

14 December 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 06.12.23



This meeting will be livestreamed to YouTube [here](#):

https://www.youtube.com/channel/UCIT1f_F5OfvTzjZk6Zqn6g


Cabinet

Membership:

Chairman, Cllr. Thornton; Vice-Chairman, Cllr. Perry Cole
Cllrs. Dyball, Maskell, McArthur and Reay

Agenda


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

	Pages	Contact
Apologies for Absence		
1. Minutes	(Pages 1 - 8)	
To agree the Minutes of the meeting of the Committee held on 9 November 2023, as a correct record		
2. Declarations of interest		
Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)		
a) Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects	(Pages 9 - 18)	Emma Henshall, Carlyn Kan
		
5. Budget Update	(Pages 19 - 68)	Adrian Rowbotham Tel: 01732 227153

REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

- | | | | |
|-----|---|-------------------|--------------------------------------|
| 6. | Infrastructure Funding Statement (IFS) Priorities
 | (Pages 69 - 156) | Carlyn Kan Tel:
01732227264 |
| 7. | Swanley Neighbourhood Plan Regulation 16 Consultation | (Pages 157 - 192) | Vivienne Riddle Tel:
01732 227375 |
| 8. | Economic Development Strategy Update | (Pages 193 - 210) | Emily Haswell Tel:
01732227261 |
| 9. | UK Shared Prosperity Fund update | (Pages 211 - 226) | Emily Haswell Tel:
01732227261 |
| 10. | Pest Control Service Review
 | (Pages 227 - 234) | Trevor Kennett Tel:
01732 227407 |
| 11. | Cess Pool service Review
 | (Pages 235 - 246) | Trevor Kennett Tel:
01732 227407 |
| 12. | Public Spaces Protection Order - The Vine Consultation Response & Order
 | (Pages 247 - 302) | Kelly Webb Tel:
01732227474 |
| 13. | Public Spaces Protection Order - London Road, Halstead, Orpington By Pass Badgers Mount And The M25 Spur Road
 | (Pages 303 - 334) | Kelly Webb Tel:
01732227474 |
| 14. | Citizen's Advice Service Level Agreement 2024-2027
 | (Pages 335 - 352) | Kelly Webb Tel:
01732227474 |
| 15. | Interim Leisure Operator Monitoring Report | (Pages 353 - 382) | Sarah Robson Tel:
01732227129 |

 Indicates a Key Decision

 indicates a matter to be referred to Council

EXEMPT INFORMATION

Recommendation: That under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendix A of Agenda Item 15 above, on the grounds that likely disclosure of exempt information is

involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

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.

This page is intentionally left blank

Cabinet

Minutes of the meeting held on 9 November 2023 commencing at 7.00 pm

Present: Cllr. Thornton (Chairman)

Cllr. Perry Cole (Vice-Chairman)

Cllrs. Dyball, Maskell and Reay

Apologies for absence were received from Cllrs. McArthur

Cllrs. Camp, Clack, Grint, Gustard, Harrison, Robinson, Roy, Shea, Skinner, Streatfeild, Varley and Williams were also present.

Cllrs. Lindop and Manston were also present via a virtual media platform which is not recognised as attendance under the Local Government Act 1972.

41. Minutes

Resolved: That the Minutes of the Cabinet meeting held on 12 October 2023, be approved and signed by the Chairman as a correct record.

42. Declarations of interest

No additional declarations of interest were made.

43. Questions from Members (maximum 15 minutes)

In response to a question regarding a bid to the Heritage Lottery Fund to support works at Bradbourne Lakes, the Chairman advised that as the Council was leading the bid, there was full support for the application. There was also strong partnership working to ensure that the bid was going to be as successful as possible.

In response to another question, the Portfolio Holder for People and Places advised that the Community Safety Unit (CSU) planned in advance for activities around Halloween and Bonfire Night. The Police mobilised their Beat Officers to work late shifts and concentrated in the high footfall areas in the District. The West Kent Policing Team had use of public order unit resource if needed from 999 calls. Fewer incidents were reported than in previous years.

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

There were none.

45. Local Plan Regulation 18 Consultation

The Portfolio Holder for Development & Conservation presented the report, which sought Members approval. He advised that the Regulation 18, Part 2 Consultation was the next step for the Local Plan, following part 1 demonstrating that the contribution of non-Green Belt sites would not meet the housing need. Therefore, a further consultation must take place to look at the opportunity for meeting the need and what opportunities could be used through some weakly performing green belt sites, in sustainable locations so that the strongly performing green belt could continue to be protected. The Development & Conservation Advisory Committee considered the same report and it was well debated at the meeting. They were in support of the recommendations.

The Planning Policy Team Leader further advised the Cabinet that the report recommended that the Regulation 18 Part 2 Consultation for the Local Plan 2040 be adopted. The consultation would run from 23 November 2023 to 11 January 2024, and would concern sites across the district, including the potential contributions of sites in the Green Belt. The Local Plan would help guide what could be built, and where, until 2040, and would address the district's housing and infrastructure needs in a coordinated manner.

The first Regulation 18 consultation, held last year, focused on sites in existing settlements, to optimise density in sustainable locations. The consultation offered three density scenarios - Low, Medium, and High density - of which Medium Density was the most popular in the feedback received. This option did not meet the total housing need for the district, which was for 712 homes per year, 5.7 hectares of employment land, 43 Gypsy & Traveller Sites, and to maintain existing retail provision in high streets. Thus, additional development sites would need to be considered outside existing settlements.

The Planning Policy Team Leader gave an overview of the Local Plan's evidence base. This included the Stage 2 Green Belt Assessment, which identified weakly performing Green Belt land on the edge of higher tier settlements in the district. The land was assessed against the purposes of the Green Belt as set out in the National Planning Policy Framework (NPPF). The exceptional circumstances for amending the Green Belt in these areas were a combination of the acute housing need, particularly for affordable housing, the identification of available, sustainable, sites, and that the Green Belt land in question was weakly performing. Other elements of the evidence base were progressing in line with the Local Plan timetable.

The Consultation would cover three development scenarios, which would approximately meet the housing need, would meet the housing need, and would exceed the housing need respectively. All three options included a baseline consisting of the urban sites that were the subject of the first consultation, and Green Belt sites. The first option comprised of the baseline, and multiple smaller and medium sites that

were in both the Green Belt and Areas of Outstanding Natural Beauty (AONB). The second option consisted of the baseline, and a standalone settlement at Pedham Place. The third option was a combination of the other two options. It was noted that an over delivery of houses would likely not occur, as it was expected that some sites would not be brought forward for development. The site at Pedham Place was considered for a range of possible uses, including as a standalone settlement with 2500 housing units and associated infrastructure, including a secondary school. Another option was as part of a wider mixed-use development, which would provide a multipurpose stadium complex, hotel, and training facilities for Wasps RFC.

The Senior Planning Officer outlined the consultation strategy. The consultation period was longer than the 6-week statutory requirement to account for the consultation taking place over Christmas. The consultation would be run online, via the consultation portal, and written responses would also be accepted. It would be publicised online through the Council's website and social media and through physical posters and summary leaflets. Hard copies of the consultation document, summary leaflets, and paper response forms would be available at all libraries and parish councils across the district. Members would receive materials to help promote the consultation, and pop-up sessions would be held in Sevenoaks, Swanley, Edenbridge, Westerham, and West Kingsdown. There were additional plans to target demographic groups that were harder to reach through traditional consultation methods, including young people, commuters, and gypsy and traveller communities. These included targeted consultation activities at secondary schools, additional displays at key train stations, and specific handouts for the gypsy and traveller communities. Conversations with key stakeholders and neighbouring authorities regarding the duty to cooperate would also continue during the consultation.

It was also highlighted to Members that Knight Kavanagh & Page (KKP) had been appointed to produce an updated Playing Pitch and Sports Facility Strategy and this would help to develop a leisure strategy for the District, setting out priorities, which would be included within the emerging Local Plan for future sports and leisure provision.

In response to questions, the Planning Policy Team Leader advised that it was not possible to give an exact date for the NPPF, but regular meetings with the Department for Levelling Up, Housing and Communities (DLUCH) but it was expected sometime between now and Christmas. In regards to KKP for sport and leisure evidence, it would take time to produce as they engage with sporting boards through their sporting seasons and that information would be available for Regulation 19. Engagement had already taken place with Sports England who were aware of the LDS timetable and had said they would not be raising objections at examination stage as they had signed up to the timetable and our methods.

Members thanked the team for all their work and noted that this stage 2 Regulation 18 Consultation remained in line and on course with the LDS timetable for the local plan as previously approved by Cabinet.

Public Sector Equality Duty

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

Resolved: That

- a) the content of the 'Plan 2040 Regulation 18 Part 2' at Appendix 2 for public consultation purposes, be approved;
- b) the presentation and formatting style, of the consultation document, as reflected in the indicative formatted chapter at Appendix 4, be approved and;
- c) the Chief Officer – Planning and Regulatory Services, be delegated authority, following consultation with the Development and Conservation Portfolio Holder, to approve the final formatting and presentation of the Regulation 18 (Part 2) Consultation Draft Local Plan and any minor pre-consultation text changes.

46. Community Grants 2022/23 Update

The Portfolio Holder for People & Places presented the report, which set out the monitoring information about the Community Grants delivered in 2022/23. In total 18 community grants were awarded totalling £49,800, and the full list of projects, services and activities funded were detailed in Appendix A to the report. Appendix B provided some case studies. The report was recommended for noting following a thorough discussion at People & Places Advisory Committee.

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.

47. Draft Council Plan

The Portfolio Holder for Improvement & Innovation presented the report and outlined the draft Council Plan, which set out the council's priorities and targets for residents, businesses, and communities. If approved at Full Council, the plan would be subject to regular reporting to Improvement and Innovation Advisory Committee to ensure that it remained relevant to the needs of the Council. The Improvement and Innovation Advisory Committee considered the same report and were in support.

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 subject to final design and associated amendments, the Council Plan be adopted.

48. Treasury Management Mid-Year Update 2023/24

The Portfolio Holder for Finance & Investment presented the report, which gave details of the treasury activity in the first half of the current financial year, recent developments in the financial markets and fulfilled the reporting requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management. He was pleased that the results from the 6 months were positive as the Council had benefitted from rising interest rates. The Finance & Investment Advisory Committee had considered the same report and recommended the report for noting.

The Senior Accountant advised that the report also provided an economic update provided by Link Treasury Advisors to help illustrate the impact of the investment market, as well as interest rate forecasts, a review of the agreed strategy and a review of the council's investment and borrowing portfolios.

Members attention was brought to the update on the Council's capital position as well as the funding of that programme together with an update on the Public Works Loan Board (PWLB) borrowing and its rates.

Finally, The Senior Accountant was pleased to report that the investment income and the performance to 30th September was £293,000 above budget.

Public Sector Equality Duty

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

Resolved: that the Treasury Management Mid-Year Update for 2023/24 be noted.

49. Financial Monitoring 2023/24 - to the end of September 2023

The Portfolio Holder for Finance & Investment presented the report, which updated Members on the current financial position of the authority as at the end of September 2023 and the forecast to March 2024. The previous report to the end of July had forecast a full-year unfavourable variance of £1.489 million. Since then, Officers had implemented a number of actions, which had brought the unfavourable variance down to £971,000, which was moving in the right direction but was still a significant gap. Members would need to find solutions to bridge the gap. The report was discussed at Finance & Investment Advisory Committee.

The Chief Officer, Finance & Investment further advised that a number of actions had been looked at to address the budget gap and this included the use of specific

reserves including the Property Investment Reserve and more detailed forecasts. There was also a greater challenge regarding the need for items of expenditure as well as the necessity to fill vacant posts. These would continue and become more challenging for the remainder of the financial year to enable the unfavourable forecast to be reduced further.

He further advised that since the publication of the report the pay award offer had now been accepted. There would be additional staff costs of £750,000 against the budget assumption of 2%, which was reflected in the forecast position.

Members thanked Officers for their work.

Resolved: That the report be noted.

50. Care Leavers Support

The Portfolio Holder for People & Places presented the report which set out the statutory corporate parenting responsibilities and funding arrangements for care leavers under Kent County Council (KCC) whilst outlining the support provided through Sevenoaks District Council (SDC) to its customers, including care leavers. It also broke down the number of care leavers in Kent, by district. The report recommended that the Council do not sign the Covenant, noting and acknowledging the Council's existing support for care leavers.

The report also detailed the other organisations who had signed up to the Care Leavers Covenant. She noted that only councils with the statutory duty as corporate parent had signed up to the Care Leavers Covenant. Nationally, no lower tier Borough and District Councils had signed up. At People and Places Advisory Committee an in-depth debate had taken place and concerns were raised that if the Council signed up to the covenant, care leavers from other boroughs would be signposted to the Council, putting additional pressures on staffing resources and homelessness budgets.

Members discussed the report. Noting that the Council's HERO team was the designated point of contact for care leavers and if the Council signed up to the covenant, no additional funding would be received from Central Government as KCC were the Statutory parent who should be taking responsibility.

Public Sector Equality Duty

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

Resolved: That

- a) the statutory corporate responsibility and associated Government funding assigned to KCC to support care leavers, be noted;

Cabinet - 9 November 2023

- b) to date, that the Care Leavers Covenant had been signed up to by councils with a statutory responsibility and associated funding for children's services and care leavers, be noted;
- c) the support provided by SDC to its customers, including care leavers, through existing service provision and resources, be acknowledged;
- d) the Council should not become a formal signatory of the Care Leavers Covenant, noting there were risks and resource implications (staffing and budget) to the Council in meeting the Charter's five pledges; and the report, be noted.

IMPLEMENTATION OF DECISIONS

This notice was published on 13 November 2023. The decisions contained in Minute 46, 48 and 49 take effect immediately. The decision contained in Minute 45 take effect on 21 November 2023. The decision contained in Minute 47 is a reference to Council.

THE MEETING WAS CONCLUDED AT 7.55 pm

CHAIRMAN

This page is intentionally left blank

Item 4a – Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure projects

The Minutes of the meeting held on 29 November 2023 containing the Community Infrastructure Levy (CIL) Spending Board’s recommendations to Cabinet were not available prior to the printing of this agenda and will follow as soon as they are available.

All of the documents considered by the CIL Spending Board can be viewed [here](#):

<https://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CId=320&MId=3095&Ver=4&J=3>

This page is intentionally left blank

ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) CONTRIBUTIONS TO LOCAL AND STRATEGIC INFRASTRUCTURE PROJECTS

Cabinet – 14 December 2023

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

Status: For consideration

Also considered by:

- Community Infrastructure Levy (CIL) Spending Board – 29 November 2023

Key Decision: Yes

Executive Summary: This report sets out the amount of CIL funding available for local and strategic infrastructure projects, and the schemes shortlisted for said funding, subject to consideration by the CIL Spending Board.

This report supports the Key Aim of: Ensuring that Sevenoaks District remains a great place to live, work and visit.

Portfolio Holder: Cllr. Reay

Contact Officer(s): Emma Henshall Ext. 7358; Carlyn Kan Ext. 7264

Recommendation to the CIL Spending Board: That the Board considers the report and associated appendices, and agree the recommendations set out in Appendix G.

Recommendation to Cabinet: That Cabinet ratifies the recommendations made by the CIL Spending Board as set out in the minutes of the meeting.

Reason for recommendation: To ensure that development is supported by appropriate infrastructure and delivered in a timely manner.

Introduction and Background

- 1 The District Council adopted its Community Infrastructure Levy (CIL) charging schedule in 2014 and has been charging on all qualifying development since. The CIL Charging Schedule sets out the types of development to be charged along with the charge per square metre. To date this has not been amended.
- 2 Since the last CIL Spending Board in September 2022 there has been a steady income arising from qualifying development. The amount currently sitting in the CIL Spending Board pot, and therefore available to the Board, is £1,631,552.12. This amount is considered sufficient for the Board to allocate

Agenda Item 4a

funding to make a meaningful contribution to infrastructure projects in the local area. The Board will next meet on 29 November 2023.

- 3 Infrastructure providers and other interested parties were notified of the intention to hold a CIL Spending Board and were invited to submit bids between 13 July and 15 September 2023 (9 weeks).

Update on CIL Legislation

- 4 The government's Levelling Up and Regeneration Bill (LURB) received royal assent on 26 October 2023, with the main objective being to reverse geographical disparities between different parts of the country by spreading opportunities more equally. The new Levelling Up and Regeneration Act will have a direct impact on the current Section 106 and the Community Infrastructure Levy (CIL) regimes, through the introduction of a new Infrastructure Levy.
- 5 The new Infrastructure Levy (IL) was the subject of a technical consultation earlier this year. A summary of the proposals is as follows:
 - The IL will ensure local authorities receive a fairer contribution of the money made from development to support funding for infrastructure (e.g. affordable housing, schools, GP surgeries, green spaces and transport infrastructure).
 - It will replace CIL and S106 (for most developments) and seeks to stop developers from negotiating down infrastructure and affordable housing contributions i.e. it will be non-negotiable.
 - The amount developers will have to pay will be calculated once a project is complete (i.e. the contribution will be based on the value of the property at completion) instead of at the stage the site is given planning permission. This is so that increases in land value can be captured, which CIL doesn't do.
 - IL rates and thresholds will be set and collected locally and we will be able to set different rates across the District and for different development types. In this regard it is similar to CIL.
 - A portion of the money will be passed directly to communities in the same way that money is passed onto our towns and parishes under CIL.
 - We must prepare an Infrastructure Delivery Strategy (IDS) which will clearly set out how we will deliver local infrastructure and spend Levy receipts.
 - The government recognises that the introduction of the IL will be a significant change and will be introduced through a 'test and learn' approach.

- The new regime requires a major system change to enable a ‘simpler and more transparent’ system and will take ten years to be rolled out fully.
- 6 The District Council responded to the technical consultation. To date the government has not published its response, but recognises that consultation responses will be taken on board in drafting the forthcoming regulations, which will be subject to further consultation in due course.
- 7 It is important to note that the current status of the LURB and the introduction of the Levelling Up and Regeneration Act does not immediately change our current CIL process or CIL governance. However, it will do in the future once new regulations come into force. As such, members should be aware that the Council will need to be ready to make changes to the way CIL funds are allocated and. If required, rethink the Board and the wider process.

Update on CIL Contributions

- 8 CIL contributions are collected on all qualifying development, and allocated as follows:
- 25% is allocated to Town and Parish Councils to spend on local infrastructure projects. Part of this money can also be spent on ‘anything else that is concerned with addressing the demands that development places on an area’ (CIL Regulations 2010 as amended);
 - 5% is allocated to the District Council to cover the administration costs associated with collecting and spending CIL;
 - 15% is allocated to officers for spending outside of the CIL spending process; and
 - 55% is allocated to the CIL Spending Board to be spent on local and strategic infrastructure projects.
- 9 The following table sets out the total value of CIL contributions collected, spent, and the amount available for the CIL Spending Board to allocate. This information reflects a cut-off date of 15 September 2023, when the bidding process closed and to ensure Board members were aware of the funding available in good time.

Total value of CIL receipts (since the introduction of CIL on 4 August 2014)	Amount
Total value of CIL receipts collected by Sevenoaks District Council	£15.1 million

Agenda Item 4a

Total value of CIL receipts (since the introduction of CIL on 4 August 2014)	Amount
Total value of CIL receipts passed to Town and Parish Councils	£4.2 million
Total value of CIL receipts allocated by the CIL Spending Board	£7.9 million (of which £2.6 million not yet spent)
Total value of CIL receipts available for the CIL Spending Board to allocate for local and strategic infrastructure projects	£1,631,552.12

Infrastructure Priorities

Infrastructure Funding Statement (IFS)

- 10 At the end of each calendar year the Council is required to publish its Infrastructure Funding Statement (IFS), which sets out the infrastructure projects prioritised for CIL funding over the next year. The latest IFS, published in December 2022, identified the following priorities:
- a. Specific highways and transport projects;
 - b. Specific water supply upgrades;
 - c. Specific health and social care projects;
 - d. Projects that support the Council's commitment to tackling climate change;
 - e. Projects that support mental health;
 - f. Rural broadband projects;
 - g. Projects supporting the Upper Darent flood alleviation scheme; and
 - h. Projects that support the delivery of education facilities.
- 11 The IFS is attached at Appendix H. The above priorities should be taken into account when allocating CIL funding.

Infrastructure Delivery Plan (IDP)

- 12 The Infrastructure Delivery Plan (IDP) sets out the infrastructure projects required across the District to support the growth identified in the Local Plan. The IFS is also influenced by the projects listed in the IDP.
- 13 The Council is working on a new Local Plan to 2040 and so the emerging IDP is not yet complete. For the purposes of allocating CIL funding this year, the 2019 IDP should be used and is attached at Appendix H.

