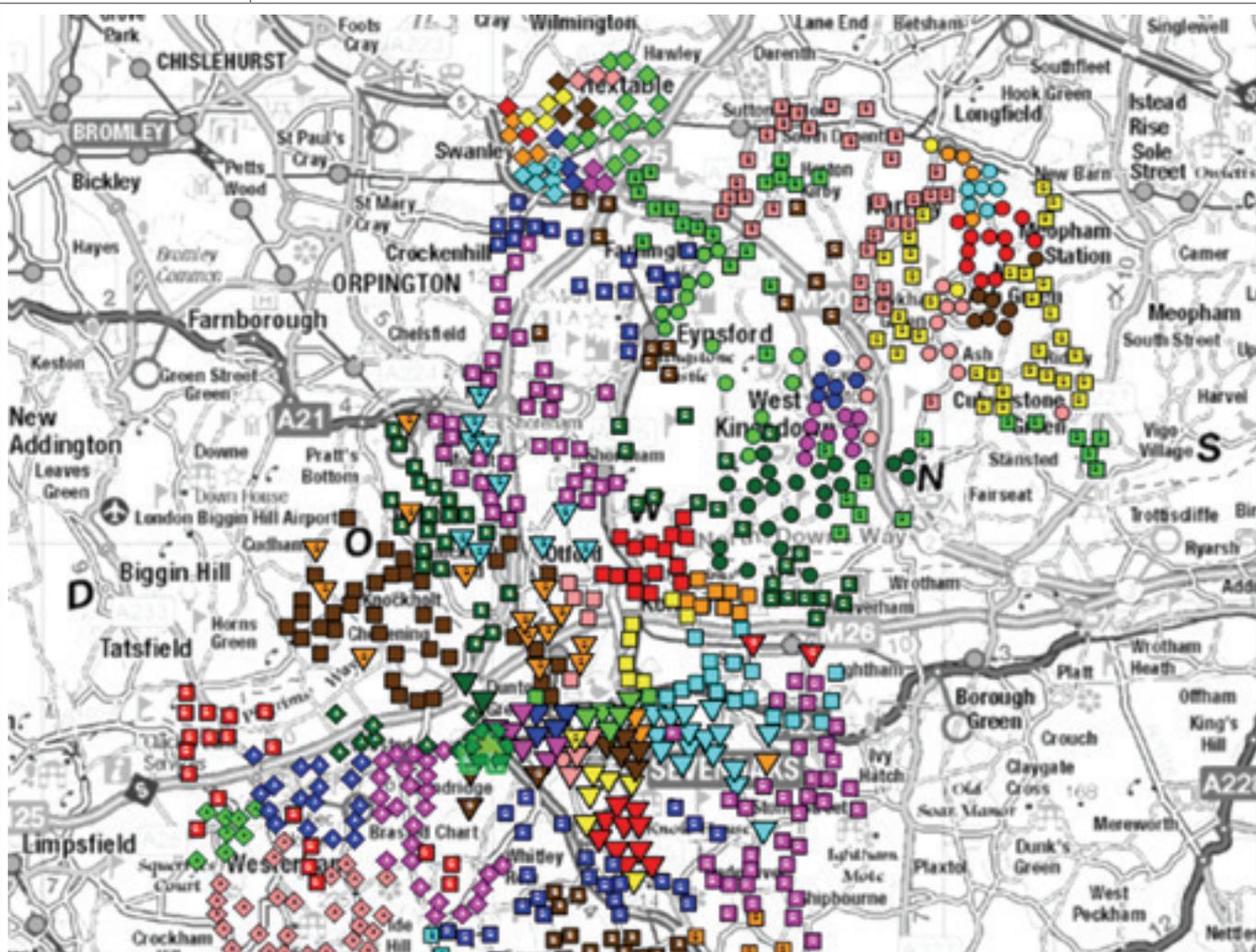
Description of stages followed in the development of optimised routes