Assessment of Bids

- 14 20 bids for CIL funding were submitted to the District Council between 13 July and 15 September 2023. These are set out in Appendix I. All 20 bids have been subject to a two stage assessment process. The first stage ensures the application is valid and considers whether the project is for infrastructure, that the application form is completed fully and also that the applicant has the legal right to carry out the scheme.
- 15 The second stage robustly assesses each application against a strict set of criteria (agreed by Cabinet in September 2021) including the social, economic and environmental benefits of the scheme. Applications were ranked, and a shortlist agreed following discussion with the Chair and Vice Chair of the Board. It is the shortlisted bids that proceed to the CIL Spending Board and are the focus of this report.

Consideration of Shortlisted Bids

- 16 The following reports (attached at Appendices A-F) consider each of the six shortlisted bids, for consideration by the Board. Each report sets out the scheme applied for, assessment against the agreed criteria, and the officer recommendation.
- 17 The key considerations for the CIL Spending Board are twofold. Firstly, whether the scheme would provide a public benefit for residents of Sevenoaks District, and secondly, whether the scheme constitutes value for money. In determining this, the CIL Spending Board should consider the following matters in making its recommendation:
 - a. The social, economic and environmental benefits of the scheme;
 - b. Whether there is a strong link between new development and the scheme;
 - c. Whether the applicant is working in partnership to implement the scheme;
 - d. Whether the scheme is part of an existing Strategy or Plan;
 - e. The public benefit of the scheme;

Agenda Item 4a

- f. Whether the applicant has sought to maximise funding from other sources;
 - g. Whether the scheme is deliverable (including planning permission and clear project management);
 - h. Whether the scheme has local support;
 - i. Whether the scheme has already benefitted from CIL funding;
 - j. Whether the scheme provides an overall community benefit; and
 - k. Whether the scheme contributes to the Council's commitment to tackle climate change.
- 18 The Board may also take into account other factors that it considers relevant.
- 19 In deliberating the merits of each bid, members may decide, for example, that there is insufficient information or that some of the bids deserve CIL funding over others. The Board is asked to give consideration to the above matters for each scheme, before making a decision.
- 20 In this case, if the Board were to award funding to all six shortlisted bids, this would amount to £1,288,500, leaving £343,052.12 which would automatically roll over to the next CIL Spending Board. There is no obligation for the Board to spend all the money.

Other options Considered and/or rejected

- 21 It is the duty of the Council as the charging authority to meet its obligations in relation to the CIL Regulations 2010 (and subsequent amendments). The way the CIL Spending Board is run forms part of the Council's constitution. There are therefore no other options to be considered.

Key Implications

Financial

The funding available for allocation by the CIL Spending Board has been levied from qualifying development. There are no financial implications for the Council with regards to this report.

Legal Implications and Risk Assessment Statement

The Council has a duty as the charging authority, to ensure that the allocation and spending of CIL is in line with the CIL Regulations 2010 (and subsequent amendments). In addition, this report has been drafted in line with the Council's CIL Governance arrangements.

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.

Conclusions

The funding available to the CIL Spending Board is £1,631,552.12, to be awarded to infrastructure projects in the local area. Members are asked to consider the merits of each of the six shortlisted bids (as set out in Appendices A-F) before deciding which schemes should be allocated CIL funding. It should be noted that the sum of all six shortlisted bids amounts to £1,288,500, which would leave a balance of £343,052.12 to roll over to the next Board. Members are reminded that CIL funding is not infinite, and there is no obligation to spend all of the money.

Appendices

Appendix A – Application A: Sevenoaks Wildlife Reserve redevelopment project

Appendix B – Application B: Public Rights of Way improvements

Appendix C – Application C: New sewerage connection at Swanley Park

Appendix D – Application D: West Kingsdown Village Hall car park

Appendix E – Application E: Greatness community pavilion

Appendix F – Application F: Harvestfield Park play facilities improvement

Appendix G – Recommendations to Cabinet

Appendix H – Infrastructure Funding Statement (IFS) and Infrastructure Delivery Plan (IDP)

Appendix I – Schedule of submitted bids

Background Papers

[Community Infrastructure Levy Regulations \(2010 as amended\)](#)

[CIL Governance Arrangements: Cabinet November 2021](#)

[Council Constitution](#)

Richard Morris

Deputy Chief Executive and Chief Officer for Planning & Regulatory Services

BUDGET UPDATE 2024/25

Cabinet – 14 December 2023

Report of: Deputy Chief Executive and Chief Officer – Finance and Trading

Status: For Decision

Key Decision: No

Executive Summary:

The Council has an excellent track record in identifying, planning for and addressing financial challenges. The 10-year budget method provides the Council with a stable basis for future years.

This report sets out progress made in preparing the 2024/25 budget and updates Members on key financial information.

The position in this report shows an annual budget gap of £656,000 if the SCIA's included in this report are accepted (£994,000 if they are not accepted). Further information will be considered including the Provisional Local Government Finance Settlement, but additional decisions may be required to ensure that a balanced 10-year budget position is delivered once more.

The Cabinet will receive a further Budget Update report on 18 January 2024 and will make its final recommendation on the budget on 8 February 2024, after taking into account any updated information available at that date.

Portfolio Holder: Cllr. Kevin Maskell

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

Alan Mitchell, Ext. 7483

Recommendation to Cabinet:

- (a) Consider and respond to comments and recommendations of the Advisory Committees regarding the growth and savings/additional income proposals (SCIAs) listed in Appendix D and detailed in Appendix E.
- (b) Look at the further growth and savings/additional income suggestions put forward by the Advisory Committees listed in Appendix F and decide one of the following options for each suggestion:
 - (i) Consider within this budget cycle and ask for SCIAs to be presented to Cabinet in January.
 - (ii) Ask that the Portfolio Holder has further discussions with the Chief Officer.
 - (iii) Do not take any further.
- (c) Depending on the budget position following the recommendations above, provide officers with any further instructions.

Reason for recommendation: It is important that the views of the Advisory Committees are taken into account in the budget process to ensure that the Council's resources are used in the most suitable manner.

Introduction and Background

- 1 At the Cabinet meeting on 19 September 2023, Members considered a report setting out the Council's financial prospects for 2024/25 and beyond. That report set out the major financial pressures the Council is likely to face, together with a proposed strategy for setting a balanced and sustainable budget for 2024/25 and beyond.
- 2 It was mentioned in reports presented as part of the 2023/24 Budget Setting Process that it was highly likely that additional savings/income would be required as part of the next budget process. An 'Early Indications' report was presented to FIAC and Cabinet earlier in the summer which identified the areas that could have a significant financial impact on the Council.
- 3 As part of the budget process officers put forward their Service Dashboards to the Advisory Committees between October and December, which set out a summary of current and future challenges and risks. The Advisory Committees recommended new growth and savings items which will be considered at this meeting.

Financial Strategy

- 4 The Council's financial strategy continues to aim for long-term financial health and continues to work towards improving financial sustainability. It has been successful through the use of a number of actions including:
 - implementing efficiency initiatives.
 - significantly reducing the back-office function.
 - improved value for money.
 - maximising external income.
 - the movement of resources away from low priority services.
 - an emphasis on statutory rather than non-statutory services.
- 5 A summary of the Financial Strategy can be found at **Appendix G**.
- 6 Over this period, the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders.
- 7 Using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is likely that more accurate data will become available and current assumptions may need to be updated.

10-year Budget

- 8 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the immediate reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, which ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.
- 9 It should not be forgotten that £8.8m of savings have been made since 2011/12. **Appendix C** sets out a summary of the savings and growth items approved by Council since the 10-year budget strategy was first used in 2011/12. This has allowed the Council to deliver a 10-year balanced budget.

Financial Self-Sufficiency

- 10 With the Revenue Support Grant provided by Government having ceased from 2017/18 it is important that the council remains financially self-sufficient by having a financial strategy that is focused on local solutions. These solutions include:
 - continuing to deliver financial savings and service efficiencies.
 - growing the council tax and business rate base.
 - generating more income.

Agenda Item 5

- 11 This Council's approach to budgeting has been recognised by the sector as being exceptional which resulted in it being the winner of the CIPFA Public Finance Innovator of the Year Award in 2017.
- 12 The Local Government Association's Corporate Peer Challenge in December 2021 also commented that 'Sevenoaks District Council takes a long-term view of financial planning with a focus on self-sufficiency. The council's 10-year budget is innovative, an example for the sector and supports long-term decision making.

Review of the 10-year Budget Process

- 13 An audit of the 10-year budget process was completed by Mazars (working for Internal Audit) in 2021 and their findings were that the Council has adequate, effective and reliable controls in place over budget setting and long-term financial planning.

Financial Self-Sufficiency

- 14 The Council's Corporate Plan 2013-2018 set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. The current Council Plan aims to continue with this approach. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.
- 15 This approach was adopted in response to the financial challenges the Country was faced with in bringing its public spending down to ensure it was able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council receiving no Revenue Support Grant from 2017/18.
- 16 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 17 The Local Government Association's Corporate Peer Challenge in December 2021 commented that 'Sevenoaks District Council takes a long-term view of financial planning with a focus on self-sufficiency. The council's 10-year budget is innovative, an example for the sector and supports long-term decision making. This extended financial framework provides an excellent platform which has supported effective budget management and planned, long-term, decision making.'
- 18 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no additional Revenue Support Grant funding or New Homes Bonus. Any funding received from these sources will

be put into the Financial Plan Reserve which can be used to support the 10-year budget.

- 19 In 2023/24 the government rolled two grants into the Revenue Support Grant which are shown as 'Govt Support: Rolled in grants' on the attached 10-year budget. This Council continues to receive no Revenue Support Grant through the Government formula.
- 20 Cabinet are keen to remain financially self-sufficient which has served the Council well and ensured it is one of the most financially stable local authorities in the country. This will allow this Council to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents need into the future.

Feedback from the Advisory Committees

- 21 The intention of the report to each Advisory Committee was to provide Members an opportunity to give their views on potential growth and savings/additional income items that could be included in the updated 10-year budget.
- 22 Three training sessions were provided to Members in October. If Members required any further training or required any additional details on the content of the budget reports and appendices, they were advised to contact Adrian Rowbotham or Alan Mitchell.
- 23 To assist the Advisory Committees in making additional suggestions for growth or savings for Cabinet to consider, Members were given a Service Dashboard and budget details for the services within their terms of reference.
- 24 Each Committee was presented with Service Change Impact Assessments (SCIA's) which contained suggestions for growth or savings/additional. Each Committee's views on these will be passed to Cabinet.
- 25 Additional suggestions were provided by Members either before or at each meeting. Any that were supported by the relevant Advisory Committee are listed in **Appendix F**.

Current 10-year Budget Position

- 26 All changes to the budget since the Financial Prospects and Budget Strategy report are listed in **Appendix D**. The manager approved changes are also included in the 10-year budget set out in **Appendix B**. This shows an annual budget gap of £994,000. If the SCIA's and fees and charges changes are accepted, the annual budget gap reduces to £656,000.
- 27 The current growth and savings proposals are listed in **Appendix D** and a Service Change Impact Assessment (SCIA) for each proposal is included in **Appendix E**.

Agenda Item 5

- 28 The further suggestions made by the Advisory Committees are listed at **Appendix F**. Service Change Impact Assessments (SCIAs) will be produced for any of these suggestions that Cabinet wish to support and will be included in the Budget Update report to Cabinet on 18 January 2024.

The Way Forward

- 29 The Government announced its Autumn Statement on 22 November 2023 which provided little new information relevant to local authorities. Further details should be included in the Provisional Local Government Finance Settlement (LGFS) for 2024/25 which is due to be announced later in December. The settlement is expected to include details of the following:
- Council Tax referendum limit.
 - Business Rates Safety Net and indexing changes.
 - Grants.
 - New Homes Bonus.
- 30 The April 2023 pay award has recently been agreed between the National Employers and the unions which is an average increase of 5.7%. The exact details of this will be fed through the detailed salary budget work and the final impact included in the next Budget Update report to Cabinet in January.
- 31 The April 2024 pay award negotiations between the National Employers and unions have not yet commenced. As mentioned in the previous report, the assumption has been increased from 2% to 3% but it should be noted that this may not be enough and will be reviewed again.
- 32 Other assumptions will continue to be reviewed as more information becomes available.
- 33 The following reports will be presented to the Finance and Investment Advisory Committee with the details included in the budget report to Cabinet and Council in February:
- Treasury Management Strategy 2024/25
 - Property Investment Strategy Update
 - Capital Programme and Asset Maintenance 2024-27
 - Risks and Assumption for Budget 2024/25
 - Fees and Charges
- 34 A review of reserves will also be included in the budget report in February.

- 35 The 2024/25 tax base will be presented at Cabinet on 18 January 2024. At the same time, Members will be presented with an estimate of the Collection Fund balance as at 31 March 2024. It is likely that the tax base will be lower than assumed due to the number of residential properties built in the district in the past year.
- 36 Work will continue to reduce this gap including looking for further savings and reviewing reserves held.
- 37 When looking at prospects for year 11 onwards, there is still likely to be a need to take further actions as these years come into the rolling 10-year period.
- 38 The Cabinet will make its final recommendation on the 2024/25 budget at its meeting on 8 February 2024, after taking account of the latest information available at that date.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

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

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

A separate Risks and Assumptions report will be presented to the Finance and Investment Advisory Committee and Cabinet.

Equality Assessment

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

Agenda Item 5

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

Net Zero Implications

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

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

Conclusions

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

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

The attached 10-year budget shows that this Council is aiming to continue to be financially stable going into the future with a level of assurance that any council would aspire to. However, with a range of issues impacting the council's finances, this is the most challenging budget process this Council has faced for many years.

The Council aims to continue to provide value for money services to a high standard ensuring that the decisions made lead to an achievable 10-year budget. Members will need to consider the impact on service quality, staff and well-being.

Members' consideration and scrutiny of the relevant services is an essential and key element in the budget process. If the net total of growth and savings/additional income proposals identified by the Advisory Committees and approved by Cabinet does not reach the required level, additional savings will be required that may result in service changes, to ensure a balanced budget position.

Appendices

Appendix A – Budget Timetable

Appendix B – 10-year Budget

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

Appendix D – Changes to the 10-year Budget

Appendix E - Service Change Impact Assessment forms (SCIAs)

Appendix F - Further growth and savings suggestions from the Advisory Committees

Appendix G – Financial Strategy

Background Papers

Financial Prospects and Budget Strategy 2024/25 and Beyond – Cabinet 19
September 2023

Budget 2024/25: Review of Service Dashboards and Service Change Impact Assessments (SCIAs): Development and Conservation Advisory Committee 31 October 2023, Finance and Investment Advisory Committee 2 November 2023, Housing and Health Advisory Committee 7 November 2023, Cleaner and Greener Advisory Committee 23 November 2023, People and Places Advisory Committee 30 November 2023, Improvement and Innovation Advisory Committee 5 December 2023

Adrian Rowbotham

Deputy Chief Executive and Chief Officer – Finance & Trading

This page is intentionally left blank

2024/25 Budget Setting Timetable

Stage 1: Financial Prospects and Budget Strategy 2024/25 and Beyond

5 September – Finance & Investment AC

19 September – Cabinet

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

31 October – Development & Conservation AC

2 November – Finance & Investment AC

7 November – Housing & Health AC

23 November – Cleaner & Greener AC

30 November – People & Places AC

5 December – Improvement & Innovation AC

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

14 December – Cabinet

Stage 4: Budget Update

18 January - Cabinet

Stage 5: Budget and Council Tax Setting Meeting (Recommendations to Council)

8 February - Cabinet

Stage 5: Budget and Council Tax Setting Meeting (incl. Council Tax setting)

20 February – Council

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

This page is intentionally left blank

Ten Year Budget - Revenue

Appendix B

	Budget 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30	Plan 2030/31	Plan 2031/32	Plan 2032/33	Plan 2033/34
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	17,297	18,533	21,218	19,054	19,266	19,850	20,350	20,852	21,540	22,053	22,778
Inflation	1,188	1,505	565	573	582	593	602	613	624	635	647
Superannuation Fund deficit	(270)	0	0	50	0	0	0	0	0	0	0
Net growth/(savings) (approved in previous yrs)	319	(1,115)	(253)	(272)	58	7	0	75	(111)	90	18
New growth	0	2,988	(2,376)	(150)	0	0	0	100	100	100	100
New savings/Income	0	(694)	(100)	11	(56)	(100)	(100)	(100)	(100)	(100)	(100)
Net Service Expenditure b/f	18,533	21,218	19,054	19,266	19,850	20,350	20,852	21,540	22,053	22,778	23,443
Financing Sources											
Govt Support: Rolled in grants (RSG)	(186)	(186)	0	0	0	0	0	0	0	0	0
: Funding Guarantee	(912)	(912)	0	0	0	0	0	0	0	0	0
: Services Grant	(90)	(90)	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(12,229)	(12,858)	(13,356)	(13,807)	(14,271)	(14,748)	(15,238)	(15,744)	(16,262)	(16,794)	(17,269)
Business Rates Retention	(2,868)	(2,920)	(2,723)	(2,409)	(2,457)	(2,506)	(2,556)	(2,607)	(2,659)	(2,712)	(2,766)
Collection Fund Deficit/(Surplus)	(216)	0	0	0	0	0	0	0	0	0	0
Interest Receipts	(288)	(332)	(332)	(332)	(232)	(232)	(232)	(232)	(232)	(232)	(232)
Property Investment Strategy Income	(1,618)	(1,478)	(1,478)	(1,575)	(1,575)	(1,575)	(1,616)	(1,616)	(1,616)	(1,616)	(1,616)
Contributions to/(from) Reserves	(131)	(2,215)	398	398	398	398	398	398	398	370	331
Total Financing	(18,538)	(20,991)	(17,491)	(17,725)	(18,137)	(18,663)	(19,244)	(19,801)	(20,371)	(20,984)	(21,552)
Budget Gap (surplus)/deficit	(5)	227	1,563	1,541	1,713	1,687	1,608	1,739	1,682	1,794	1,891
Contribution to/(from) Stabilisation Reserve	5	114	(371)	(370)	(580)	(636)	(638)	(751)	(674)	(765)	(841)
Unfunded Budget Gap (surplus)/deficit	0	341	1,192	1,171	1,133	1,051	970	988	1,008	1,029	1,050
Cumulative Unfunded Budget Gap (surplus)/deficit											9,933

Assumptions

Business Rates Retention:	Business Rates Retention safety-net plus 2% per year. Also 'Updated safety net and underindexing compensation' until 25/26 when a Business Rates reset may take place. Business Rates Retention Pool income is included for 24/25 only.
Council Tax:	3% in 24/25, 2% in later years
Council Tax Base:	Increase of 730 Band D equivalent properties per annum
Interest Receipts:	£332,000 in 24/25 to 26/27 and £232,000 in later years
Property Investment Strategy:	£1.478m from 24/25, £1.575m from 26/27, £1.616m from 29/30
Pav award:	3% in 24/25, 2% in later years
Other costs:	2.25% in all years
Income:	2.5% in all years.

This page is intentionally left blank

Year	SCIA No.	Description	2011/12 - 2023/24 £000	2024/25 £000	Later Years £000	Total £000
		Cleaner and Greener Advisory Committee				
2021/22	-	Car Parking: assumed 25% reduction in 21/22 income improving by 5% per year	617	(206)	(411)	
2023/24	20	Env. Health: Air quality monitoring (reversal of temporary growth item)	22	(22)		
		Development and Conservation Advisory Committee				
2022/23	9	Development Management: additional application fee income (reversal of temporary savings item)	(25)	25		
		Finance and Investment Advisory Committee				
2023/24	21	Various: Utility Costs (reversal of temporary growth item)	180	(180)		
2023/24	22	Prop & Comm: Meeting Point Business Hub (reversal of temporary growth item)	60	(27)	(33)	
2023/24	-	Local Council Tax Support Admin Subsidy (rolled into RSG)	111	(111)		
		Housing and Health Advisory Committee				
2022/23	1	Housing: Temporary accommodation (reversal of temporary growth item)	300	(300)		
2023/24	1	Housing: Temporary accommodation occupation charge (reversal of temporary growth item)	36	(36)		
		Improvement and Innovation Advisory Committee				
2023/24	1	Apprenticeship Levy (reversal of temporary growth item)	55	(55)		
		People and Places Advisory Committee				
2022/23	-	New White Oak Leisure Centre	216	(205)	(11)	
2023/24	11	Health & Communities: Reduction in youth funding associated to removal of van (part reversal of savings item)	(6)	2		
		Minor movements between years			0	
		Other savings/additional income items completed in earlier years	(8,754)			
		Other growth items completed in earlier years	2,876			
		Total Savings/additional income	(8,785)	27	0	(8,758)
		Total Growth	4,473	(1,142)	(455)	2,876
		Net Savings	(4,312)	(1,115)	(455)	(5,882)

This page is intentionally left blank

	2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
Growth: Additional Expenditure or Reduced Income				
Savings target built into budget	100	1,000	100	Annual savings assumption included in the 10-year budget.
April 2023 pay award	760	8,322	832	Current employers offer would cost £750,000 in 2023/24.
April 2024 pay award	188	2,060	206	Unknown but this reflects a 1% increase above the current assumption.
Apprenticeship levy	40	400	40	Current growth SCIA for £55,000 ends after 2023/24 but the Government scheme is expected to continue. Future growth item reduced to £40,000 as assumed £15,000 could be removed from staff training budget.
Utility costs	180	500	50	Current growth SCIA of £180,000 only included for 2023/24. Assume this increase reduces over time.
Property Investment Strategy	150	1,500	150	Not currently achieving the budgeted income levels from properties held. A separate Property Investment Strategy Update report will be included in the budget process.
Direct Services	600	2,500	250	Agency staff required to deliver current service levels noting continuing high levels of refuse and recycling quantities. Vehicle costs and income issues should improve. Initially £600,000 but assumed that actions will be agreed to reduce future costs.
Homelessness	150	150	15	Current growth SCIA of £300,000 ends after 2023/24. A lot of work has been carried out so that the extra cost in 2024/25 is estimated to be reduced to £150,000 with further actions to remove the extra cost completely from 2025/26.
Leisure provider change	183	1,830	183	Initial estimate of 2 year interim provider of £1.83m (as per report to Council). Updates on operator performance will be provided during the budget process to provide a basis for revised figures. The amounts here reflect the reimbursement of the reserve.
Markets: new contracts from 01/04/23	77	5	1	New contracts from April 2024. Assumed that the number of stalls at Swanley Sunday market gradually increases.
Growth Total	2,428	18,267	1,827	
Savings: Reduced Expenditure or Additional Income				
Quercus 7 dividend	(10)	(100)	(10)	Increase from £50,000 to £60,000 from 2024/25. Scope to increase further but Q7 then unable to build funds for further investment.
Council Tax: Premium Unoccupied Properties	(12)	(132)	(13)	Provisionally agreed by Council in February 2023. Starts on 01/04/24.
Council Tax: Second Homes Premium	0	(591)	(59)	Provisionally agreed by Council in February 2023. Start delayed until 01/04/25 due to Government legislation requirements.
Fees and Charges	(200)	(2,000)	(200)	Implementation of review. Assume that this will deliver an additional £200,000 of income per annum after allowing for the inflation assumption.
Interest receipts	(44)	(440)	(44)	This budget was increased by £100,000 for 4 years from 2023/24. Current receipts suggest that it can be increased further but note expected reduction in balances and fluctuations in interest rates.
Govt settlement: Funding Guarantee	(912)	(912)	(91)	Latest suggestion from Government is that this funding will continue in 2024/25 only.
Govt Settlement: Services Grant	(90)	(90)	(9)	Latest suggestion from Government is that this funding will continue in 2024/25 only.
Govt settlement: Rolled in Grants	(75)	(75)	(8)	Latest suggestion from Government is that this funding will continue in 2024/25.
Business Rates Retention Pool	(250)	(250)	(25)	Include the expected extra retained income in 2024/25 only instead of transferring it to the Budget Stabilisation Reserve as has previously been the case.
Savings Total	(1,593)	(4,590)	(459)	
FINANCIAL PROSPECTS REPORT NET TOTAL	835	13,677	1,368	

	2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
Manager Approved Changes				
Electoral Services	(8)	(80)	(8)	Canvass – introduce e-comms and reduce postage costs
Staff Vacancy Pot Contributions	(70)	(700)	(70)	Regular over achievement -increase from £180k to £250k
Argyle Road	(15)	(150)	(15)	Stationery Review
Revenues & Benefits - Control Team	(8)	(80)	(8)	Removal of vacant post
Revenues & Benefits - Benefits	(9)	(90)	(9)	Reduction in agency staff budget
Revenues & Benefits - Benefits	(13)	(130)	(13)	Possible reduction in one Benefits Officer
FM	(35)	(350)	(35)	Reduction of 1 FM post (currently vacant)
FM	(16)	(160)	(16)	Reduction of 1 part time scanning post
FM	(6)	(60)	(6)	Argyle Road - Closing the building earlier at say 6pm when no committee meetings. Reduced energy and staffing costs.
FM	(4)	(40)	(4)	Shredding - found a new provider who is cheaper.
FM	(2)	(20)	(2)	Furniture - budget reduced
FM	(19)	(190)	(19)	MFDs (photo copiers) - reduced usage
IT	(9)	(90)	(9)	Mobile phones - new contracts
Direct Services - Waste & Recycling	(141)	(282)	(28)	Employ 10 permanent waste & recycling staff instead of agency staff - current service delivery requires higher staffing levels. This would reduce the expected overspend
Finance	(44)	(132)	(13)	Insurance - retender. £44,000 pa saving expected for the three year contract term.
Community Plan	(2)	(20)	(2)	Utilise internal resource rather than external consultants to monitor community plan
Youth	(4)	(40)	(4)	Reduce family fun days
Housing	(56)	(560)	(56)	Review of Structure
Housing	(3)	(30)	(3)	Annual rent review of Hever Road site
Property	0	(240)	(24)	The consolidation of our outsourced block management services
Print Studio	(30)	(300)	(30)	Review of Print Studio services and resourcing
Manager Approved Changes Sub Total	(494)	(3,744)	(374)	
TOTAL (AS INCLUDED IN ATTACHED 10-YEAR BUDGET)	341	9,933	994	

		2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
Service Change Impact Assessments (SCIA) - Member decisions still to be made					
	SCIA No.				
Direct Services - Refuse & Recycling	9	(100)	(1,000)	(100)	Black waste sacks - stop providing to residents
Direct Services - Refuse & Recycling	10	0	(1,773)	(177)	Recycling sacks - stop providing to residents, instead provide a bag for life. Stopping delivery of both types of sacks would also result in a staff saving
Direct Services - Cess Pools	8	66	660	66	This would remove the budgeted surplus but in reality remove the annual loss
Direct Services - Pest Control	7	45	450	45	This would remove the budgeted surplus but in reality remove the annual loss
Finance	4	(9)	(90)	(9)	Members travel - reduction (£15,000 budget, £6,000 spent in 22/23)
Community Development, Safety and Partnerships	5	(6)	(60)	(6)	Community activities and events, such as the Family Fun Days (and associated design and print costs) will be reduced in duration. Instead the team's focus will be on mobilising communities.
Grants & Support To Voluntary Bodies	6	(5)	(50)	(5)	Reduction in community grants available (from £45k pa to £40k). Grants will continue to range from £500 - £1k.
Env. Health	12	(16)	(160)	(16)	Air Quality Monitoring - Closure of the Bat & Ball AQ Station
Env. Health	12	(16)	(160)	(16)	Air Quality Monitoring - Closure of the Greatness AQ Station
Customer Solutions	13	(30)	(300)	(30)	Reduce from 8am-6pm contact hours to 9am-5pm
SCIA Sub Total		(71)	(2,483)	(248)	
Fees and Charges (not part of the separate fees and charges work)					
	SCIA No.				
Planning	1	(5)	(50)	(5)	Fast track LDC applications. Introduce a £500 charge for a guaranteed decision within 30 days
Planning	1	0	(400)	(40)	Fee income - increase in demand expected following adoption of the Local Plan (from 26/27)
Planning	1	0	(250)	(25)	Fee income - further increase in demand expected following adoption of the Local Plan (from 29/30)
Property	14	(20)	(200)	(20)	New fees and charges schedule
Fees and Charges Sub Total		(25)	(900)	(90)	
TOTAL (IF ALL OF THE ABOVE ITEMS ARE AGREED)		245	6,550	656	

This page is intentionally left blank

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 01 (24/25)

Portfolio / Chief Officer: Richard Morris

Service: Planning

Activity: Increased Planning Applications

No. of Staff: 40.76

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.) £000
Fee income - increase in demand expected following adoption of the Local Plan (from 26/27)	94300 DVDEVCT 3009	0	(50) from 2026/27 then ongoing
Fee income - further increase in demand expected following adoption of the Local Plan (from 29/30)	94300 DVDEVCT 3009	0	(50) from 2029/30 then ongoing
Fast track LDC applications		(5)	ongoing

Box 1. Reasons for and explanation of proposed change in service

Increase in fee income following adoption of the Local Plan.

Fast track LDC applications. Introduce a £500 charge for a guaranteed decision within 30 days

Box 2. Key Stakeholders Affected:

Planning applicants

SERVICE CHANGE IMPACT ASSESSMENT

**Box 3. Likely impacts and implications of the change in service
(include Risk Analysis)**

Minimal impact upon service delivery as SCIA is proposed to reflect actual change in income/ work

Risk to Service Objectives (High / Medium / Low)

Low

Cost Centre 2023/24 Budget (£'000)

Operational Cost	1,073
Income	(1,028)
Net Cost	45

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	
Income	(899)
Net Cost	

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 04 (24/25)

Portfolio / Chief Officer : Adrian Rowbotham

Service: Members

Activity Members Travel

No. of Staff no impact on FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduce travel budget to reflect current levels of use	FSMEMB 57400	(9)	ongoing

Box 1. Reasons for and explanation of proposed change in service

For the last few years, the travel budget has not been spent. The 22/23 spend was £6,000 against a £15,000 budget. Therefore, the proposal re-aligns the current use and budget.

Box 2. Key Stakeholders Affected:

None

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

None

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

Cost Centre 2023/24 Budget (£'000)

Operational Cost	492
Income	0
Net Cost	492

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	15
Income	0
Net Cost	15

Equality Assessment

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

Net Zero Implications

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 05 (24/25)

Portfolio / Chief Officer : Sarah Robson

Service: People & Places

Activity Health & Communities

No. of Staff 1.71 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Services	60501 CDDEVLP	(6)	ongoing

Box 1. Reasons for and explanation of proposed change in service

The team is able to reduce the budget to deliver community initiatives and community safety in the District. Instead, we will seek alternative funding routes or opportunities for other partners organisations.

Box 2. Key Stakeholders Affected:

Local communities where initiatives and projects are hosted.

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

Reduction in Number of projects/community safety initiatives delivered.

Risk to Service Objectives (High / Medium / Low)

Medium

SERVICE CHANGE IMPACT ASSESSMENT

Cost Centre 2023/24 Budget (£'000)

Operational Cost	132
Income	0
Net Cost	132

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	132
Income	0
Net Cost	132

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.

Community Impact and Outcomes

There will be a community impact as a number of projects will not be funded.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 06 (24/25)

Portfolio / Chief Officer : Sarah Robson

Service: People & Places

Activity Health & Communities

No. of Staff 0.7 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Services	67100 CDGRNT S	(5)	ongoing

Box 1. Reasons for and explanation of proposed change in service

The Health and Communities team runs an annual community grants programme. However, we are proposing to reduce the annual budget by £5,000.

The team considers it is able to support the saving as it runs other funding options through its Better Together and Community Safety Partnership grants, whilst enabling communities and partner organisations to secure funding and deliver projects as part of our community mobilisation programme.

Box 2. Key Stakeholders Affected:

Voluntary & Community organisations

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

There will be a reduction in the number of grants awarded each year.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Medium

Cost Centre 2023/24 Budget (£'000)

Operational Cost	201
Income	0
Net Cost	201

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	201
Income	0
Net Cost	201

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]

Community Impact and Outcomes

There will be a community impact as a number of projects will not be funded.

Wellbeing

Wellbeing towards the communities who would not get their projects funded.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 07 (24/25)

Portfolio / Chief Officer : Adrian Rowbotham

Service: Pest Control

Activity Full Service

No. of Staff 1 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Stop service	FAL	45	Ongoing

Box 1. Reasons for and explanation of proposed change in service

This is a loss on the Councils budget, dependent on the members decision regarding the service review.

Details are included in a report to CGAC and Cabinet.

Box 2. Key Stakeholders Affected:

Existing customers.

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

This is a non-statutory service and loss making service. We would not provide pest control services to customers and sign post them to local providers.

Risk to Service Objectives (High / Medium / Low)

Low.

SERVICE CHANGE IMPACT ASSESSMENT

Cost Centre 2023/24 Budget (£'000)

Operational Cost	41
Income	(86)
Net Cost	(45)

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	41
Income	(86)
Net Cost	(45)

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 08 (24/25)

Portfolio / Chief Officer : Adrian Rowbotham

Service: Cesspool

Activity Full Service

No. of Staff 2 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Stop service	FAJ	66	Ongoing

Box 1. Reasons for and explanation of proposed change in service

This is a loss on the Councils budget, dependent on the members decision regarding the service review.

Details are included in a report to CGAC and Cabinet.

Box 2. Key Stakeholders Affected:

Existing customers

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

This is a non-statutory service. We would not provide cesspool services to customers and sign post them to local providers. Large capital investment in a new vehicle would be avoided.

Risk to Service Objectives (High / Medium / Low)

Low.

SERVICE CHANGE IMPACT ASSESSMENT

Cost Centre 2023/24 Budget (£'000)

Operational Cost	209
Income	(275)
Net Cost	(66)

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	209
Income	(275)
Net Cost	(66)

Equality Assessment

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

Net Zero Implications

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

This will be achieved through a fleet/vehicle reduction of emissions and fuel through a reduction of a diesel HGV vehicle being used across the district.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 09 (24/25)

Portfolio / Chief Officer : Adrian Rowbotham

Service: Refuse

Activity: Supply and deliver black waste sacks.

No. of Staff 0 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
To remove the supply of black sacks to residents.	50800 DSREFSA 2127	(100)	Ongoing

Box 1. Reasons for and explanation of proposed change in service

This is a saving on not purchasing black waste sacks.
Delivery saving is on the recycling sacks SCIA.

Box 2. Key Stakeholders Affected:

All residents across the district, plus our sack's supplier.

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

Resident would need to purchase their own black sacks to present waste for curb side waste collections.

Risk to Service Objectives (High / Medium / Low)

Medium.

SERVICE CHANGE IMPACT ASSESSMENT

Cost Centre 2023/24 Budget (£'000)

Operational Cost	296
Income	(11)
Net Cost	285

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	296
Income	(0)
Net Cost	296

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 as a result of this decision.

This will be achieved through a fleet/vehicle reduction of emissions and fuel by not delivering sacks to 53,000 properties twice yearly.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 10 (24/25)

Portfolio / Chief Officer : Adrian Rowbotham

Service: Refuse

Activity: Supply and deliver recycling sacks

No. of Staff 1 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.) £000
Provide recycling 'bags for life'. This budget is for the purchase of recycling sacks. It is proposed that recycling sacks are replaced with bags for life in 2024/25. In 2025/26 there will be a saving on this budget as resident will have the bag for life.	50800 DSREFSA 2127 94300 DSREFSA 9999	0	(165) from 2025/26 Then ongoing
1 FTE for delivering sacks.	20500 FAA 8070	0	(32) from 2025/26 Then ongoing

Box 1. Reasons for and explanation of proposed change in service

This is a £176,000 saving on not purchasing and delivery sacks recycling sacks and a £11,000 loss of income on the sales of sacks.

Additional saving to agency staff (1FTE) is currently employed to deliver sacks.

Box 2. Key Stakeholders Affected:

All residents across the district, plus the sack supplier.

SERVICE CHANGE IMPACT ASSESSMENT

**Box 3. Likely impacts and implications of the change in service
(include Risk Analysis)**

Residents would need to get used to using a different bag for their recycling waste.

Risk to Service Objectives (High / Medium / Low)

Medium.

Cost Centre 2023/24 Budget (£'000)

Operational Cost	296
Income	(11)
Net Cost	285

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	296
Income	(11)
Net Cost	285

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 as a result of this decision.

This will be achieved through a fleet/vehicle reduction of emissions and fuel by not delivering sacks to 53,000 properties twice yearly.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 12 (24/25)

Portfolio / Chief Officer : Richard Morris

Service: Environmental Health

Activity: Air Quality Monitoring Stations

No. of Staff 0 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Closure of the Bat & Ball and Greatness Air Quality Stations	EHSERVE	(32)	Ongoing

Box 1. Reasons for and explanation of proposed change in service

'The Future of Air Quality Monitoring within Sevenoaks District' report was presented to the Cleaner and Greener Advisory Committee on 10/10/23 and Cabinet on 12/10/23.

Cabinet resolved that:

- a) a partner to take over the management and operating costs of the Air Quality Stations (Bat & Ball and/or Greatness Park) from 1st April 2024, be sought by the Environmental Health Team;
- b) if a suitable partner cannot be identified as above; that on the 1st April 2024 the Air Quality Monitoring Stations at Bat & Ball and Greatness Park are closed and decommissioned, be agreed.
- c) in replacement of the two existing Air Quality Stations; the District Council seek to develop a network of portable Air Quality Analysers to be sited strategically in areas of poorest air quality. The scale and extent of this network, be subject to technical constraints and available funding from within existing Environmental Health budgets and/ or additional grant funding (or similar) if and when available, be agreed.

Box 2. Key Stakeholders Affected:

Sevenoaks Residents

Developers in the relevant areas

SERVICE CHANGE IMPACT ASSESSMENT

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

See previous report.

Risk to Service Objectives (High / Medium / Low)

Low risk- The data at these stations has been compliant with national objective levels for several years and there is considered to be no/ minimal risk to Environmental Health Service objectives.

Cost Centre 2023/24 Budget (£'000)

Operational Cost	801
Income	(30)
Net Cost	771

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	32
Income	0
Net Cost	32

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 13 (24/25)

Portfolio / Chief Officer : Jim Carrington-West

Service: Customer Solutions

Activity

No. of Staff 23.24 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduction in opening hours from 8am to 6pm, Monday to Friday to 8.45am to 5pm, Monday to Thursday and 8.45am to 4.45pm on Fridays.	20500 XCAA 8010	(30)	Ongoing

Box 1. Reasons for and explanation of proposed change in service

- From September 2021, Members took the decision to extend Customer Solutions opening hours on the telephone from 8.45am to 5pm to 7am to 7pm. This was to provide greater access for customers, by providing a wider period for customers to speak to the Council.
- Following a trial period, in January 2022 the opening hours were reduced to 8am to 6pm, as there was little contact either side of these times.
- Data has been monitored monthly since January 2022 and contact remains low between 8am to 9am and 5pm to 6pm (on average 3% of all telephone contact).
- It is proposed to return to the original opening hours (8.45am to 5pm) with a reduction of 1 FTE.

Box 2. Key Stakeholders Affected:

- Internal – Customer Solutions team (change to working pattern).
- External – All callers to SDC (reduction in opening times. However, this is mitigated by the very low contact numbers and availability of online services for many common enquiries enabling self-service).

SERVICE CHANGE IMPACT ASSESSMENT

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

- It is anticipated this will have little impact on service delivery. Customer Solutions will still be open Monday to Friday during usual opening times. The customer demand for the extended period has proven to be low. Many common enquiries are now available online for customers to self-serve outside of our normal opening times.
- There will no impact to Customer Solutions staff in terms of working hours or terms and conditions. The shift rota will be amended accordingly to provide all staff shifts over the previous time period, which provides greater resilience when then phone lines are busiest.

Risk to Service Objectives (High / Medium / Low)

Low

Cost Centre 2023/24 Budget (£'000)

Operational Cost	900
Income	-
Net Cost	900

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	892
Income	-
Net Cost	892

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

SERVICE CHANGE IMPACT ASSESSMENT

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 14 (24/25)

Portfolio / Chief Officer : Detlev Munster

Service: Commercial Property

Activity Income

No. of Staff 0 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Increase in income budgets due to new Commercial Property fees and charges schedule	Various	(20)	(20)

Box 1. Reasons for and explanation of proposed change in service

A proposed new fees and charges schedule has been created to set out new prices for services offered in Commercial Property.

Box 2. Key Stakeholders Affected:

None.

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

None.

Risk to Service Objectives (High / Medium / Low)

Low.

SERVICE CHANGE IMPACT ASSESSMENT

Cost Centre 2023/24 Budget (£'000)

Operational Cost	680
Income	(196)
Net Cost	484

Service Budget 2023/24 (£'000) (relating to the area affected by this SCIA)

Operational Cost	0
Income	(196)
Net Cost	(196)

Key Implications

Financial

All Financial implications have been covered within the sections above.

Equality Assessment

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

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA G1 (24/25)

Housing and Health, Sarah Robson:

People and Places

Housing Accommodation, Advice and Homeless Prevention

No. of Staff 5.3 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Homelessness		150	One-off (and then reviewed)

Box 1. Reasons for and explanation of proposed change in service

Since the introduction of the Homelessness Reduction Act, all councils (nationally) have seen an increase in the number of households presenting as homeless or threatened with homelessness. As a result, this Council has seen an increase in the use and cost of temporary and emergency accommodation.

The length of time customers stay in temporary accommodation is often longer due to lack of suitable and affordable move-on accommodation in the district, both private rented and social housing.

The cost of living has placed further pressures on the homelessness service, alongside new asylum schemes (Homes for Ukraine, Afghan etc.) and increased domestic abuse placements as a result of the introduction of the Domestic Abuse Act. Changes to the private rented sector has also resulted in private landlords leaving the sector.