| Process Stage                         | Description   |
|---------------------------------------|---|
| <p><b>WP1 - Data Preparation</b></p>  | <p>This is a critical stage of the project and ensures that key variables are loaded into the software, including:</p> <ul style="list-style-type: none"> <li>■ Property details from the Local Land and Property Gazetteer with Unique Property Reference Numbers (UPRNs). As well as the unique reference for each household this also provides the collection location (Easting/Northing) and address details.</li> <li>■ Those properties which are flats/households of multiple occupancy, and the configuration of a parent/child relationship for each one served by a communal collection.</li> <li>■ Restricted access streets, with streets identified as either Standard, Narrow or Ultra-Narrow.</li> <li>■ Assisted collection information for those properties which receive this.</li> <li>■ Infrastructure details, including the locations for depots and tips, along with expected turnaround times at each tip for the different services.</li> <li>■ The number of operating days in a week and the operating time per day for each vehicle.</li> <li>■ Proposed vehicle types and crew sizes for each service.</li> <li>■ Capacities of fleet available, the different compartments on the vehicles and whether waste streams will be co-collected on the same pass or not.</li> <li>■ Proposed container sizes and numbers at each location</li> <li>■ The frequency of collection from each location.</li> </ul> |
| <p><b>Data Review</b></p>             | <p>A collaborative approach to reviewing the data and identifying any issues must be undertaken to ensure that the most robust model of the services is able to be built within the software.</p>   |
| <p><b>WP2 - “As-is” Modelling</b></p> | <p>Another critical part of the process involves calibrating the software model based on the amount of waste that is expected to be collected (yield) and the productivity (process rates) that would be expected by the crews using the proposed fleet and collection regime. As such, values for the following variables must be decided and incorporated:</p> <ul style="list-style-type: none"> <li>■ The average yield per service and container type at each property (measured in kg).</li> <li>■ The appropriate process rates for each service and location (measured in bins per hour).</li> </ul> <p>The base model is then calibrated using a mixture of local knowledge of the existing yields that are collected and adjusting these for the proposed service structure as well as the anticipated process rates that could be achieved based again on the existing contract, local knowledge and experience of other contracts. These rates can be adjusted accordingly for different levels of urbanity and rurality within the contract area. This then concluded the building of the base/’as-is’ model within the software and enabled the modelling of tactical optimised rounds and routes to be undertaken.</p>   |

**WP3 - Base Case Tactical Design** This involves developing a base case set of optimised tactical rounds for the services within the Webaspx software. These tactical rounds are viewed within the software and the output from this stage is a number of rounds and indicative mileage for the collection scenario. No round definitions are produced at this stage, if further work packages are undertaken prior to that.

**WP4 - Alternative Tactical Scenarios** This is the normal point in the process when further tactical round design scenarios are developed. If the preferred scenario/service design has already been decided then there is often no need to assess alternative scenarios at this point (although they can certainly be assessed at a future time within the software). The additional tactical scenarios will provide the number of rounds/vehicles required for optimised rounds for each of the required service scenarios which you wish to compare against the base case design. For example, it is possible to easily model scenarios for different shift patterns, different fleet options, different depot and tipping points, different collection types (co-mingled, kerbside sort with different materials) etc. The results of each scenario can be compared against the base case tactical design.



**Select Preferred Scenario -** Once the base case design and the other tactical options are complete, we will be in possession of a firm evidence base to make an informed, fully justifiable decision on our preferred scenario.