Over the past 3 years, the Council’s Housing team has worked hard to minimise the use of temporary and emergency accommodation, which has seen numbers placed into interim accommodation decrease. This has been achieved through introducing more robust processes, a new landlord incentives scheme, support with rent deposit and rent in advance and the success of Quercus Housing, the Council’s affordable housing company, which has delivered 41 new affordable homes in the Sevenoaks District. The Council has also sought partnerships with local partners, including West Kent Housing Association and the charity HfT, which has brought forward supported accommodation units at Vine Court Road and Orchard Close, alongside accommodation for single mums and women at Stay Green House.

SERVICE CHANGE IMPACT ASSESSMENT

Box 2. Key Stakeholders Affected:

Homeless households.

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

The cost of expensive temporary accommodation, including nightly paid accommodation places a budget growth pressure on the Council.

The Council currently receives Government funding to support homelessness via the Homelessness Prevention Grant. The funding is used to support homelessness prevention staffing costs, but is also used to support part of the nightly paid temporary accommodation costs for homeless households.

The council has a statutory duty to assess the housing needs of households who present as homeless. As demand for homeless services continues, without additional growth funding, the Housing team would be unable to meet its statutory duties under the Homelessness Prevention Act's prevention and relief duties, which includes the provision of interim accommodation.

Risk to Service Objectives (High / Medium / Low)

Medium

Cost Centre 2023/24 Budget (£'000)

Operational Cost	831
Income	(139)
Net Cost	692

Service Budget 2023/24 (relating to the area affected by this SCIA)

Operational Cost	539
Income	-

SERVICE CHANGE IMPACT ASSESSMENT

Net Cost	539
----------	-----

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]

Further Growth and Savings Suggestions made by the Advisory Committees

Development and Conservation Advisory Committee

None

Finance and Investment Advisory Committee

Savings

Increasing the maximum council tax which could be charged on an unoccupied property.

Housing and Health Advisory Committee

None

Cleaner and Greener Advisory Committee

None

People and Places Advisory Committee

Meeting 30/11/23

Improvement and Innovation Advisory Committee

Meeting 05/12/23

This page is intentionally left blank

Financial Strategy



INTRODUCTION

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

With the cost of living crisis and events around the world, it remains important to have clear plans in place that may require difficult but necessary savings proposals.

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

-  Environment
-  Economy
-  Housing
-  Communities
-  Wellbeing

OUR FINANCES

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

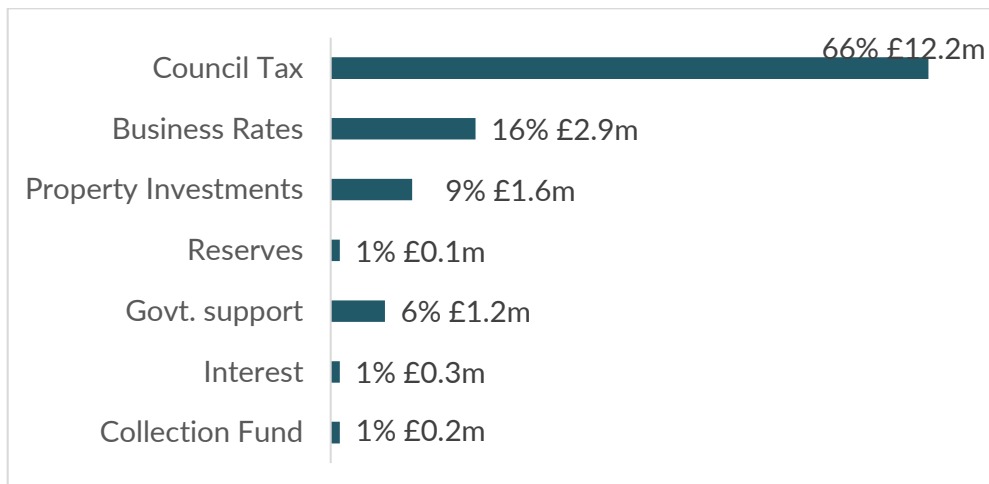
What's important to us:

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

To be successful, we must:

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

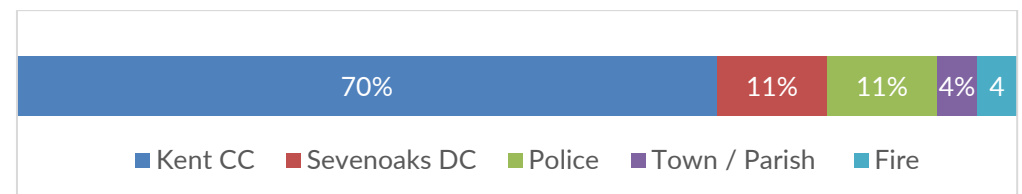
WHERE OUR MONEY COMES FROM (also income from services is £12.6m)



COUNCIL TAX



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




Sevenoaks District Council's part of the charge at Band D is £236.70, 11% of the total. Council Tax contributes about £12.2million to District Council services.



WHERE OUR MONEY IS SPENT

In 2023/24 the Council will spend about £18.5million on services for local people

	Cleaner & Greener £5.8m
	Development & Conservation £1.0m
	Housing & Health £1.4m
	People & Places £0.8m

	Finance & Investment £3.3m
	Improvement & Innovation £6.4m
	Other £-0.2m

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

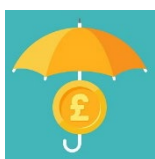
Financial self-sufficiency



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

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

Savings & reserves



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

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

Income & investments



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

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

Delivering our Financial Strategy

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

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

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



Outcomes and success measures

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

Item 6 – Infrastructure Funding Statement (IFS) Priorities

The attached report was considered by the Development & Conservation Advisory Committee on 12 December 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

INFRASTRUCTURE FUNDING STATEMENT – PRIORITIES

Cabinet – 14th December 2023

Report of: Deputy Chief Executive, Chief Officer Planning & Regulatory Services

Status: For recommendation to Cabinet

Also considered by: Development and Conservation Advisory Committee – 12 December 2023

Key Decision: Yes

Executive Summary:

The Community Infrastructure Levy Regulations 2010 (as amended) require local authorities to produce an annual Infrastructure Funding Statement (IFS), containing income and expenditure information for CIL and Section 106 contributions. The IFS should also highlight infrastructure projects or types of infrastructure that the Council intends to be funded by CIL or planning obligations over the coming year.

This report focuses on the infrastructure priorities to be contained in the new IFS, which needs to be published by 31st December 2023. These priorities do not bind local authorities, but they do provide transparency for developers and the community on our spending intentions.

To assist members, this report details last year’s infrastructure priorities and explains how recent developer contributions have been spent. It then considers the evidence to support infrastructure or projects for prioritisation over the coming year and concludes by making recommendations on our funding priorities.

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

Portfolio Holder: Cllr. Simon Reay

Contact Officer(s): Carlyn Kan ex 7264, Emma Henshall ex 7358

Recommendation to Development and Conservation Advisory Committee:

That the recommendations to Cabinet are supported.

Recommendation to Cabinet:

- (a) That the criteria for prioritising infrastructure projects as set out in paragraph 6 should remain.
- (b) That the specific projects and types of infrastructure recommended in paragraphs 21-33 of this report are identified in the IFS as having a priority for full or partial funding.

Reason for recommendation:

To endorse the spending priorities for Section 106 contributions and the Community Infrastructure Levy receipts for the coming year.

Introduction and Background

- 1 Members will be aware that the Council has been a Community Infrastructure Levy (CIL) charging authority since 4th August 2014. From this date until beginning of November 2023, the Council has collected just over £15 million in CIL contributions.
- 2 The Government's updated CIL Regulations came into effect on 1st September 2019 and included a requirement for local authorities to report on their CIL and Section 106 income and expenditure by producing an Infrastructure Funding Statement (IFS). This document is also expected to state the types of infrastructure or projects the authority intends to prioritise and fund wholly or partially through CIL or planning obligations.
- 3 All local authorities are required to prepare an IFS, for publication on or before 31st December of each year.
- 4 This report follows on from last year's IFS and considers whether any changes need to be made to the Council's priorities for infrastructure spending in its new IFS.

Discussion

- 5 The following considerations are relevant in considering the Council's priorities for allocating CIL and Section 106 monies:
 - Existing priorities and the projects and types of infrastructure that were put forward last year;
 - Recent CIL spend and receipt of Section 106 contributions;
 - Any changes in circumstances and new evidence that has come forward through the Local Plan and the Infrastructure Delivery Plan (IDP). This will enable officers to consider how this will impact on what infrastructure should be prioritised; and

- In light of all the evidence, the report will identify what the priorities and projects for spending should be.

Priorities for allocating CIL and Section 106 monies already in place:

- 6 In December 2022, the Council’s Development and Conservation Advisory Committee agreed that infrastructure projects should be prioritised for funding if they meet the following criteria:
- The project should fall within the infrastructure types/projects identified in the IFS report.
 - The project has been identified in the IDP. (This ensures that the infrastructure prioritised supports the Local Plan).
 - The project supports and is clearly related to proposed site allocations or new development in the District. There is a strong link between development and the proposed project.
 - There is a strong social, environmental or economic justification for the proposed project.
 - The project has not previously received CIL funding.
 - The project has support from infrastructure providers.
 - There is an existing need for the project, or it will be expected to be delivered within the next 5 years.
 - That it is identified as having a critical or high need, where the project has to be delivered to support new development.
 - There are no significant issues with funding or landownership.
 - Where there is a clear plan as to how the project would be funded.
- 7 A copy of the report to the December 2022 Development and Conservation Advisory Committee, which was subsequently agreed by Cabinet, is attached at Appendix A. In addition to the provisions of paragraph 6, the following types of infrastructure and projects were agreed as priorities in last year’s IFS:

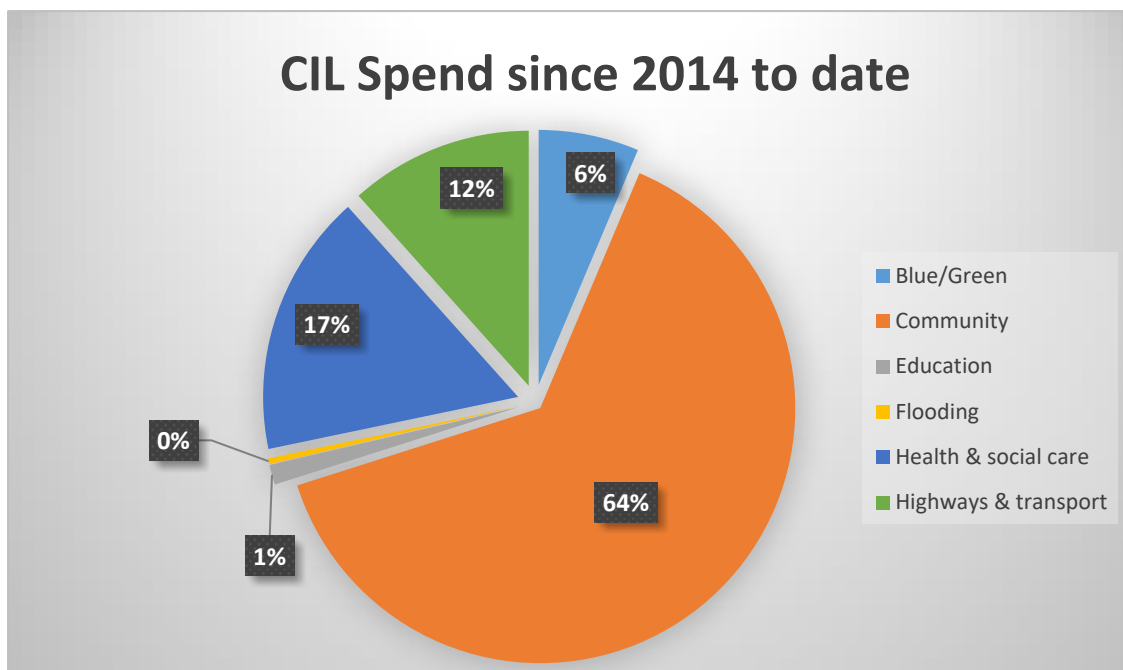
	Infrastructure Type	Projects
1	Flooding	Upper Darent Flood alleviation scheme
2	Highways and Transport	<ul style="list-style-type: none"> • Swanley transport improvement measures; • Junction 3 M25 Swanley – improvements required to address increased capacity and accessibility for pedestrians; • Improvements to bus services in and around Swanley; • Junction improvements at Bat & Ball; • Edenbridge junction improvements; and • Edenbridge – sustainable transport improvements.
3	Utilities	<ul style="list-style-type: none"> • Badgers Mount water supply upgrades; and • Swanley supply water upgrades.

Agenda Item 6

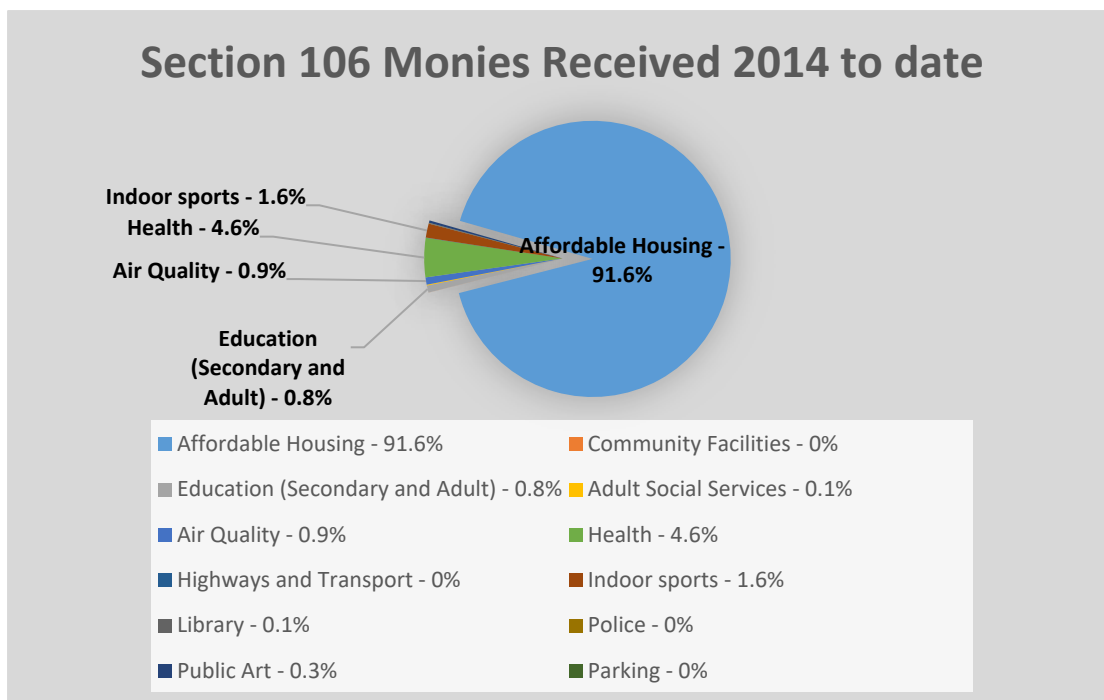
	Infrastructure Type	Projects
4	Health and Social Care	<ul style="list-style-type: none"> • Northern Sevenoaks Health; • Swanley; • Hextable; • Farningham; • New Ash Green; • Hartley; • Fawkham; • South Darenth; • Expansion of GP Practices in Sevenoaks Urban Area; and; • To increase the capacity of Otford Health Services (related to Fort Halstead).
5	Affordable Housing	The income will be spent in accordance with the appropriate legal agreements and portfolio holder discussions.
6	Corporate Priorities	Projects contributing towards the Council's corporate objectives particularly those supporting the Council's Net Zero ambitions and its mental health and wellbeing agenda.
7	Education	No specific projects are identified in the IDP for the next 5 years, the need for education facilities will be on going over the plan period and subject to change as new development comes forward.
8	Broadband	Infrastructure proposals that seek to improve existing rural broadband services or propose new broadband infrastructure in rural areas.

What have we funded so far?

- 8 The following chart shows how CIL funding has been allocated since the introduction of the Council's Charging Schedule in 2014. Further detail can be found at **Appendix E**.



- 9 The majority of funding has been spent on Community Facilities (64%), including village halls and playgrounds. The second largest allocation is for Health and Social Care (17%), where CIL has been awarded to a health centre in Edenbridge and a health pod in Otford. Thirdly, Highways and Transport has received 12% of funding, including proposals to improve train stations and footpaths.
- 10 All projects have been funded in accordance with the provisions of the Council’s Constitution regarding CIL Governance (Appendix X1 of the Constitution).
- 11 The following chart shows how funding through Section 106 agreements has been allocated since 2014.



Evidence in the Local Plan and Infrastructure Delivery Plan

Local Plan

- 12 Members will be aware of the Council’s Regulation 18 version of the emerging Local Plan, which was consulted on between 16 November 2022 to 11 January 2023. This focused on the potential to make best and most efficient use of land in existing settlements.
- 13 The Council is currently undertaking a second Regulation 18 version of the emerging Local Plan which will run until 11th January 2024. This continues to focus on development opportunities in built up areas, but also considers Green Belt land in exceptional circumstances.
- 14 The Plan sets out three development scenarios or growth options. All of the options include, as a baseline, the sites which were found to be suitable through the Strategic Housing and Employment Land Availability Assessment process, including sites within settlements and on the edge of higher-tier settlements, in the Green Belt.

	Baseline	Option 1 ‘Multiple sites’	Option 2 ‘Settlement’	Option 3 ‘Combined’
Suitable sites – within existing settlements / edge of higher-	✓	✓	✓	✓

	Baseline	Option 1 'Multiple sites'	Option 2 'Settlement'	Option 3 'Combined'
tier settlements, in the Green Belt				
AONB and Green Belt sites on the edge of higher-tier settlements		✓		✓
Standalone settlement in AONB and Green Belt (Pedham Place)			✓	✓
Approximate total	8,500	9,500	11,000	12,000
Summary	Does not meet need	Approx. Meets need	Meets need	Exceeds need

- 15 The Plan contains policies on infrastructure provision to reflect the latest evidence and to ensure that any growth is supported by appropriate and timely infrastructure.

Infrastructure Delivery Plan (IDP)

- 16 The most recent IDP can be found at Appendix B of this report. An IDP Statement was completed in 2022 to support the first Regulation 18 version of the emerging Local Plan. Infrastructure providers comments were sought on any planned works, identified need and pinch points for Sevenoaks District.
- 17 Engagement with infrastructure providers has continued in preparation for the second Regulation 18 version of the emerging Local Plan. Their comments were sought on infrastructure needs resulting from the three growth scenarios proposed.
- 18 The IDP is a live document and will continue to develop in conjunction with the emerging Local Plan, as sites are identified and more site specific information becomes available. The final version of the IDP will contain a schedule of infrastructure provision, with costs, time horizons, standards of provision and capital programme information. Members will be kept updated on the development of this important document.

Agenda Item 6

Key Sites

- 19 Infrastructure requirements for major development sites coming forward for development in the District will be included in the latest version of the IFS.

Priorities for spending this year

- 20 Notwithstanding the progress on the emerging Local Plan and its associated evidence, there have been no significant alterations to the IDP, but some refinements are proposed based on engagement with infrastructure providers. The spending priorities for the coming year are proposed to remain largely unchanged. The criteria set out in paragraph 6 of this report continue to be relevant and recommended for approval.

Flooding

- 21 As the Upper Darent Flood alleviation scheme has not been implemented and the CIL money returned to us, it is recommended that this continues to be a priority.

Highways and Transport

- 22 A number of projects are identified as a high priority and no evidence has been submitted to demonstrate any change to their need. It is recommended that the priorities remain as:
- Swanley transport improvement measures;
 - Junction 3 M25 Swanley – improvements required to address increased capacity and accessibility for pedestrians;
 - Improvements to bus services in and around Swanley;
 - Junction improvements at Bat & Ball;
 - Edenbridge junction improvements; and
 - Edenbridge – sustainable transport improvements.

- 23 The IDP Statement 2022 includes a summary of Kent County Council Highways response which states the Four Elms planning application modelled the junction of Four Elms Road / Station Road and found that improvements were not necessary. However, it is further noted that additional development in Edenbridge may have a severe impact and the junction would need to be remodelled. Edenbridge is identified as a growth location in the Regulation 18 version of the emerging Local Plan. It is anticipated new development will increase demand of the junction, so it is proposed the Edenbridge junction improvements proposal remains as a priority.

Utilities

- 24 The following projects should continue to be included as funding priorities, unless evidence is submitted to the contrary:
- Badgers Mount water supply upgrades; and

- Swanley supply water upgrades.
- 25 Edenbridge is identified as a location requiring increased clean water capacity across all three growth scenarios. The plan's growth creates additional demand on the existing infrastructure and will need the provision of new water mains and connections. Specific details on infrastructure improvements will arise as the emerging Local Plan progresses. It is proposed clean water capacity in Edenbridge is included as funding priority in the forthcoming IFS.