|   |  |
|---|--|
| <p><b>WP5 – Build Optimised Unrefined Rounds -</b></p>                              | <p>At this next stage, the software is then used to develop a set of unrefined rounds for the preferred scenario. This is the first stage in which the machine generated rounds were reviewed and ‘polished’ to make any necessary amendments. The result of this stage provides a check on the suitability of rounds before they would ultimately be refined into operational rounds with local staff. This stage also provides the ability to produce the outputs that have been included later in this section.</p>   |
|  |  |
|   | <p>The last two stages involve further review and refinement, as polished rounds are prepared for implementation and the relevant outputs are created. These two stages help ensure that the efficiencies that have been identified during the optimisation process are actually achieved in practice, rather than having ‘paper savings’ that are impossible to implement.</p>  |
| <p><b>WP6 – Refine Rounds with Staff -</b></p>                                      | <p>This stage would involve driving and reviewing the polished rounds with supervisors and other knowledgeable staff to reflect their concerns and provide a “safety net” for any issues in the design. This process also helps familiarise staff with the new rounds and begins the process of handing over ownership of the rounds to the crews.</p>   |
| <p><b>WP7 – Produce Outputs -</b></p>   | <p>Once the rounds have been reviewed a variety of outputs can be produced including round maps, round sheets and “data dumps” of all the round definitions in suitable formats. This ensures that a single set of new round data can be used to populate a variety of systems and that there is consistency in the information that a wide variety of stakeholders access through a variety of means. As well as ensuring that other systems are updated with the new round information, outputs will provide the basis for mailshots to the residents and generation of calendars.</p> |

|  |   |
|--|---|
| <p><b>Implementation Support and Ongoing Round Maintenance</b></p> | <p>Designing an efficient set of well-balanced collection rounds is only half the battle! Beyond the initial implementation, the Webaspx software can be used to ensure the rounds are kept up-to-date with changes and therefore are kept efficient.</p> <p>When the routes have been finalised these will be submitted to the Council for review and then, final agreement once any necessary changes have been made.</p> |
|--|---|



# Revised refuse rounds

## DRAFT communications plan

Version 1 - 8 June 2021

Version 2- 27 January 2022

### Background to the campaign

New refuse rounds will be introduced from Monday 5 September 2022, the biggest change in more than 10 years.

About 80% of our residents will have a new collection day.

Despite the change, we will continue to collect residents' waste once a week.

Big wins:

- All garden waste will be collected on the same day waste/recycling is collected
- An opportunity to change how we hold the refuse round data (UPRN as opposed to by road). This means online refuse collection data will be closer to 100% accurate. It will also be more efficient when communicating changes to collection days for example around Christmas.

### Budget

Most communication would be funded from within existing budgets.

Depending on the final communication actions, there would be a cost for producing:

- A direct communication to all residents with their collection days
- A professionally produced video
- Social media marketing/advertising.

These actions would cost approximately £20,000 to £25,000.

### Objectives

- All residents are informed of their waste collection day from 5 September 2022
- All residents, whether their day is changing or not, are aware they should put their waste out at 7am
- Waste collection staff are regularly engaged and listened to
- Customer Solutions are briefed prior to go live

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- All staff, Members and partners are made aware of the bigger picture.

## **Audience insight**

- Residents - all will be affected - comms should be clear, concise with simple messages and calls to action. Some residents are used to putting their waste out at a specific time. Going forward it will need to be 7am. Likely to cause some consternation.
- Refuse collectors - may respond better to face-to-face communications. Any written material should be to the point and in plain English.

## **Strategy/ideas**

Eye catching, creative graphics - the big change - new day and time. These run through all of our communications.

Include some 'human' interest stories: "John is still collecting your waste but may be coming on a different day." Staff tell the story of the changes in a professionally produced social media video.

## **Implementation**

External:

- Planned communications activity in advance of 5 September
- New collection days are available online shortly before the new rounds begin. (The IT Development Team and Fraser will need a development brief and adequate time to complete this work)
- Webpage with details of the changes, with a link to online collection days, is flagged up on the website homepage
- Direct mail - postcard to all residents with their collection day and 7am business rule (about £15k)
- Organic social media
- Consider paid for Facebook boosts (budget to be agreed)
- Consider a professionally produced video featuring waste collection staff, promoted on social media (£3 to 4K for the video plus a budget for a Facebook boost)
- Media relations - one or two new releases with general info.
- Feature in In Shape magazine with general info.