Health and Social Care

- 26 The NHS Kent and Medway Integrated Care Boards responded to information requests for the IDP Statement 2022 and IDP Statement 2023 and identified the following priorities:
- Edenbridge Memorial Health Centre
 - Sevenoaks Urban Area: Additional GP capacity
 - Swanley: Additional GP capacity and other community-based healthcare services
 - Potential requirement for additional GP capacity in Westerham, West Kingsdown and New Ash Green / Hartley, however these need to be assessed further.
- 27 The increased capacity of Otford Health Services has been identified as a high priority. A bid to extend the Kemsing branch received partial funding at the March 2021 CIL Spending Board. However, as development at Fort Halstead will continue to have an impact on Otford Health Services, this should remain a priority.
- 28 The Edenbridge Memorial Health Centre has also been identified as a high priority in the IDP and engagement with the NHS Kent and Medway Integrated Care Boards on the proposed growth over the emerging new Local Plan. The medical centre has received CIL funding twice through the CIL Spending Board. It is considered that this is not identified as a future funding priority in the IFS. However, it is noted that the exclusion of a project in the IFS does not preclude organisations from submitting future funding bids to the CIL Spending Board.

Affordable Housing

- 29 Affordable housing continues to be an acute need across the District. The priority is for developers to provide affordable units on site. When financial contributions are received, their use will reflect our current planning policies and Supplementary Planning Documents. The income will be spent in accordance with the appropriate legal agreements and portfolio holder discussions.

Agenda Item 6

Corporate Priorities

- 30 It is proposed that projects which would contribute towards the Council's corporate objectives should remain a priority, particularly projects that support and facilitate the Council's commitment to tackling climate change and its health and wellbeing agenda.

Education

- 31 Kent County Council has identified the following needs arising from the three growth scenarios for the emerging Local Plan:
- Sevenoaks Urban Area: requirement for a new 3FE primary school
 - Pedham Place or Edenbridge are identified as preferred locations for the requirement for 2 new 5FE secondary schools
 - In/around Edenbridge: Requirement for the expansion of existing primary schools
 - West Kingsdown: Requirement for the expansion of the existing primary school
- 32 The need for education facilities will be on going over the plan period and subject to change as new development comes forward. It is therefore proposed to include the above needs as a funding priority in the forthcoming IFS.

Broadband

- 33 Infrastructure proposals that seek to improve existing rural broadband services or propose new broadband infrastructure in rural areas will continue to be considered as a priority.

Community Facilities

- 34 The community infrastructure projects identified in our current IDP do not fall within the priority timescales. Most projects are proposed over a period of 16-20 years and have been given a medium to low priority. The requests for information to infrastructure providers for the IDP Statement 2022 and IDP Statement 2023 have not identified any community projects. It is therefore proposed that the provision of developer contributions towards community facilities is not an identified priority in this year's IFS.

Other options Considered and/or rejected

- 35 The provisions of this report are based on the latest available evidence and discussions with officers and members across the Council.
- 36 The Committee could determine that the priorities or projects put forward are not acceptable. This could result in an incomplete IFS being produced by the Council. The Committee could also recommend other priorities that they consider more appropriate.

Key Implications

Financial

There are no financial implications regarding this report.

Legal Implications and Risk Assessment Statement

There are no legal implications regarding this report.

Equality Assessment

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

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.

Conclusions

It is requested that the Committee agree to the following:

1. That the criteria for prioritising infrastructure projects for funding in the Infrastructure Funding Statement should remain.
2. That the specific projects and types of infrastructure recommended in paragraphs 21-33 of this report are identified in the IFS as having a priority for full or partial funding.

Agenda Item 6

Appendices

Appendix A – Last year's IFS Report to DCAC December 2022 and Cabinet December 2022

Appendix B – Infrastructure Delivery Plan March 2019

Appendix C – Infrastructure Delivery Plan Statement 2022 Statement

Appendix D – Infrastructure Delivery Plan November 2023 Statement

Appendix E – Full details of CIL expenditure and Section 106 monies received

Background Papers

[Governance of Community Infrastructure Levy](#) - (Appendix X1) of the Council's Constitution.

Sevenoaks District Council's Supplementary Planning Document; Affordable Housing.

Richard Morris

Deputy Chief Executive, Chief Officer - Planning & Regulatory Services

INFRASTRUCTURE FUNDING STATEMENT - PRIORITIES

Development and Conservation Advisory Committee - 1st December 2022

Report of: Deputy Chief Executive, Chief Officer Planning & Regulatory Services

Status: For recommendation to Cabinet

Also considered by:

- Cabinet - 8th December 2022

Key Decision: Yes

Executive Summary:

The Community Infrastructure Levy Regulations 2010 (as amended) require local authorities to produce an annual Infrastructure Funding Statement (IFS), containing income and expenditure information for CIL and Section 106 contributions. The IFS should also highlight infrastructure projects or types of infrastructure that the Council intends to be funded by CIL over coming year.

This report focuses on the infrastructure priorities to be contained in the new IFS, which needs to be published by 31st December 2022. These priorities do not bind local authorities, but they do provide transparency for developers and the community as to what our intentions are.

To assist members, this report details last year's infrastructure priorities and explains how recent developer contributions have been spent. It then considers the evidence to support infrastructure or projects for prioritisation over the coming year and concludes by making recommendations on our funding priorities.

This reports support the Key Aim of: Ensuring that Sevenoaks District remains a great place to live, work and visit and that development is supported by the most appropriate infrastructure.

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: James Gleave ex 7326, Carlyn Kan ex 7264, Emma Henshall 7358

Recommendation to Development and Conservation Advisory Committee:

That the recommendations to Cabinet are supported.

Recommendation to Cabinet:

To agree the following:

1. The criteria for prioritising infrastructure projects as set out in paragraph 6 should remain.
2. That the specific projects and types of Infrastructure recommended in paragraphs 25-34 of this report are identified in the IFS as having a priority for full or partial funding.

Reason for recommendation:

To endorse the spending priorities for Section 106 contributions and the Community Infrastructure Levy receipts for the coming year.

Introduction and Background

- 1 Members will be aware that the Council has been a Community Infrastructure Levy (CIL) charging authority since 4th August 2014. From this date until middle of September 2022, the Council has collected just over £13 million in CIL contributions.
- 2 The Government's updated CIL Regulations came into effect on 1st September 2019 and included a requirement for local authorities to report on their CIL and Section 106 income and expenditure by producing an Infrastructure Funding Statement (IFS). This document is also expected to state the types of infrastructure or projects the authority intends to prioritise and fund wholly or partially through CIL.
- 3 All local authorities are required to prepare an IFS, for publication on or before 31st December of each year.
- 4 This report follows on from last year's IFS and considers whether any changes need to be made to the Council's priorities for infrastructure spending in its new IFS.

Discussion

- 5 The following considerations are relevant in considering the Council's priorities for allocating CIL and Section 106 monies:
 - Existing priorities and the projects and type of infrastructure that were put forward last year;
 - Recent CIL and Section 106 spend;
 - Any changes in circumstances and new evidence that has come forward in the Local Plan and the Infrastructure Delivery Plan (IDP). This will enable officers to consider how this will impact on what infrastructure should be prioritised; and

- In light of all the evidence, the report will identify what the priorities and projects for spending should be.

Priorities for allocating CIL and Section 106 monies already in place:

- 6 The Council's Development and Conservation Advisory Committee agreed the following criteria for infrastructure funding in October 2021:
- The projects should fall within the infrastructure types/projects identified in the IFS report.
 - The projects have been identified in the IDP. (This ensures that the infrastructure prioritised supports the Local Plan).
 - The project supports and is clearly related to proposed site allocations or new development in the District. There is a strong link between development and the proposed project.
 - There is a strong social, environmental or economic justification for the proposed project.
 - Projects have not previously received CIL funding.
 - The project has support from infrastructure providers.
 - There is an existing need for the project or it will be expected to be delivered within the next 5 years.
 - That it is identified as having a critical or high need, where the project has to be delivered to support new development.
 - There are no significant issues with funding or landownership.
 - Where there is a clear plan as to how the project would be funded.
- 7 A copy of the report to the October 2021 Development and Conservation Advisory Committee is attached at Appendix A. In addition to the provisions of paragraph 6, the following types of infrastructure and projects were agreed as priorities in last year's IFS:

Flooding

- 8 It was proposed that the Upper Darent flood alleviation scheme should be included as a priority in this year's IFS.

Highways and Transport

- 9 The following highways or transport projects were identified and remain a priority:
- Swanley Transport Improvement Measures;
 - Junction 3 M25 Swanley - improvements required to address increased capacity and accessibility for pedestrians;
 - Improvements to bus services in and around Swanley;
 - Junction improvements at Bat & Ball;
 - Edenbridge Junction improvements; and
 - Edenbridge - sustainable transport improvements.

Agenda Item 6

Utilities

10 The following projects were identified as priorities for funding:

- Badgers Mount water supply upgrades; and
- Swanley supply water upgrades.

Health and Social Care

11 The following areas were identified as particular priorities for additional capacity in healthcare services and will be kept under review:

- Northern Sevenoaks Health;
- Swanley;
- Hextable;
- Farningham;
- New Ash Green;
- Hartley;
- Fawkham;
- South Darent;
- Expansion of GP Practices in Sevenoaks town;
- To increase the capacity of Otford Health Services (related to Fort Halstead); and
- Edenbridge Medical Hub

Affordable Housing

12 Meeting the need for affordable homes across the District was identified as a continued priority, in accordance with up to date evidence and policy.

Other Corporate Priorities

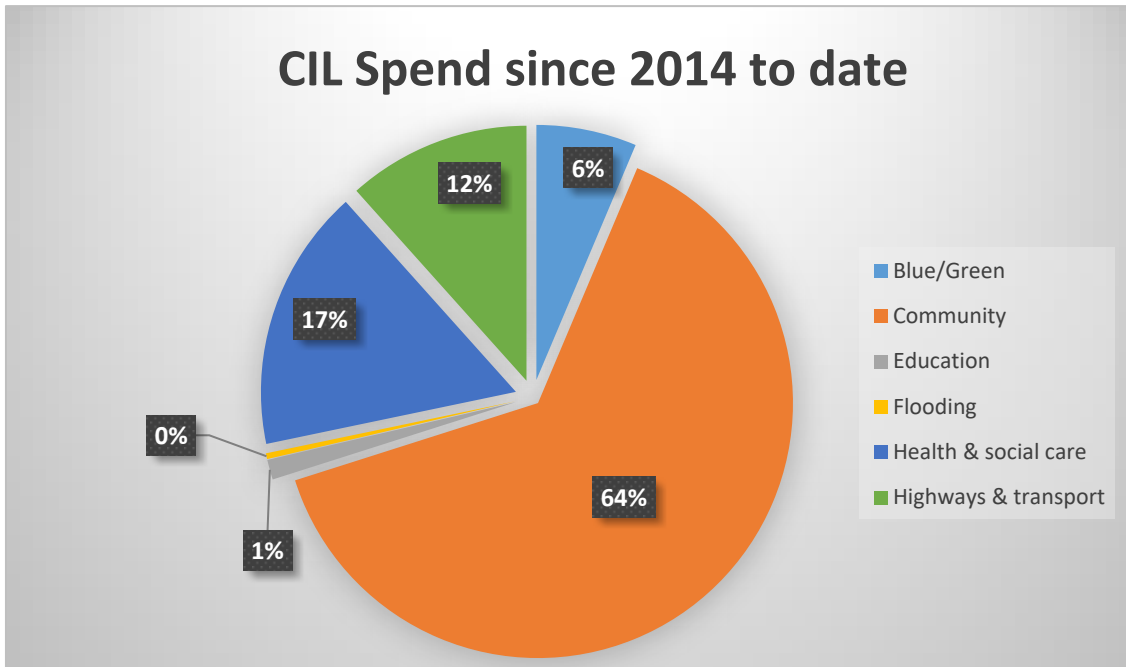
13 It was proposed that projects that contribute towards meeting the Council's corporate priorities should remain a funding priority, particularly those that support Net Zero ambitions and mental health and wellbeing ambitions.

Broadband

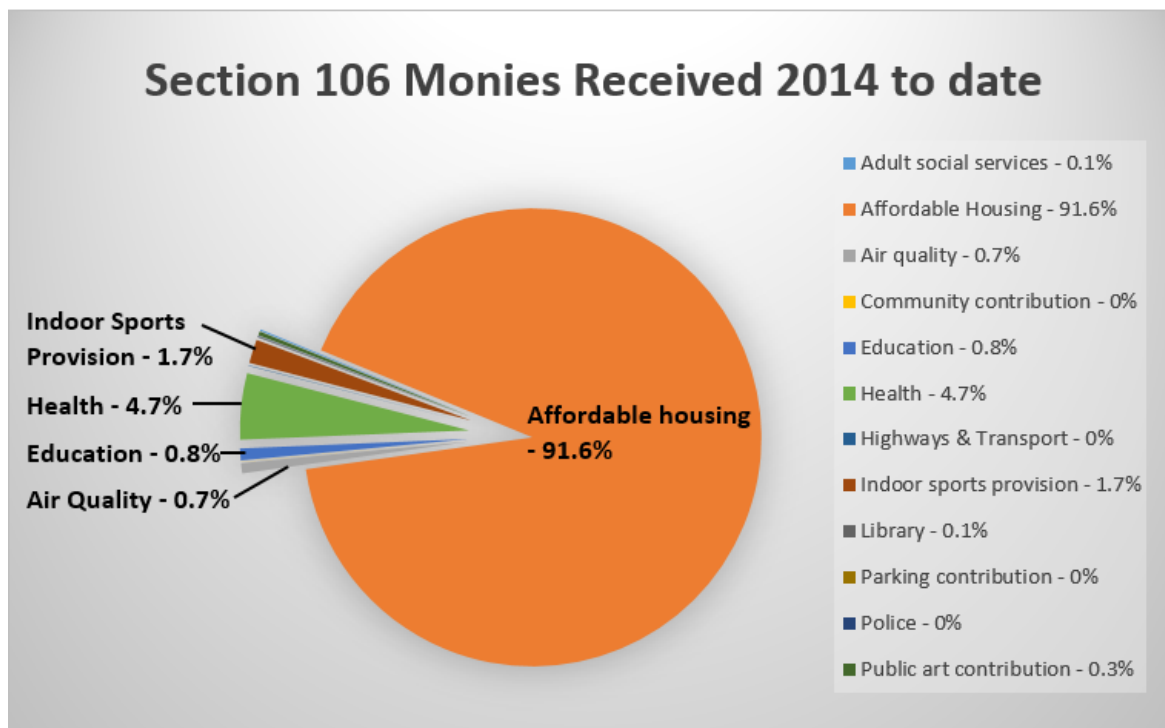
14 Any infrastructure proposals that seek to improve existing rural broadband services or propose new broadband infrastructure in rural areas will continue to be considered as a priority.

What have we funded so far?

15 The following chart shows how CIL funding has been allocated since the introduction of the Council's Charging Schedule in 2014. Further detail can be found at **Appendix C**.



- 16 The largest amount of spend has been on Community Facilities (64%), which has included village halls, public toilets and play areas. The next largest amount falls under Health and Social Care (17%), where money has been awarded to a medical centre/hub and a health pod. Highways and transport have received 12% of funding, where money has been awarded to projects including train stations and footpath improvements. All of these projects have been funded in accordance with the provisions of the Council’s Constitution regarding CIL Governance (Appendix X1 of the Constitution).
- 17 The following chart shows how funding through Section 106 agreements has been allocated since 2014.



- 18 In light of this information, members are asked to consider the projects and types of Infrastructure that should be prioritised. A particular issue for consideration is whether the Council continues to follow previous patterns of CIL and Section 106 spending.

Evidence in the Local Plan and Infrastructure Delivery Plan

Local Plan

- 19 Members will be aware of the Council's emerging Regulation 18 draft Local Plan, which focuses on the potential to make best and most efficient use of land in existing settlements. This document will contain policies on infrastructure provision to reflect the latest evidence.

Infrastructure Delivery Plan (IDP)

- 20 The most recent IDP can be found at Appendix B of this report. As part of updating our evidence base for the Regulation 18 document, consideration will be given to the preparation of a joint IDP with Tonbridge and Malling Borough Council. In the meantime, infrastructure providers have been requested to provide an update on any planned works, identified need and pinch points for Sevenoaks District.
- 21 The IDP is a live document and will continue to develop in conjunction with the emerging Local Plan, as sites are identified and more site specific information becomes available. The final version of the IDP will contain a schedule of infrastructure provision, with costs, time horizons, standards of provision and capital programme information. Members will be kept updated on the development of this important document.

Key Sites

- 22 Infrastructure requirements for major development sites coming forward for development in the District will be included in the latest version of the IFS.

Priorities for spending this year

- 23 Notwithstanding the progress on the emerging Local Plan and its associated evidence, there have been no significant alterations to the IDP and the spending priorities for the coming year are proposed to remain largely unchanged. The criteria set out in paragraph 6 of this report continue to be relevant and recommended for approval.

Community Facilities

- 24 The community infrastructure projects identified in our current IDP do not fall within the priority timescales. Most are proposed over a period of 16-20 years and have been given a medium to low priority. It is therefore proposed that the provision of CIL towards community facilities is not an identified priority in this year's IFS.

Flooding

- 25 As the Upper Darent Flood alleviation scheme has not been implemented and the CIL money returned to us, it is recommended that this continues to be a priority.

Highways and Transport

- 26 A number of projects are identified as a high priority and it is recommended that these remain as:
- Swanley transport improvement measures;
 - Junction 3 M25 Swanley - improvements required to address increased capacity and accessibility for pedestrians;
 - Improvements to bus services in and around Swanley;
 - Junction improvements at Bat & Ball;
 - Edenbridge junction improvements; and
 - Edenbridge - sustainable transport improvements.

Utilities

- 27 The following projects should continue to be included as funding priorities, unless evidence is submitted to the contrary:
- Badgers Mount water supply upgrades; and
 - Swanley supply water upgrades.

Health and Social Care

- 28 As previously stated, the increase in the capacity of Otford Health Services has been identified as a high priority. A bid to extend the Kemsing branch received partial funding at the March 2021 CIL Spending Board. However, as development at Fort Halstead will continue to have an impact on Otford Health Services, this should remain a priority.
- 29 In the light of this and the information in the IDP, the additional capacity required for health services in the following areas should be identified as a priority:
- Northern Sevenoaks Health;
 - Swanley;
 - Hextable;
 - Farningham;
 - New Ash Green;
 - Hartley;
 - Fawkham;
 - South Darent;
 - Expansion of GP Practices in Sevenoaks Urban Area; and
 - To increase the capacity of Otford Health Services (related to Fort Halstead).

Agenda Item 6

- 30 Notwithstanding the identified needs in these areas, the relevant healthcare organisations will still need to apply for funding. Inclusion in the IFS does not guarantee that schemes will be fully or partly funded, but will be given weight by the Spending Board. Edenbridge Medical Hub has now received two amounts of CIL funding and is not identified as a future funding priority.

Affordable Housing

- 31 Funding for affordable housing will reflect our current planning policies and Supplementary Planning Documents. The income will be spent in accordance with the appropriate legal agreements and portfolio holder discussions.

Corporate Priorities

- 32 It is proposed that projects which would contribute towards the Council's corporate objectives should remain a priority, particularly projects that support and facilitate the Council's Net Zero ambitions and its mental health and wellbeing agenda.

Education

- 33 Whilst no specific projects are identified in the IDP for the next 5 years, the need for education facilities will be on going over the plan period and subject to change as new development comes forward. It is therefore proposed to include education as a funding priority in the forthcoming IFS.

Broadband

- 34 Infrastructure proposals that seek to improve existing rural broadband services or propose new broadband infrastructure in rural areas will continue to be considered as a priority.

Other options considered and/or rejected

- 35 The provisions of this report are based on the latest available evidence and discussions with officers and members across the Council.
- 36 The Committee could determine that the priorities or projects put forward are not acceptable. This could result in an incomplete IFS being produced by the Council. The Committee could also recommend other priorities that they consider more appropriate.

Key Implications

Financial

There are no financial implications regarding this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications regarding this report.

Equality Assessment

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

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 as a result of this decision.

Conclusions

It is requested that the Committee agree to the following:

1. The criteria for prioritising infrastructure projects for funding in the Infrastructure Funding Statement.
2. That the specific projects and types of infrastructure recommended in paragraphs 25-34 of this report are identified in the IFS as having a priority for full or partial funding.

Appendices

Appendix A - Last year's IFS Report to DCAC October 2021 and Cabinet November 2021

Appendix B - Infrastructure Delivery Plan March 2019

Appendix C - Full details of CIL expenditure and Section 106 monies received

Background Papers

[Governance of Community Infrastructure Levy](#) - (Appendix X1) of the Council's Constitution.