Internal:

- Face to face briefings with refuse round staff. Consider a newsletter
- Customer Solutions - brief and FAQs

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- One or two articles in grapeVine
- Member emails
- Town and parish council emails
- Partner emails – West Kent Housing, Swanley Local Office (CAB)  
**probably others to be decided.**

### **Evaluation**

- Online refuse collection webpage goes live at agreed time-  
measure unique visitors to page
- Card delivered to every home in the District with collection  
date
- Article produced in In Shape
- Media coverage – online and hardcopy
- Social media views – compare to SDC average
- Briefing with staff and/or newsletter delivered

## Suggested Action Plan

*These are my initial ideas...*

| Issues  | Action  | Approximate date                                       | Responsible Team |
|---|---|--|------------------|
| Inform residents early about the new arrangements                 | News release, social media and webpage. Provide high level information and timescales   | Around the time Members consider the revised schedules | Communications   |
|   | In Shape feature. Provide high level information and timescales<br><br>Ask residents to look out for our postcard with their collection day in August | June/July 2022 issue                                   | Communications   |
|   | Supply copy to key partners with publications. Copy contains high level information about the changes   | July 2022  | Communications   |
| Inform Council staff and Members early about the new arrangements | Briefings and/or direct comms with Direct Services staff  | Around the time Members consider the revised schedules | Direct Services  |
|   | grapeVine feature for Council staff with access to a PC   | Around the time Members consider the revised schedules | Communications   |
|   | Email to Members. Include details of our proposed communications  | Around the time Members consider the revised schedules | Communications   |
| Inform residents about their new collection days                  | Social media – ask people to look out for our postcard with the collection day in   | Early August   | Communications   |

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|   |   |                  |                     |
|---|---|------------------|---------------------|
|   | <p>their coming days</p> <p>Consider a paid-for boost</p>   |                  |                     |
|   | Direct mail - addressed postcard to all residents with their collection day   | Mid-August 2022  | Communications      |
|   | <p>Website with new collection times goes live</p> <p>Ensure we provide a web form where residents can report a missed collection (currently this form is available on our online waste collection website, which is due to be retired when the new rounds begin)</p> | Mid-August 2022  | IT Development Team |
|   | Update all of the short website links when new round begin  | September        | Communications      |
|   | Flag up waste collection times webpage on the homepage  | Mid-August 2022  | Communications      |
|   | Short, professionally produced video, shared on paid-for social media   | Mid-August       | TBC                 |
| Inform staff and Members the changes are imminent                   | Customer Solutions briefed about changes with FAQs.   | Early August     | Communications      |
|   | Briefings and/or direct comms with Direct Services staff  | Early August     | Direct Services     |
|   | Email to Members  | Early August     | Communications      |
| Inform residents the changes are imminent and how to find out their | Press release and social media  | Late August 2022 | Communications      |
|   | Re-share short, professionally  | Late August      | Communications      |

|                       |                |      |  |
|-----------------------|----------------|------|--|
| new collection<br>day | produced video | 2022 |  |
|-----------------------|----------------|------|--|

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**Item 13 - Annual Review of Parking Management Fees and Charges**

The attached report was considered by the Cleaner & Greener Advisory Committee on 19 April 2022. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**ANNUAL REVIEW OF PARKING MANAGEMENT 2022-2023**

**Cabinet - 21 April 2022**

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

**Status:** For Decision

**Also Considered by:** Cleaner & Greener Advisory Committee - 19 April 2022

**Key Decision:** Yes

**Executive Summary:** This report updates on the annual review of parking management (fees and charges) for 2022/23. It proposes for consultation changes to the tariffs in on and off-street parking schemes.

**This report supports the Key Aim:** supporting and developing the local economy, providing value for money, and working towards Sevenoaks District Councils Net Zero ambitions for the district.

**Portfolio Holder:** Cllr. Margot McArthur

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

Adrian Rowbotham, Ext. 7153

**Recommendation to Cleaner & Greener Advisory Committee:** The proposal for a flexible multi-year approach, to be continued to be employed, to allow the Council, as a local parking provider, to be responsive to economic cycles as well as the needs of its customers and communities. To be considered by the Committee, and its views be submitted for consideration by Cabinet, prior to consultation.

**Recommendation to Cabinet:** That the car park management proposal along with any proposals submitted by the Cleaner & Greener Advisory Committee be considered and approved prior to consultation.

**Introduction**

- 1 This report considers a proposal for the setting of parking charges in the Council's off-street car parks and the fees for on-street parking for the financial year 2022/23.
- 2 This proposal is expected to meet the increased income assumptions agreed by Council as part of the 10-year budget on 22 February 2022.

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### **Covid-19 Pandemic**

- 3 In March 2020, at the start of the Covid-19 pandemic, the Council was the first in Kent to remove all parking charges across the District Council's Car Parks, encouraging the use of those local businesses, which remained open, and allowing Sevenoaks District Council staff to support the community with food deliveries and welfare visits. Sevenoaks District Council was one of the last Councils in Kent to reinstate Car Park charges across its car parks, supporting residents and the local economy to recover, with charging resuming in all car parks by 23 July 2020.
- 4 The cost of these supportive measures amounted to a reduction in income to the council of £946,000.
- 5 When conducting the Annual Review of Parking Management for 2021/22, the Cleaner & Greener Advisory Committee recommended a freeze on all parking charges, both on and off-street, across the District. This approach was endorsed by Cabinet and adopted by the Council.
- 6 People are now returning to our town centres and car park usage is in line with the expectations set out in the 2021/22 Budget.

### **Environment**

- 7 The Council has committed to Net Zero 2030 and is dedicated to helping the community achieve this too. At its January meeting, the Cleaner & Greener Advisory Committee received a progress report on its work on Net Zero 2030 and considered the Council's Air Quality Action Plan. For consideration alongside this item are reports on the rollout of Electric Vehicle Charging Points and the Council's Movement Strategy.
- 8 Other recent work has included: free parking provided for two weekends leading up to Christmas in Sevenoaks town and Westerham in off- street car parks on Saturdays and Sundays, 11 & 12 and 18 & 19 December 2021. The £17,000 cost in terms of loss of income for free Christmas parking was met by the Council.
- 9 The contribution private cars make to carbon emissions and air quality in the district is recognised and the Council is keen to promote the use of more environmentally considerate alternatives where possible.

### **Investment**

- 10 In addition to operational costs such as business rates, insurance, general maintenance, utilities, enforcement and security, it is important to re-invest in the Council's car parks to ensure these assets remain welcoming, safe and fit for purpose. Improvements have included new safety barriers, increasing capacity, resurfacing, renewing drainage and upgrading lighting.

- 11 The Council has complemented these works by investing in service improvements, for example improved enforcement following customer feedback, better cash collection services and improvements to cashless parking services.
- 12 And it is working on delivering electric vehicle charging hubs for residents without access to electric charging points, pay on exit, utilising barrierless automated number plate reader (ANPR) technology, improving on-street safety outside schools and improvements across its car parks including car park resurfacing, landscaping etc.

### **Financial**

- 13 Within the 2021/22 budget, there was a Service Change Impact Assessment (SCIA) for car park income inflation of £118,000 that was deferred by Members for one year. This will now need to be achieved in 2022/23.
- 14 For the financial year 2022/23, the car park income inflation figure will be a further £89,639.
- 15 This gives a total pressure of £207,639, which will need to be generated within the financial year 2022/23.
- 16 The Council operates a number of public car parks and on-street pay and display facilities in towns and villages across the District. It is important to regulate these finite resources in order to balance the needs of parking users, including commuters, local businesses, residents, shoppers and other visitors including tourists.