Infrastructure Delivery Plan March 2019

Sevenoaks District Council's Supplementary Planning Document; Affordable Housing.

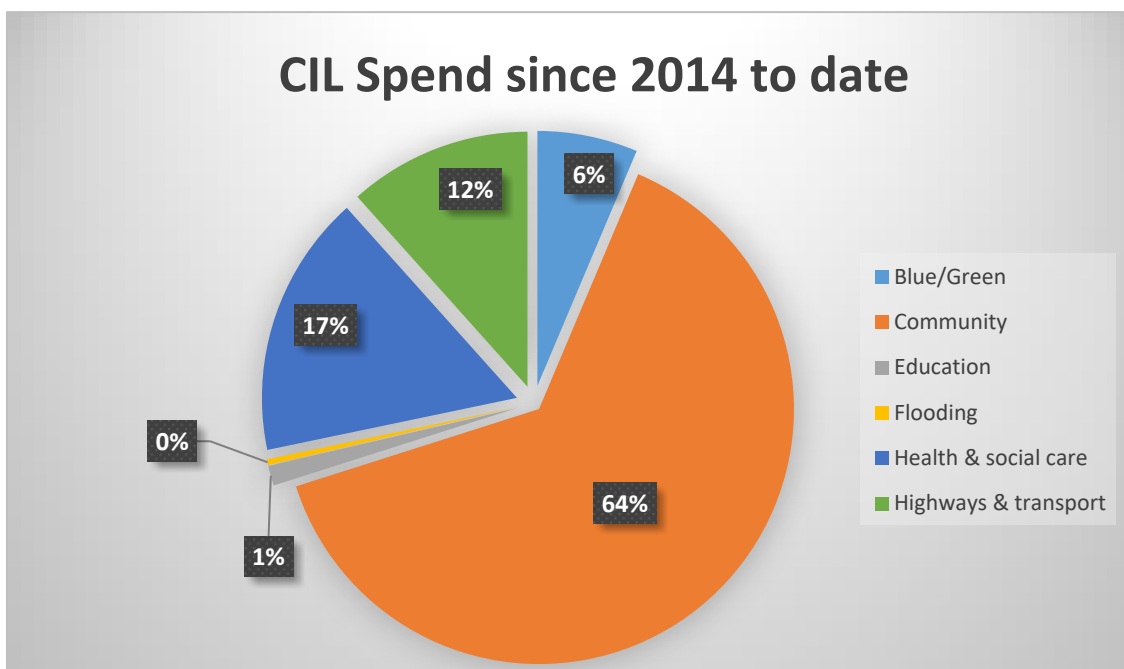
Richard Morris

Deputy Chief Executive, Chief Officer - Planning & Regulatory Services

Appendix C

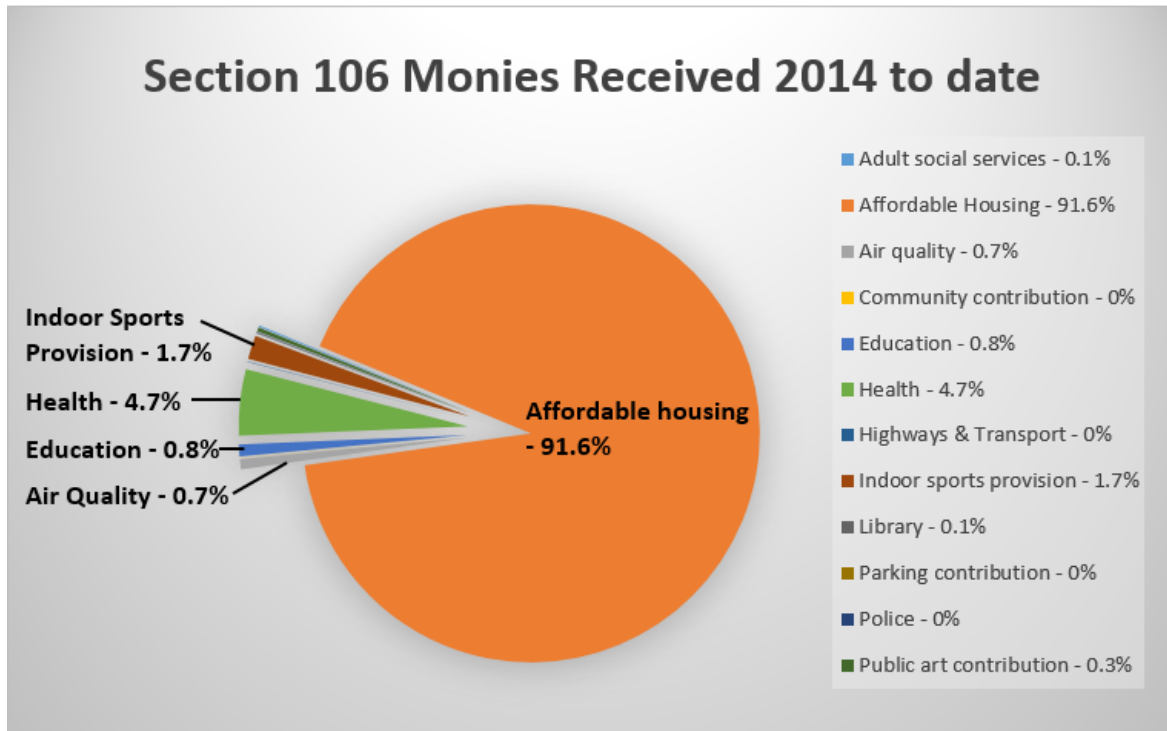
Projects awarded CIL since 2014 to date

Type of Infrastructure	CIL Funds Awarded	Percentage of overall amount
Community Facilities	£5,051,924.00	64%
Highways and Transport	£921,444.48	12%
Health and Social Care	£1,319,880.00	17%
Blue/Green Infrastructure	£504,300.00	6%
Education	£100,000	1%
Flooding	£29,000	0%
Total	£7,926,548.48	



Section 106 funds received between 2014 to date

Type of Infrastructure/facilities	Section 106 funds Received	Percentage of overall amount
Affordable Housing	£8,223,403.62	91.6%
Community Facilities	£975.88	0%
Education (Secondary and Adult)	£75,737.80	0.8%
Adult Social Services	£9589.58	0.1%
Air Quality	£64,837.10	0.7%
Health	£419,455.87	4.7%
Highways and Transport	£3000	0%
Indoor sports	£150,000	2%
Library	£6124.35	0%
Police	£3328.36	0%
Public Art	£25, 055.80	0%
Parking	£280	0%
Total	£8,981,788.36	





SEVENOAKS DISTRICT

INFRASTRUCTURE DELIVERY PLAN

MARCH 2019



CONTENTS

	EXECUTIVE SUMMARY	3
1	INTRODUCTION	4
2	DEFINING INFRASTRUCTURE	6
3	INFRASTRUCTURE PLANNING CONTEXT	8
4	INFRASTRUCTURE FUNDING AND MECHANISMS	12
5	POTENTIAL DEVELOPMENTS IN THE LOCAL PLAN – STRATEGIC SITES IN THE GREEN BELT	15
6	SUMMARY OF KEY INFRASTRUCTURE REQUIREMENTS	18
7	INFRASTRUCTURE COSTS AND NEXT STEPS	23
	APPENDIX A – SCHEDULE OF INFRASTRUCTURE REQUIREMENTS	25

ABBREVIATIONS & ACRONYMS

AMR	Authority Monitoring Report
CIL	Community Infrastructure Levy
DBC	Dartford Borough Council
GBC	Gravesham Borough Council
GLA	Greater London Authority
HRA	Habitats Regulations Assessment
IDP	Infrastructure Delivery Plan
KCC	Kent County Council
LBBe	London Borough of Bexley
LBBr	London Borough of Bromley
MUGA	Multi Use Games Area
NPPF	National Planning Policy Framework
NR	Network Rail
PROW	Public Right of Way
SCC	Surrey County Council
SDC	Sevenoaks District Council
SuDS	Sustainable Urban Drainage Systems
TDC	Tandridge District Council
TMBC	Tonbridge and Malling Borough Council
TWBC	Tunbridge Wells Borough Council
WDC	Wealden District Council

EXECUTIVE SUMMARY

The Sevenoaks District Infrastructure Delivery Plan (IDP) is an evidence base document that supports the Local Plan and its objectives. The IDP provides a summary of the infrastructure required for the District, according to the level of development proposed to meet the District’s needs for housing, employment and retail.

The term “infrastructure” is broadly defined to include highways, flood defences, educational facilities, health and social care facilities, community facilities, green blue infrastructure etc. It is expected that where new infrastructure provision or where improvements to existing infrastructure is required, it would be funded through developer contributions (Section 106 Agreements and the Community Infrastructure Levy).

Sevenoaks District Council has been a CIL charging authority since February 2014 and has been charging on qualifying developments since August 2014. The Regulation 123 List adopted in November 2014, sets out the types of infrastructure that CIL could fund. It is the expectation of the Council that CIL will fund the infrastructure required across the District and will only use Section 106 agreements for site specific needs and where strategic sites in the Local Plan are being proposed.

A number of infrastructure providers and delivery partners have been engaged in producing the IDP through extensive consultation and Duty to Co-operate discussions to create the IDP and should be used to demonstrate the types and levels of infrastructure, which may be required to meet any deficiencies in the District.

The IDP will be treated as a “live” document as infrastructure planning is an iterative process and will be reviewed regularly. Additional infrastructure not mentioned in this IDP might be required in order to enable a development as a result to potential changes to plans/strategies or priorities provided by infrastructure providers.

What this document DOES...

- Sets out the known infrastructure deficiencies and needs of the District, and identifies where improvements are required.
- It is an evidence base document for the Local Plan identifying any infrastructure priorities
- It is a live document which will be updated as and when more information is obtained throughout the Local Plan.

What this document DOES NOT do...

- It does not limit the infrastructure that may be sought in order to support development coming forward as part of the Local Plan.

1 INTRODUCTION

The provision of the right infrastructure, serving the right location at the right point in time is essential when considering the sustainable development of communities. The delivery of the correct types of infrastructure should support the Local Plan in providing new homes, employment opportunities and economic growth, viable town centres as well as improving the quality of the environment.

We have taken the view that in order to achieve sustainable communities, the balance of meeting infrastructure requirements must be two-fold;

- Ensuring that there is sufficient capacity to meet the needs of existing residents at this moment in time; and
- Ensuring that additional capacity can be provided to accommodate any future growth across the District.

Planning for infrastructure helps to ensure that there is a common understanding between service providers, developers, local communities, businesses, neighbouring authorities and the District Council as to the local infrastructure needs. This should also provide a clear strategy to how infrastructure will be delivered in tandem with any future development across the District as a whole. Where possible, the Sevenoaks Infrastructure Delivery Plan (IDP) will provide estimated costs associated with each piece of required infrastructure, as well as setting out the proposed timescales to deliver the project.

For the purposes of the Local Plan, the IDP will be treated as a “live” document and will be reviewed regularly, which will be updated when further information is made available to the Council. This may include (but not limited to):

- Updating projects where feasibility assessments and studies becomes available to deliver the infrastructure;
- Where bids have been successful for securing funding at a national, regional or local level; and
- Where the infrastructure project has been completed/delivered.

Purpose of the Infrastructure Delivery Plan

The IDP supports the objectives within our Local Plan and provides commentary on what infrastructure would be required to support future growth and development across Sevenoaks District. The Local Plan sets out the local policies and locations for development for us to create sustainable and cohesive communities, which are served by adequate services, facilities and infrastructure to support the day-to-day needs of the local population.

To assist the delivery of sustainable communities, the IDP identifies the infrastructure requirements across the District and any potential deficits, the priority of the infrastructure to be delivered, details any costs associated with the infrastructure delivery (if known) and how the infrastructure will be funded. The IDP also serves an important role in the review of

the Community Infrastructure Levy (CIL) Charging Schedule and the preparation of our Regulation 123 List. Both of these documents will support how infrastructure will be funded in the future across Sevenoaks District.

For meeting our needs across Sevenoaks District, the preferred development strategy for the Local Plan is:

- Focusing growth in existing settlements, including at higher densities;
- Redevelopment of previously developed land in sustainable locations; and
- Development of greenfield Green Belt land only in “exceptional circumstances” where social and community infrastructure is being proposed in addition to housing, which could help address evidenced infrastructure deficiencies in the area.

Therefore, there is potential for a number of sites that demonstrate “exceptional circumstances” to be included in the Local Plan. The IDP will consider how the infrastructure proposed on these sites will be delivered for the development to come forward.

While we must look at the need for infrastructure within Sevenoaks District, it is essential to note that the need for infrastructure is not confined to the boundaries of the District. Therefore, consideration must also be given to any cross-boundary infrastructure requirements as part of the IDP.

It should be recognised that infrastructure needs are discussed in broad terms and other infrastructure might be required in order to enable a development to go ahead. This might be as a result to changes in national legislation or Government priorities as well as changes in the plans/strategies provided by infrastructure providers.

2 DEFINING INFRASTRUCTURE

Infrastructure can be identified as the various services and facilities that are necessary to help build sustainable communities, which include the delivery of new infrastructure or upgrading of the existing facilities to accommodate additional capacity from either new or existing developments.

The term “infrastructure” is broad and can compass many aspects of social, economic and environment issues. As there is no set definition of infrastructure within the NPPF, we have taken forward the application of infrastructure as set out in the Planning Act 2008 under Section 216(2). This includes:

- Transport schemes;
- Flood defences;
- Water quality;
- Education;
- Health and social care facilities;
- Police and emergency services facilities;
- Community facilities;
- Communications (including broadband); and
- Blue Green infrastructure.

This list is not restrictive and can include utilities (i.e. electricity, gas, and water and wastewater networks). For the purposes of the IDP, the following types of infrastructure could be included within each category described:

Infrastructure Category	Type of Infrastructure / Project
Transport	Road networks Rail networks Bus services Cycling and walking routes Public Rights of Way (PROWs) Car parking facilities (including electric vehicle charging points)
Flood defences	Flood defences and water quality schemes – Blue Green Infrastructure can also provide solutions to mitigate any effects.
Water quality	
Education	Pre-school and nursery schools Primary education Secondary education Post 18 / higher education Adult education Special educational needs
Health and social care facilities	GP surgeries Dental services

	<p>Hospitals and community trusts</p> <p>Mental health services</p> <p>Adult social care services</p> <p>Children’s social services</p>
Police and emergency services facilities	Schemes involving physical infrastructure for the police, fire and rescue services, and ambulance services.
Community facilities	<p>Places of worship</p> <p>Sport venues</p> <p>Playing pitches</p> <p>Meeting places</p> <p>Libraries</p> <p>Cultural buildings</p>
Communications (including broadband)	<p>Telecommunications</p> <p>High speed broadband</p>
Blue Green Infrastructure	<p>Natural / semi-natural open space</p> <p>Parks / country parks</p> <p>Local Wildlife Sites</p> <p>Local Nature Reserves</p>

3 INFRASTRUCTURE PLANNING CONTEXT

National Planning Context

The National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) stresses the importance of taking a positive, proactive approach to local plan-making and the strategic priorities of an area. The expectation of the NPPF is that local planning authorities look beyond the requirements to meeting housing needs, and focus on creating sustainable communities during the course of the plan period and beyond. This should be extended to consider additional provision for infrastructure, community facilities and transport.

The NPPF is clear that infrastructure should be integrated with future development and that should be considered as part of the plan-making process and should include the provision of infrastructure and community facilities at the local level. The NPPF also highlights the role of developer contributions play in supporting the delivery of infrastructure. Local Plans should set out from the outset the contributions which are expected to come forward from development while not undermining the delivery of the Plan (NPPF paragraph 34)¹.

Planning practice guidance for Local Plans emphasises the importance of engaging with infrastructure providers early in the plan-making process, as it is essential to understand their investment plans, development strategies and critical dependencies. As the PPG states:

“At an early stage in the plan-making process strategic policy-making authorities will need to work alongside infrastructure providers, service delivery organisations, other strategic bodies such as Local Enterprise Partnerships, developers, landowners and site promoters. A collaborative approach is expected to be taken to identifying infrastructure deficits and requirements, and opportunities for addressing them. In doing so they will need to:

- *assess the quality and capacity of infrastructure, and its ability to meet forecast demands. Where deficiencies are identified, policies should set out how those deficiencies will be addressed; and*
- *take account of the need for strategic infrastructure, including nationally significant infrastructure, within their areas.”²*

Guidance also states that the deliverability of infrastructure is an important consideration, to ensure that the Local Plan provides alternative strategies to provide critical infrastructure. The provision of infrastructure must also not affect the viability of development coming forward, including the considering the impact of the Community Infrastructure Levy.

Yet it must be recognised that as a CIL charging authority, SDC does not receive many developer contributions to bring forward necessary infrastructure improvements to meet the demands of development across the District. Therefore it is the firm expectation of the Council that CIL will be used to help provide funding to meet the infrastructure needs of the

¹ National Planning Policy Framework 2019

² National Planning Practice Guidance (March 2019) – Plan Making (Paragraph 59 Reference ID: 61-059-20190315)

District, while considering the appropriate use of Section 106 to deliver site specific improvements and bring forward infrastructure on strategic sites proposed in the Local Plan (see Chapter 5). This approach between CIL and Section 106 agreements is consistent with the Council's Regulation 123 List.

Local Planning Context

The Local Plan sets out the strategic priorities of Sevenoaks District, and considers a number of non-strategic policies to manage development, as well as influence the provision of infrastructure to meet both the existing community and the new development. The IDP forms part of the evidence base to support the Local Plan and outlines the infrastructure requirements to mitigate the impacts of development, whether that is the provision of new infrastructure or upgrading the existing facilities. This can be dealt with at a strategic level, while seeking specific improvements through design guidance on particular development sites allocated in the overall Local Plan.

Preparation of the IDP

National guidance stresses the importance of engaging with infrastructure partners early in the Local Plan process, so local authorities can understand their future development and investment plans for an area during the course of the plan period. By engaging early, local authorities can also understand the existing deficiencies in infrastructure in relation to the development site allocations proposed in the Plan.

In October 2015, a revised Infrastructure Delivery Plan was produced by Sevenoaks District Council to monitor infrastructure delivery against the Core Strategy as well as considering any deficiencies in infrastructure across the District. Infrastructure providers submitted responses based on the District's housing requirements in the Core Strategy (3,300 units) up to 2026.

However, the District's housing needs have increased significantly. Our Strategic Housing Market Assessment (SHMA) published in late 2015, suggested that 12,400 homes (620 units per annum) were required over the new plan period. This has been since superseded by the revised NPPF and the Government's standardised methodology for calculating housing need (February 2019) which has increased the District's housing need to 13,960 homes (698 units per annum) over the new plan period.

Therefore, a revision to the Infrastructure Delivery Plan was essential to form part of the Local Plan evidence base to reflect the revised housing needs of the District. It is also important to identify any potential deficiencies in local infrastructure, and any potential costings that might be associated to its delivery.

Process of Engagement

Throughout the preparation of the Local Plan, we have consulted widely and engaged with a number of infrastructure providers and delivery partners including (but not limited to):

- Kent County Council (including Public Health, Economic Development, Highways, Education, Planning, Waste and Minerals, Public Rights of Way etc.)
- Highways England
- Network Rail
- Bromley / Dartford, Gravesham & Swanley / West Kent Clinical Commissioning Groups
- Transport for London
- Greater London Authority
- Environment Agency
- Natural England
- Historic England
- Education & Skills Funding Agency
- Kent Police and Kent Fire & Rescue
- National Grid
- UK Power Networks
- South East Water
- Southern Water
- Thames Water
- Arriva Buses
- Go-Coach Buses
- Southeastern Railway
- Govia Thameslink Railway

Infrastructure providers and delivery partners were contacted on 16th July 2018 following the publication of the Draft Local Plan; a second Regulation 18 consultation which detailed the potential development sites that could be taken forward with the District's housing need figure. A further letter was sent to infrastructure and service providers on 1st August 2018, asking them for further information on any potential infrastructure improvements, which would be required to meet the needs of future development in the District. This could be site-specific or District-wide improvements. Any responses received as part of the Draft Local Plan consultation were included as considerations for the Infrastructure Delivery Plan.

The responses were assessed and categorised to produce the full Infrastructure Schedule to support the development of the Local Plan. The categorisation of infrastructure was based on the type of infrastructure (outlined in Section 2), before considering how the infrastructure would be delivered over the course of the Plan period.

- *Timescale – infrastructure providers giving a estimate to when a infrastructure project would be delivered over the Plan period:*

- 1-5 years (expected to be delivered between 2015-2020)
- 6-10 years (expected to be delivered between 2021-2025)
- 11-15 years (expected to be delivered between 2026-2030)
- 16-20 years (expected to be delivered between 2031-2035)
- *Priority – infrastructure providers giving an indication on how likely the infrastructure project would be delivered to support development.*
 - *Critical – the infrastructure project would have to be delivered prior to any development in order to support it*
 - *High – the infrastructure project would have to be delivered in tandem with the development in order to support it*
 - *Medium - the infrastructure project would support the delivery of development but there no plans to bring it forward in the immediate future (1 – 10 years)*
 - *Low - the infrastructure project would support the delivery of development but there no plans to bring it forward within the Plan period.*
- *Risk to Delivery – while infrastructure providers may have the statutory right to carry out the infrastructure project, there could be a potential risk to delivering it. This could include landownership issues, uncertainty over funding streams and other factors.*
 - *High – based on the information submitted, it is highly unlikely that the infrastructure project will be delivered within the Plan period due to the uncertainty of funding / landownership issues etc.*
 - *Medium – based on the information submitted there is a possibility that the infrastructure project may be delivered by the provider.*
 - *Low – it is highly likely that the infrastructure project will be delivered within the Plan period as there are little or no issues with funding or landownership*
- *Funding Position – a summary of how the infrastructure would be funded. The statement also includes whether any funding has been secured or sought through capital investment.*

A summary of the responses received can be found in Chapter 6. The full infrastructure schedule can be found in Appendix A of this evidence paper.

4 INFRASTRUCTURE FUNDING AND MECHANISMS

Where new infrastructure or infrastructure improvements are required, from the result of new development, the planning system allows, through planning obligations, for developers to provide or appropriately contribute towards, the provision of this new or improved infrastructure. Local planning authorities have a number of options available to them when considering the funding of infrastructure. In the context of the Sevenoaks District, the following approach to funding and delivering infrastructure is as follows:

- 1) Using contributions collected through CIL to provide funding to deliver the necessary infrastructure (where funding gaps are identified);
- 2) To secure site-specific improvements (including strategic sites infrastructure) through a Section 106 agreement where justified;
- 3) Look to secure funding to deliver infrastructure through partnership working via third party sources (e.g. central Government programmes, Local Enterprise Partnerships, agencies and other public bodies)

Using CIL Contributions

The Community Infrastructure Levy (CIL) allows local authorities to set rates on specific types of development to raise capital for the purposes of delivering infrastructure for the area. The levy is set out in the local authority's Charging Schedule. The Charging Schedule sets out the rates for qualifying developments and how contributions are calculated. The Charging Schedule gives developers a clear understanding of what contributions are expected to fund infrastructure across the District.

CIL can only be used for infrastructure, and is expected to be raised on mainly residential developments in the District. The Government has placed automatic exemptions on particular types of development where the levy cannot be sought.

It must be noted that there is a clear expectation that CIL will be used to provide infrastructure as SDC does not receive many developer contributions through Section 106 agreements. The IPD and the Council's Regulation 123 List will inform the types of infrastructure that can be delivered through CIL contributions. For the purpose of clarity, SDC is aware that CIL will not be able to fully fund all infrastructure requirements across the District.

Under the CIL Regulations, the District Council is required to pass a percentage of CIL contributions collected in the parish to the relevant town or parish council where qualifying development has occurred. The proportion of how much is passed to the relevant town/parish council is dependent on whether the town or parish council has a neighbourhood plan in place.

However, in November 2014, the Council agreed that all town and parish councils within the District will receive 25% of contributions collected in their parish area, regardless of charging area and whether a neighbourhood plan is in place. This would be calculated against the top

CIL charging rate (£125 per sq. m.), resulting in discretionary “top-up” payments being made by the Council. Further information on the total value of CIL collected by the Council and the total values of contributions being passed to Town and Parish Councils can be found on our website (www.sevenoaks.gov.uk/cil).

Where town and parish councils have received payments from SDC, they can spend their proportion of CIL on local infrastructure needs, which would mitigate the impacts of development in the parish area.

The remaining proportion of CIL is allocated to local and strategic infrastructure projects across Sevenoaks District. This is administered by the Council’s CIL Spending Board. Infrastructure providers, town and parish councils or interested third parties are invited to bid for “top up” funding to deliver the infrastructure project. This is conducted through an application bidding process where applicants must provide:

- The need for the scheme being proposed;
- Information that the project demonstrated clear social, economic and environmental benefits;
- Whether any match funding has been secured to deliver the proposal;
- Whether planning permission is required to deliver the project or whether the applicant has permitted development rights to carry out the project;
- Whether the project will be delivered by multiple organisations; and
- Whether the project has support from the local community.

However, it is important to note that we still maintain the right as a Charging Authority to review and revise the Charging Schedule and CIL Governance procedures to reflect the need for infrastructure in District, without prejudicing the viability of development coming forward.

Planning Obligations and Section 106 Agreements

The application of planning obligations assist in mitigating the impacts of unacceptable development to make it more acceptable in planning terms. This can include the provision of affordable housing or providing specific infrastructure improvements for that development. This could include:

- The provision of physical infrastructure on site;
- The availability of land for the infrastructure to be developed; or
- The developer providing financial contributions to aid the delivery of infrastructure or contribute to the necessary infrastructure improvements.

Section 106 agreements are legal documents detailing the planning obligations agreed between the local planning authority and the developer, and any other third party that is required for the development to occur. Third parties could include:

- Clinical Commissioning Groups
- Local Education Authority
- Local Highway Authority
- Highways England (in relation to the Strategic Road Network)
- Lead Local Flood Authority or the Environment Agency
- Emergency services (Police and Fire & Rescue)

As it is expected that CIL will aid the delivery of infrastructure across the District, the Council will only use Section 106 agreements to bring forward any site specific improvements where required. Section 106 agreements will also be used to deliver infrastructure on strategic sites allocated in the Local Plan (see Chapter 5). This approach is broadly consistent with the Council's Regulation 123 List on how infrastructure will be delivered.

Other Sources (Third Party Organisations and Agencies)

While developers and local authorities work to deliver a development scheme, local authorities also work with a number of public bodies, organisations and agencies to help secure funding for the delivery of infrastructure. Organisations could include:

- Central Government departments (e.g. Department for Health, Department for Education, Department for Transport, Ministry for Housing, Communities and Local Government);
- NHS Trusts and Clinical Commissioning Groups;
- Skills and Funding Education Agency;
- Environment Agency;
- Kent County Council;
- Homes England etc.

It is likely that should funding come forward to deliver these projects it may come forward as part of the provider's Capital Forward Programme and/or Asset Management Plan. These documents highlight the delivery of new infrastructure or maintenance/improvements to existing infrastructure provision, how it will be delivered, the potential funding gaps (where applicable) and the timeframes for delivery.

The NPPF places great weight on the Duty to Cooperate between the local authority and other organisations that are integral to the plan-making process to ensure that local and cross-boundary infrastructure issues are addressed adequately. Where funding and support is sought from third party organisations, the delivery of necessary infrastructure is dependent on a national or regional bidding process where a number of criterion may be considered against the need for the infrastructure proposed. This is usually reserved for "stalled" development sites (i.e. sites that are unable to progress unless the necessary infrastructure is provided) or Nationally Significant Infrastructure Projects (NSIPs) (such as the Lower Thames Crossing for example).

5 POTENTIAL DEVELOPMENTS IN THE LOCAL PLAN – STRATEGIC SITES IN THE GREEN BELT

As set out in the Introduction section to this document, we have consulted widely on defining the preferred development strategy for the Local Plan mainly:

- Focusing growth in existing settlements, including at higher densities;
- Redevelopment of previously developed land in sustainable locations; and
- Development of greenfield Green Belt land only in “exceptional circumstances” where social and community infrastructure is being proposed in addition to housing, which could help address evidenced infrastructure deficiencies in the area.

We have been clear throughout the plan-making process that, should development be allocated in the Local Plan on green field Green Belt land, we expect that infrastructure improvements should provide a wider community benefit to meet a defined existing need and not just be confined to the proposed development.

During the Local Plan process, a number of green field Green Belt sites have been submitted to the Council. Overall, twelve strategic sites were consulted on as part of our Draft Local Plan (Regulation 18) consultation during Summer 2018 given the constrained nature of the District (93% Green Belt and 60% Area of Outstanding Natural Beauty).

For the Regulation 19 Proposed Submission Version of the Local Plan, the following strategic sites in the Green Belt have been proposed for allocation:

- Sevenoaks Quarry, Sevenoaks;
- Land at Skinners Land, Edenbridge (formally identified as Land South and East of Four Elms Road, Edenbridge);
- Pedham Place, Swanley (as a Broad Location for Growth)

Despite Pedham Place being located in strongly performing Green Belt, it has been considered that the scheme could have the potential to deliver a comprehensive infrastructure offer, which could assist in the regeneration of Swanley. Whilst the proposed development site have the potential to perform against sustainability objectives, further information is required. Therefore it has been recommended to identify the location as a “broad location for growth”, rather than formally designating it as a development site allocation in this current Local Plan. The site will be reviewed as part of any future Local Plan review.

A summary of the infrastructure offer for the three strategic sites in the Green Belt for potential allocation has been provided. The table also includes the site at Fort Halstead, Halstead as it is a significant mixed-use allocation within the Local Plan. It should be noted that the infrastructure proposed is likely to be secured through S106 agreements, as the on-site delivery is a key part of the rationale for the development of these sites:

Site Name	No. of Units Proposed	Site Area (Ha)	Social & Community Infrastructure Proposed by the promoter
Sevenoaks Quarry	600	94.0	<ul style="list-style-type: none"> • New Leisure Lake/centre for water sports • Mixed use lake-side facilities • Lake-side park and associated open green space for leisure, drainage and nature • New pedestrian and cycle connections within and beyond the site • Improved linkages to improved community infrastructure around Bat and Ball station and employment opportunities on the Vestry estate (as part of the Sevenoaks Northern Masterplan) • Contributions towards education and health facilities
Pedham Place, Swanley	2,500	117.6	<ul style="list-style-type: none"> • New homes including affordable homes and accessible homes for the vulnerable and elderly • A new leisure centre • Revitalised golf course, all-weather sports pitches and other indoor and outdoor leisure facilities • Employment space including village shops and amenities, purpose built office space and a hotel • Village Green and local centre with greenspace, healthcare provision and community use buildings • Junior school, nursery and all-ages special needs (PSCN) school • Green infrastructure/public access open space • Positive enhancement of the wider natural landscape
Land South and East of Four Elms Road, Edenbridge	515	27.2	<ul style="list-style-type: none"> • Land for medical services (a new combined GP surgery and hospital) • Land for education use (a new secondary school) • Public open space (including allotments and provision of a linear greenway)

Agenda Item 6

Sevenoaks Infrastructure Delivery Plan (March 2019)

			<ul style="list-style-type: none"> • Land and funding for new roundabout junction and internal spine road to the school and medical services sites
Fort Halstead, Halstead	300 (plus 450 with planning permission)	62.5	<ul style="list-style-type: none"> • New primary school • On-site community facilities including village shop, café and space for a satellite GP surgery • Formal and informal open space • Provision and enhancement of pedestrian, cycling and public transport infrastructure

6 SUMMARY OF INFRASTRUCTURE REQUIREMENTS

The following summary is provided on the evidence received by the Council, with a full schedule of infrastructure required over the Plan period in Appendix A. Either this information was provided during the IDP Call for Evidence exercise or representations submitted to previous Local Plan consultations:

- Regulation 18 Local Plan Issues & Options consultation (June 2017)
- Regulation 18 Draft Local Plan consultation (July 2018)
- Regulation 19 Proposed Submission Version of the Local Plan consultation (December 2018)

Representations made to the Local Plan consultations can be found on the Council's Planning Policy consultation portal (<http://planningconsult.sevenoaks.gov.uk/consult.ti/>)

We will continue to work with infrastructure providers and delivery partners throughout the plan-making process. We also commit to continuous engagement with partners to identify and deliver further infrastructure improvements as development comes forward during the lifespan of the plan and during any part of a future Local Plan review.

Infrastructure planning is an inherently uncertain process as infrastructure partners and providers plan to different timeframes to the plan period to be covered by the new Local Plan. Therefore, it has been difficult to ascertain beyond the next five years or to gain information the amount of infrastructure required to deliver the Local Plan. Information on the cost of infrastructure provision has been particularly difficult to gain.

This is the latest version of the IDP accounting for the potential growth in the new Local Plan, since the Core Strategy Infrastructure Delivery Schedule (February 2011). It is anticipated that this IDP will be updated on a regular basis, where further information is made available. This would reflect the changing nature and demands of infrastructure to support the delivery of development within the District. This may include:

- Updating projects where feasibility assessments and studies becomes available to deliver the infrastructure;
- Where bids have been successful for securing funding at a national, regional or local level; and
- Where the infrastructure project has been completed/delivered.

Transport

- **KCC Highways (Jan 2019)** - the local highways authority for Sevenoaks District. KCC Highways recognises the significant growth that is planned across the District, especially concerning the larger potential development sites. It has been commented on that a number of development sites proposed in the Local Plan will create accessibility, capacity issues on the local highway network and at key local junctions.

KCC Highways have identified that further work will be required before development sites are bought forward in the Local Plan. This includes further information from site promoters (i.e. Transport Assessments and modelling) before recommendations for highways improvements can be provided.

- **Transport for London (Jan 2019)** – responsible for cross-boundary bus services and manage the Transport for London Road Network (TLRN). While there are no specific infrastructure improvements, TfL support future devolution of rail services, while looking for financial contributions for bus and rail services from developments located close to the Greater London boundary.
- **Highways England (Jan 2019)** – responsible of managing and operating the Strategic Road Network (i.e. the Trunk Road and Motorway Network in England). It was noted in the response that improvements to M23 Junctions 3-5, M20 Junctions 1-3 and the A21 (from M25 to A225 junction) would need to be considered if development were to go ahead.
- **Network Rail (Sept 2018)** – the statutory organisation that maintains and upgrades the physical railway infrastructure. Network Rail recognise the scale of development proposed in the Local Plan and the impact that it might have on current railway infrastructure (i.e. requirements for new infrastructure, station improvements and increasing capacity through better rolling stock). Network Rail also noted that the Department for Transport will be announcing the winner of the new South Eastern rail franchise in late 2018. Further rail capacity improvements are also likely to come through the new franchisee.

Flooding and water quality

- **Environment Agency (Jan 2019)** – statutory body that has responsibility over managing the environment and flooding from main rivers, reservoirs and estuaries. A number of projects have been identified over the new Plan period including increasing floodplain storage, remedial works to flood relief channels and scoping for the construction of floodwalls in key locations to protect residents and businesses.

Education

- **KCC Education (Jan 2019)** – the local education authority for Sevenoaks District. KCC Education recognises the significant growth that is planned across the District, especially with regards to the larger potential development sites. A number of new schools (both primary and secondary education) would be required, as well as a number of expansions to existing schools over the new Plan period.
- **KCC Community Learning & Skills Services (Jan 2019)** - while there are no specific projects identified to meet the potential demand from proposed development in the Local Plan, it would expect funding to meet the demands.

Health and social care

- **West Kent Clinical Commissioning Group (Sept 2018)** – the body which has delegated co-commissioning responsibilities with general practices and takes a strategic role in planning for medical services across the south of the District. WKCCG recognise the pressures that increased development will bring to their 7 GP practices in the District. Further work is being carried out to assess the impacts of the proposed development sites in the Draft Local Plan.
- **Dartford, Gravesham and Swanley Clinical Commissioning Group (Jan 2019)** - the body which has delegated co-commissioning responsibilities for general practices and takes a strategic role in planning for medical services across the north of the District. DGS CCG is looking to expand medical/health services to address the pressure that increased development will create for their 7 GP practices in the North District. Particularly they are wanting to create of a “health and wellbeing centre” in Swanley and further expand existing GP facilities where required. Further details to be provided once available.
- **Bromley Clinical Commissioning Group (Sept 2018)** – while the Bromley CCG area does not fall within the boundaries of Sevenoaks District, the organisation recognises that a number of potential development sites proposed in the Draft Local Plan would influence a number of Bromley GP practices. Further information might become available as the Local Plan advances.
- **KCC Social Care Services (Jan 2019)** – while there are no specific projects identified to meet the potential demand from proposed development in the Local Plan, it would expect funding to meet the demands.

Police and emergency services

No infrastructure proposals or comments have been provided to date from the appropriate infrastructure providers

Community infrastructure

- **KCC Libraries (Jan 2019)** - while there are no specific projects identified to meet the potential demand from proposed development in the Draft Local Plan, it would expect funding to meet the demands.
- **KCC Youth Services (Jan 2019)** - while there are no specific projects identified to meet the potential demand from proposed development in the Draft Local Plan, it would expect funding to to meet the demands.

Communications (including broadband)

No infrastructure proposals or comments have been provided to date from the appropriate infrastructure providers

Blue green infrastructure

No infrastructure proposals or comments have been provided to date from the appropriate infrastructure providers

Other (including utilities)

- **National Grid (Sept 2018)** – operates the high voltage electricity transmission system in England and Wales, as well as the gas transmission system. No infrastructure improvements were indicated.
- **UK Power Networks (Sept 2018)** – a distribution network operator for electricity covering South East England, the East of England and London. The organisation states that there are no infrastructure improvements required for the District.
- **Historic England (Jan 2019)** – statutory body for the historic environment in England. It was noted that no infrastructure requirements are necessary but support the Infrastructure Delivery Plan. Where infrastructure improvements are necessary in historic environments, appropriate assessments are required before works are carried out.
- **Southern Water (Jan 2019)** – statutory wastewater undertaker for the south of the District. Indicated that some additional investment into the wastewater network in Edenbridge would be required following the inclusion of a strategic site in Edenbridge being included in the Local Plan.
- **South East Water (Sept 2018)** – submitted comments through the Local Plan consultations. Published their Draft Water Resources Management Plan in May 2018, which looks at water resources up to 2080. It is noted that little infrastructure will be required as projected housing growth in the District falls broadly within their projected growth forecasts.
- **Thames Water (Jan 2019)** - a water provider to the north of the District. Thames Waters recognise the development ambitions that the Local Plan is seeking to address but has suggested that little infrastructure would be required as the projected housing growth in the District falls broadly within their projected growth forecasts.

It has been demonstrated that a number of infrastructure improvement will be required over the course of the plan period to facilitate development. Furthermore, it is clear there are no large-scale infrastructure requirements which would inhibit development coming forward or be required to unlock development in the Local Plan.

Due to the limited scale of development proposed in the Local Plan, there are no requirements for large scale infrastructure developments or Nationally Significant Infrastructure Projects for this Local Plan. However, large scale infrastructure developments may be required if the infrastructure needs of the District change. The IDP will be under continual review to reflect the needs and infrastructure requirements over the plan period.

7 INFRASTRUCTURE COSTS AND NEXT STEPS

Throughout the process, it was expected that infrastructure providers would be able to provide indicative costs for schemes where known. Appendix A sets out the information that we have received to determine the levels of funding required, as well as how the scheme would be funded.

As a CIL charging authority, SDC does not receive many developer contributions to bring forward necessary infrastructure improvements to meet the demands of development across the District. To reiterate, the Council’s strategy for funding and delivery infrastructure is as follows:

- 1) Using contributions collected through CIL to provide funding to deliver the necessary infrastructure (where funding gaps are identified);
- 2) To secure site-specific improvements (including strategic sites infrastructure) through a Section 106 agreement where justified;
- 3) Look to secure funding to deliver infrastructure through partnership working via third party sources (e.g. central Government programmes, Local Enterprise Partnerships, agencies and other public bodies)

This exercise has demonstrated that there are requirements to upgrade, improve or provide new infrastructure over the Plan period to meet the development needs of Sevenoaks District. The exercise also shows that the delivery of development proposed in the Local Plan would not be undermined, as there are no “showstoppers” with infrastructure delivery.

There are clear links between the strategic sites and the infrastructure suggested to meet a localised need, as demonstrated by the three strategic sites that are proposed to be allocated in the Local Plan:

Site Name	No. of Units Proposed	Key Social & Community Infrastructure Proposed by the promoter
Sevenoaks Quarry	600	Leisure lake, recreation uses and leisure
Pedham Place, Swanley	2500	Leisure centre, local centre, primary and secondary schools and a special needs (PSCN) school
Land South and East of Four Elms Road, Edenbridge	515	Integrated hospital and GP facility, secondary school and improved access to Edenbridge Town station
Fort Halstead, Halstead	300 (plus 450 with planning permission)	New primary school, on-site community facilities including village shop, café and space for a satellite GP surgery, open space, provision and enhancement of pedestrian, cycling and public transport infrastructure

The IDP will play a significant role in how infrastructure will be delivered and the funding mechanisms to support its delivery. Overall, this IDP will help in determining the developer contributions required, as well as providing a rolling evidence base to establish the underlying infrastructure needs of the District.

However, this means that the delivery of an infrastructure scheme could benefit from a variety of funding sources in the future should one source not be sufficient. This could include the pooling of funding from a number of schemes or sources to fund strategic infrastructure improvements, as appropriate. We will continue to engage with infrastructure providers to ensure that costs are considered and reviewed when determining funding through developer contributions.