### **Proposal**

- 17 The following proposals have been developed to support the local economy, further advance the District Council's move to Net Zero 2030 and support the local economy, they embrace the most up-to-date thinking on parking management.
- 18 The traditional approach to parking sees price used as a means of maintaining a high turnover of short stay spaces, maximising the usage of each bay. However, shopping habits have evolved following the pandemic and high streets continue to move towards focussing increasingly on experiences in favour of solely traditional retail. These shifts see people seeking long stay parking, who, in turn, can then spend more time taking advantage of all our towns have to offer. Furthermore, it is recognised the encouragement of lots of short visits would promote vehicle movements, thus risking having an adverse impact on air quality. We are therefore eager to keep abreast of these changes and support our town centres by rebalancing parking charges in favour of longer stays, whilst also ensuring there remains something for everyone.

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- 19 It is important the services and our assets continue to receive investment as described earlier in the report. It is also important that the burden of changes to parking charges should not fall on one or two car parks.

### **Sevenoaks Car Parks**

- 20 The proposals in this report will see over 48% of car park charges either frozen or removed, meaning that over 1000 spaces will not see any increase in prices. For those car parks where rises are proposed, most have previously been frozen for between six and eight years. Parking will remain free in all council car parks on Sundays, except for Bligh's and there will continue to be over 100 free town centre spaces in Sevenoaks Town centre available on Saturdays.

### **Blighs Car Park**

- 21 Parking charges frozen and no changes proposed to the management of parking in this car park.

### **Buckhurst 1, South Park and Suffolk Way**

- 22 Having been frozen since 2016, it is proposed by Members that the charges for up to one, two, three, and four hours be £2, £3, £4, and £5 respectively, with season tickets revised accordingly. The additional £1 levy to be used in part to support the District Council's Net Zero ambitions.

### **Sevenoaks Town**

- 23 Parking charges frozen and no changes proposed to the management of parking in this car park.

### **Council Offices**

- 24 To remain free with no changes proposed to the management of parking in this car park.

### **St Johns and St James**

- 25 Having been frozen since 2014, it is proposed the charges for up to thirty minutes, one hour, two hours, four hours, and all day be £0.50, £1, £2, £3, and £5 respectively, with season tickets revised accordingly.

### **Bradbourne**

- 26 In response to customer feedback, it is proposed a weekly and monthly cashless season ticket be introduced, the cost to be based on the existing charging structure, which would remain, unchanged. Officers will also

investigate options for the introduction of a product tailored towards the needs of rail travellers who use the new Flexi Season Ticket.

### **Other Car Parks**

- 27 In addition to those car parks listed below, Members may wish to know that Swanley 'Car Park A' (Station Approach, BR8 8JD) is currently leased by the Council to Network Rail who, in conjunction with SE Trains Limited, have APCOA Parking operate it. The management of the car park is not currently in the Council's gift. However, the lease expires this year following which parking provision at the site will be considered by officers in conjunction with the Portfolio Holder for Cleaner & Greener. For reference, the Monday to Friday daily rate is £7.10. A full schedule of charges may be found at <https://www.apcoa.co.uk/parking-in/swanley/swanley-station-car-park-a/>

### **Bevan Place, Park Road and Station Road (Swanley)**

- 28 Having been frozen since 2015, it is proposed the charges for up to thirty minutes, one hour, two hours, four hours, and (in the case of Station Road) all day be £0.50, £1, £2, £4, and £5 respectively, with season tickets revised accordingly.

### **Darent, Quebec Avenue and Vicarage Hill (Westerham)**

- 29 For Darent, it is proposed the charges for up to 1 hour, 2 hours, 3 hours, 4 hours, over 4 hours and all day be £0.50, £1, £1.50, £2 and £4 respectively.
- 30 Continued improvements to this car park are a priority for the Council, the works will include the potential expansion of the car parking that is usable year round and also projects to make the car park safe, secure and welcoming to visitors
- 31 The proposal for the annual season ticket, quarterly season, resident first vehicle and resident additional vehicle be £60, £17.50 and £50 respectively with no change for the additional vehicle.
- 32 For Quebec it is proposed the charges for up to 30 minutes, 1 hour, 2 hours, 4 hours, over 4 hours and all day be £0.50, £1, £2, £3 and £5 respectively.
- 33 The proposal for resident first vehicle and resident additional vehicle be £50 and £100 respectively.
- 34 For Vicarage Hill the proposal is for up to 30 minutes, 1 hour, and 2 hours be £0.50, £1 and £2 respectively.
- 35 For resident first vehicle and resident additional vehicle the charges will be £50 and £100 respectively.

### On street

### **Sevenoaks**

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- 36 Having been frozen since 2014 for the High Street, London Road and South Park the proposal for up to 30 minutes, 1 hour and 2 hours be £1, £1.50 and £3 respectively, with Sundays remaining free.
- 37 Sevenoaks Town, Holly Bush Lane and Plymouth Drive the proposal for up to 30 minutes, 1 hour, 2 hours and over 2 hours all day be £1, £1.50, £2.50 and no change to the £5 all day charge respectively.
- 38 Sevenoaks Station - Morewood Close West the proposal for up to 30 minutes, 1 hour, 2 hours and up to 4 hours be £0.50, £1, £2 and £4 respectively.
- 39 Sevenoaks Station - St Botolphs, Ashley Close, Morewood Close East, and Ashley Road the proposal for up to 30 minutes, 1 hour, 2 hours, up to 4 hours and over 4 hours and all day be £1, £2, £3, £5 and £8 respectively.

### **Swanley**

- 40 Having been frozen since 2014 for Swanley Station - Azalea Road, and Goldsel Road the proposal for up to 30 minutes, 1 hour, 2 hours, up to 4 hours and over 4 hours and all day be £0.50, £1, £2, £3 and £5 respectively.
- 41 St Mary's Road, Swanley the proposal for up to 1 hour, 2 hours and 3 hours be £1, £1.50 and £2.50 respectively.

### **Westerham**

- 42 Having been frozen since 2014, it is proposed the charges for up to thirty minutes, up to one hour, up to two hours, and (where available) up to three hours be £0.50, £1, £2, and £3 respectively, with the tariffs simplified by the removal of the fifteen minute charge.

### **Knockholt**

- 43 Having been frozen since 2014, it is proposed the charges for up to four hours and all day be £3 and £4 respectively.

### **Resident Permits, Visitor Vouchers and Non-Resident Permits**

- 44 Following changes made to the management of spaces in residential areas, and in response to residents' concerns, increased enforcement is now in place, the changes will support the continuation of this activity.
- 45 Having been frozen since 2012, it is proposed the first, second, third, and fourth resident permits be £50, £100, £175, and £325 respectively, with books of five visitor tickets £10.
- 46 The council has been approached by residents in Sevenoaks town centre Zone A to explore the possibility of Community EV Charging Hubs which the increase in permit charging will help support.

- 47 Having been frozen since 2012, it is proposed the non-resident permits for town, station east, and station west be £350, £650, and £780 respectively, with season tickets revised accordingly.

### **Conclusion**

- 48 Proposals to review the off-street car parking charges and on-street parking fees are detailed within this report.

### **Key Implications**

#### Financial

The Council's ten-year budget includes inflationary assumptions, which must be met, and Members remain committed to an exciting programme of investment in parking provision, which is a discretionary service.

The measures proposed by Members in this report are estimated to satisfy these requirements.

#### Legal Implications and Risk Assessment Statement.

All parking fees and charges are subject to statutory public consultation and a notice of variation in accordance with the Road Traffic Regulation Act 1984 and the Parking Places (Variation of Charges) Act 2017.

Risks to this proposal are becoming uncompetitive and therefore reducing usage and income and vehicle displacement to other un-restricted locations.

#### Equality Assessment

There is a low risk that the proposals in this report would have any implications under the Equality Act 2010.

Sevenoaks District Council supports the Blue Badge Scheme allowing free parking in its off-street car parks and in on-street pay and display bays.

#### 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 could be a slight decrease on carbon emissions produced in the district as a result of this decision.

Increasing parking fees and charges could encourage car park users to find alternative travel and transport options, such as walking and cycling.

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**Appendices**

None

**Background Papers**

None

**Adrian Rowbotham**

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