The Sevenoaks IDP forms one part of the overall evidence base to support the emerging Local Plan. As the delivery of infrastructure is dependent on the delivery of housing, it is essential to ensure that the IDP is kept up to date and reviewed regularly when new information becomes available.

Appendix A – Schedule of Infrastructure Requirements

The following schedule is a result of information that is currently available. The schedule will be updated accordingly where new information is provided or there is an update to the existing scheme. The criteria used to determine the priority, timescale, risk to delivery and funding position can be found in Section 3 “Infrastructure Planning Context”.

Infrastructure Type	Project Title	Project Justification	Priority	Timescale	Delivery Body	Risk to Delivery	Estimated Associated Costs (if known)	Funding Mechanism
Community Facilities (CF)								
CF	New Library Provision at Pedham Place	The development at Pedham Place would justify new on-site provision through the delivery of health and community facilities. This could be achieved by direct provision by the developer or through a contribution of around £1.1m (total) for KCC to provide the requisite facilities. This includes Community Learning and Skills, Youth Services and Families & Social Care.	Low	16-20 years	KCC Libraries	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.
CF	Enhancement of Swanley Library	The additional demand could be accommodated through the enhancement of facilities at Swanley Library and the provision of additional Book stock.	Medium	16-20 years	KCC Libraries	Medium	£214,800	Community Infrastructure Levy and other funding sources.
CF	New Library Provision in the Halstead/ Knockholt area	The nearest existing library is Riverhead, but this would be incapable of meeting the expected demand from this development. Funding could be used to enhance facilities and book stock at Sevenoaks Library, but this is some distance from the proposed development. Alternatively, it may be possible that additional provision could be made	Low	11-15 years	KCC Libraries	Medium	£106,900	Community Infrastructure Levy and other funding sources.

		through the delivery of community facilities on-site.						
CF	Enhancements of Libraries in Sevenoaks area	The nearest libraries are Riverhead and Seal. On their own, these libraries may not be capable of meeting the expected demand from development. Whilst some enhancement of facilities and book stock might be possible at Riverhead and Seal libraries, the alternative would be to enhance the facilities and book stock at Sevenoaks Library.	Medium	11-15 years	KCC Libraries	Medium	£264,000	Community Infrastructure Levy and other funding sources.
CF	Enhancement of Edenbridge Library	Facilities and book stock at Edenbridge Library could be delivered to meet the demand generated by development.	Medium	11-15 years	KCC Libraries	Medium	£85,500	Community Infrastructure Levy and other funding sources.
CF	Enhancements of libraries in the New Ash Green/Hartley area	Facilities and book stock at New Ash Green and Hartley libraries could be delivered to meet the demand generated by development.	Medium	11-15 years	KCC Libraries	Medium	£33,000	Community Infrastructure Levy and other funding sources.
CF	Provision of New Youth Service Facilities - Pedham Place	The development at Pedham Place would justify new on-site provision through the delivery of health and community facilities. This could be achieved by direct provision by the developer or through a contribution of around £1.1m (total) for KCC to provide the requisite facilities. This includes Library Services, Community Learning & Skills and Families & Social Care.	Low	16-20 years	KCC Youth Services	Medium	Unknown	Community Infrastructure Levy and other funding sources.
CF	Youth Services - Swanley/Hextable area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Youth Services	Medium	£51,600	Community Infrastructure Levy and other funding sources.

CF	Youth Services - Hartley/New Ash Green area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Youth Services	Medium	£7,500	Community Infrastructure Levy and other funding sources.
CF	Youth Service Provision - Halstead/ Knockholt area	Provision of new facilities on site through any community facilities that are delivered, or as stand-alone building located centrally to the development.	Low	16-20 years	KCC Youth Services	Medium	£18,500	Community Infrastructure Levy and other funding sources.
CF	Youth Service Facilities - Sevenoaks area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Youth Services	Medium	£72,000	Community Infrastructure Levy and other funding sources.
CF	Youth Service Facilities - Edenbridge area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Youth Services	Medium	£17,700	Community Infrastructure Levy and other funding sources.
Education (E)								
E	Primary Education - Edenbridge	Number of dwellings proposed in Edenbridge planning area is 442, resulting in a generated demand of up to 118 pupils. The Commissioning Plan for Education in Kent 2018-22 currently shows that the requirement for up to 0.6 FE additional provision to meet the demand generated by this planned development could be accommodated within the Sevenoaks Rural South West planning group for primary schools.	Medium	11-15 years	KCC Education	Medium	Unknown	Community Infrastructure Levy and other funding sources.

E	Primary Education - New Ash Green/Hartley	Up to 164 new dwellings in the Hartley/Fawkham/New Ash Green, area would generate up to 46 primary pupils. The Commissioning Plan for Education in Kent 2018-22 currently shows that the requirement for up to 0.2 FE additional provision to meet the demand generated by this planned development could be accommodated within the West Kingsdown, Hartley & New Ash Green planning group for primary schools.	Low	16-20 years	KCC Education	Medium	Unknown	Community Infrastructure Levy and other funding sources.
	Primary Education - Sevenoaks Urban Area	Up to 1,287 new dwellings would generate up to 360 primary pupils. Requirement for up to 1.7FE additional provision to meet the demand generated by planned development. Suggestion that a new primary school could be provided within any future development of the Sevenoaks Quarry site (ST2-13)	Medium	11-15 years	KCC Education	Medium	Unknown	Community Infrastructure Levy and other funding sources.
E	Primary Education - Swanley/Hextable	Up to 1,021 new dwellings would generate up to 286 primary pupils. Requirement for up to 1.4FE additional provision to meet the demand generated by planned development. Development in the Swanley & Hextable area has the potential to impact on both primary and secondary schools within the Dartford area. There are 3 primary and 3 secondary schools within the Wilmington and Joydens Wood areas closest to Swanley and Hextable whilst slightly further afield there are an additional 6 primary and 3 secondary schools.	Medium	11-15 years	KCC Education	Medium	Unknown	Community Infrastructure Levy and other funding sources.

E	Primary Education - Pedham Place (Broad location for growth)	Number of dwellings proposed at Pedham Place is 2500 units, resulting in a generated demand of up to 700 pupils. The development would require the provision of up to 3.3FE. It is also of a sufficient scale and size to be capable of on-site provision of 2 new 2FE schools which could some of the demand generated by allocated development within the Swanley & Hextable Area.	Low	16-20 years	KCC Education	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.
E	Primary Education - Halstead / Knockholt area	Up to 563 new dwellings would generate 158 primary pupils. The Commissioning Plan for Education in Kent 2018-22 currently shows that there is some spare capacity within the Halstead & Knockholt planning group for primary schools. However, the requirement for up to 0.75 FE additional provision to meet the demand generated by this planned development would, in conjunction with the consented development for DRA Fort Halstead, would exceed this capacity requiring up 1.5FE new provision within the area.	Low	16-20 years	KCC Education	Medium	Unknown	Community Infrastructure Levy and other funding sources.
E	Secondary Education - Sevenoaks Urban Area	Up to 563 new dwellings would generate up to 257 secondary pupils. Requirement for up to 1.7FE additional provision to meet the demand generated by planned development. Existing secondary schools would reach over capacity during the Plan Period requiring new provision to accommodate demand from planned development.	Medium	16-20 years	KCC Education	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.

E	Secondary Education - Pedham Place (Broad location for growth)	Number of dwellings proposed at Pedham Place is 2500 units, resulting in a generated demand of up to 500 pupils. The development would require the provision of up to 3.3FE and justify the provision of a new 4FE school. However, It is of a sufficient scale and size to be capable of delivering a 6FE school on-site provision that would provide additional capacity to accommodate demand from allocated development across the wider North Sevenoaks area.	Low	16-20 years	KCC Education	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.
E	Secondary Education - Edenbridge	Number of dwellings proposed in Edenbridge planning area is 442, resulting in a generated demand of up to 84 pupils. Requirement for up to 0.6FE additional provision to meet the demand generated by planned development. Existing secondary schools would reach over capacity during the Plan Period requiring new provision to accommodate demand from planned development.	Medium	16-20 years	KCC Education	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.
E	Secondary Education - Swanley/Hextable	Up to 1,021 new dwellings would generate up to 204 secondary pupils. Requirement for up to 1.4FE additional provision to meet the demand generated by planned development. Existing secondary schools would reach over capacity during the Plan Period requiring new provision to accommodate demand from planned development. Development in the Swanley & Hextable area has the potential to impact on both primary and secondary schools within the Dartford area. There are 3 primary and 3 secondary schools within the Wilmington and Joydens	Medium	16-20 years	KCC Education	Medium	Unknown	Community Infrastructure Levy and other funding sources.

		Wood areas closest to Swanley and Hextable whilst slightly further afield there are an additional 6 primary and 3 secondary schools.						
E	Secondary Education - New Ash Green/Hartley	Up to 164 new dwellings would generate up to 33 secondary pupils. Requirement for up to 0.2FE additional provision to meet the demand generated by planned development. Existing secondary schools would reach over capacity during the Plan Period requiring new provision to accommodate demand from planned development.	Medium	16-20 years	16-20 years	KCC Education	Medium	Community Infrastructure Levy and other funding sources.
E	Secondary Education - Knockholt/Halstead	Up to 563 new dwellings would generate up to 113 secondary pupils. Requirement for up to 0.75FE additional provision to meet the demand generated by planned development along with a further 0.55FE to meet the demand generated by the consented development for DRA Fort Halstead. Existing secondary schools would reach over capacity during the Plan Period requiring new provision to accommodate demand from planned development.	Medium	16-20 years	16-20 years	KCC Education	Medium	Community Infrastructure Levy and other funding sources.
E	New Community Learning Facility at Pedham Place	The development at Pedham Place would justify new on-site provision through the delivery of health and community facilities. This could be achieved by direct provision by the developer or through a contribution of around £1.1m (total) for KCC to provide the requisite facilities. This includes Library Services, Youth Services and Families & Social Care.	Low	16-20 years	KCC Community Learning & Skills	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.

E	Community Learning Facilities - Hartley/New Ash Green area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Community Learning & Skills	Medium	£5,100	Community Infrastructure Levy and other funding sources.
E	Community Learning Facilities - Swanley/Hextable area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Community Learning & Skills	Medium	£32,500	Community Infrastructure Levy and other funding sources.
E	Community Learning Facility - Halstead/Knockholt area	Provision of new facilities on site through any community facilities that are delivered or as stand-alone building located centrally to the development.	Low	16-20 years	KCC Community Learning & Skills	Medium	£17,100	Community Infrastructure Levy and other funding sources.
E	Community Learning Facilities - Sevenoaks Urban Area	Enhancement of existing facilities to accommodate demand generated by development.	Medium	16-20 years	KCC Community Learning & Skills	Medium	£38,400	Community Infrastructure Levy and other funding sources.
E	Community Learning Facilities - Edenbridge	Enhancement of existing facilities to accommodate demand generated by development.	Medium	16-20 years	KCC Community Learning & Skills	Medium	£13,100	Community Infrastructure Levy and other funding sources.
Flooding (F)								
F	Upper Darent Flood Alleviation Scheme	The communities of Westerham, Brasted and Sundridge are all at risk of flooding from the River Darent. A suite of local, low cost interventions are the most cost effective way of reducing flood risk to these communities. Some works have already successfully been implemented in partnership with Kent County Council and local communities but further works are required to reduce the risk further.	High	6-10 years	Environment Agency	Low	£330,000	Granted CIL funding from the CIL spending Board to complete the scheme.

		Works proposed as part of the scheme include the following improvements: New channels and watercourses; Improved drainage; Enhanced flood embankments; and natural flood management measures at a number of locations						
F	Brasted Floodplain Storage	Investigation and modelling into increasing floodplain storage using low level floodplain embankments	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.
F	Chipstead flood remedial works	Investigation into remedial works to the flood relief channel in Chipstead to revert to the original 'dry channel' design if this is shown to have a significant flood risk benefit.	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.
F	Dunton Green/Riverhead Flood Protection Measures	Investigation of a flood wall in Dunton Green/River Head to protect businesses and the care home as well or property level protection of business units and care home.	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.
F	Otford/Greatness Flood Protection Measures	Investigation of the feasibility of de-culverting the Watercress Stream. Additional work in investigating flood storage on the Watercress and Honeypot Streams.	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.
F	Sevenoaks Flood Capacity Upgrade	Investigation of working with Kent Wildlife Trust to add storage to the West Lake in the Sevenoaks Wildlife Reserve	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.
F	Eynsford Flood Defence Scheme	Investigation of a bypass channel at Old Mill Close in Eynsford	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.

Health & Social Care (HSC)								
HSC	Family & Social Care - Pedham Place	The development at Pedham Place would justify new on-site provision through the delivery of health and community facilities. This could be achieved by direct provision by the developer or through a contribution of around £1.1m (total) for KCC to provide the requisite facilities. This includes Library Services, Youth Services and Community Learning & Skills	Low	16-20 years	KCC Social Care	Medium	Unknown	Site-specific Section 106 or Community Infrastructure Levy.
HSC	Family & Social Care – Swanley /Hextable area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Social Care	Medium	£81,800	Community Infrastructure Levy and other funding sources.
HSC	Family & Social Care - Hartley/ New Ash Green area	Enhancement of existing facilities to accommodate demand generated by development.	Low	16-20 years	KCC Social Care	Medium	£14,200	Community Infrastructure Levy and other funding sources.
HSC	Family & Social Care – Halstead /Knockholt area	Provision of new facilities on site in conjunction with any GP practice or Health Clinic delivered and utilising any multi-agency space provided as part of any new Primary Schools	Low	16-20 years	KCC Social Care	Medium	£48,700	Community Infrastructure Levy and other funding sources.
HSC	Family & Social Care – Sevenoaks Urban Area	Enhancement of existing facilities to accommodate demand generated by development	Low	16-20 years	KCC Social Care	Medium	£93,300	Community Infrastructure Levy and other funding sources.
HSC	Family & Social Care - Edenbridge area	Enhancement of existing facilities to accommodate demand generated by development	Low	16-20 years	KCC Social Care	Medium	£32,400	Community Infrastructure Levy and other

								funding sources.
--	--	--	--	--	--	--	--	------------------

<p>HSC</p>	<p>Northern Sevenoaks Health Services – Swanley, Hextable, Farningham, New Ash Green, Hartley, Fawkham, South Darenth</p>	<p>Overall there is a slight reduction in the total number of homes for our area in this plan (from 4,220 to 4,017 homes), however over the life time of the plan there will be 9,641 new population (based on 2.4 persons per dwelling). It is also noted that in years one to five, 979 Homes will be built equating to a population increase of 2,350. This will require an additional GP workforce of 5.4WTE (based on a GP to patient ratio of 1,800 patients) and in the next 5 years the 2,350 new population will require an additional 1.3WTE GP workforce. In terms of impact on General Practice, the significant difference in this plan is an increase of 471 homes in the Swanley area. This area will see an increase of 3,516 homes and therefore 8,438 new population over the life of the local plan. It is noted that only 722 homes (equating to 1,733 new population) will be built in the first five years. I have attached an updated table that identifies the proposed settlement sites linked to GP practices.</p> <p>However, it must be noted that the current GP medical facilities within the Swanley area and across the other main areas of Hextable, Farningham, New Ash Green, Hartley, Fawkham and South Darenth, do not have capacity to support the growth in the population expected. Therefore, if the public consultation and Council determine support for these proposed housing developments, the CCG would only be able to support delivery of associated increases to healthcare services if sufficient CIL funding is provided to deliver the additional capacity required in these areas.</p>	<p>High</p>	<p>6-10 years</p>	<p>Dartford, Gravesham & Swanley CCG</p>	<p>Medium</p>	<p>Unknown</p>	<p>Community Infrastructure Levy and other funding sources.</p>
------------	---	--	-------------	-------------------	--	---------------	----------------	---

<p>HSC</p>	<p>Expansion of GP Practices in Sevenoaks Urban Area</p>	<p>The proposed development at the Sevenoaks Quarry site is in years 10-15 of the plan period. Whilst additional capacity will need to be created it is not possible at this stage to detail a specific project as specific impacts and needs will have to be assessed and planned for at the appropriate time in the plan period. The expected need will be for c 1400 patients arising from the 600 dwellings (based on average occupancy of 2.34).</p> <p>Please note that general practice premises plans will be kept under review and may be subject to change as the CCG must ensure appropriate general medical service capacity is available as part of our commissioning responsibilities.</p>	<p>High</p>	<p>11-15 years</p>	<p>West Kent Clinical Commissioning Group</p>	<p>Medium</p>	<p>Unknown</p>	<p>Community Infrastructure Levy and other funding sources.</p>
<p>HSC</p>	<p>Otford Health Services</p>	<p>Using average occupancy of 2.34 per dwelling, Otford Medical Practice would also take a large proportion of the growth To put this into context this would be an additional c.3260 new patient registrations during the plan period; an increase of 30.7% increase on the current registered patient list.</p> <p>There is an existing pressure on services and Otford Medical Practice have plans to reconfigure the main surgery at Otford (\$106 funding will be contributing to this work) and have developed plans to extend the branch surgery at Kemsing for which capital is currently being explored. A bid may be put forward through the next CIL bidding round to support this development. This will allow the workforce to be expanded and will go some</p>	<p>High</p>	<p>6-10 years</p>	<p>West Kent Clinical Commissioning Group</p>	<p>Medium</p>	<p>Unknown</p>	<p>Community Infrastructure Levy and other funding sources.</p>

		way to supporting some of the future growth but will not support all of the growth outlined above; it is expected that at a point in the future a further extension to the Kensing surgery would be required. The critical aspect for Otford and any other premises development is that the infrastructure and workforce is in place prior to or in parallel to the new population registering for general practice services.						
HSC	Edenbridge Health Services	<p>There is an existing need in Edenbridge and the combined hospital/ GP surgery project is progressing and is recognised as a requirement in the draft Local Plan. Using the average occupancy figure of 2.34 per dwelling the growth in Edenbridge is expected to be c. 3000 new patient registrations; the project would allow for the proposed growth arising from the local plan to be accommodated. To put this into context this is a 25% increase on the current registered patient list. The CCG, KCHFT and Edenbridge Medical Practice have indicated that developer contributions will be sought through CIL as a contribution towards the new infrastructure (plan to submit in next CIL round).</p> <p>Please note that general practice premises</p>	Critical	1-5 years	West Kent Clinical Commissioning Group / Kent Community Health NHS Foundation Trust (KCHFT)	Medium	£13.2 million	Partial application for CIL funding has been secured from the District Council's CIL Spending Board in December 2018 (£600k). Further funding streams identified but currently unconfirmed.

		plans will be kept under review and may be subject to change as the CCG must ensure appropriate general medical service capacity is available as part of our commissioning responsibilities.						
HSC	Westerham Health Services	Whilst the patient pressure indicator from the premises survey is 'high' there is not an existing need leading the general practice exploring options for new premises at this time. More detailed discussions would be required to develop detailed plans for a new practice. . Any new premises developments regardless of funding source, are required to be submitted for consideration through CCG governance due to the revenue implications.	Low	11-15 years	West Kent Clinical Commissioning Group	Medium	Unknown	Community Infrastructure Levy and other funding sources.
Highways & Transport (HT)								
HT	Swanley Transport Improvement Measures	Measures as identified in the Swanley Transport Study. To include localised widening, ghosted right turn lanes on London Road, where appropriate - to improve pedestrian and cycling accessibility and access congestion issues.	High	Unknown	KCC/Developer	Low	Unknown	Section S278/CIL
HT	Junction 3 M25 Swanley	Improvements required to address increased capacity and accessibility for pedestrians, cyclists and buses.	High	Unknown	Highways England/KCC/D eveloper	Medium	Unknown	Section 106/S278/CIL
HT	Crockenhill Lane / Wested Lane	Provision of bus route and emergency access between Pedham Place and Swanley	High	Unknown	KCC/Developer	Medium	Unknown	Section 278

HT	Improvements to bus services in and around Swanley	Increased sustainable transport and associated reduction in congestion.	High	Unknown	KCC/Developer /Bus Operator/CIL	Medium	Unknown	CIL/Section 106
HT	Swanley Station improvements	Bus terminal and parking improvements to improve access to train stations.	Medium	Unknown	Network Rail/KCC/Developer	High	Unknown	CIL/Section 106
HT	Improvements to junction of London Road B2173 with Hockenden Lane and Birchwood Road	Existing safety crash cluster site. Accommodation of additional movements.	High	Unknown	KCC/Developer	Low	Unknown	Section 106/CIL/S278
HT	Localised widening of roads south of New Ash Green and junction improvements of A20/South Ash Road	Existing roads are constrained in terms of width and forward visibility. Additional capacity and safety features are required.	High	Unknown	KCC/Developer	High	Unknown	Section 278
HT	Bus improvements between New Ash Green and Longfield railway station	Improved sustainable transport.	High	Unknown	KCC/Bus operator/Developer	Medium	Unknown	Community Infrastructure Levy and other funding sources.
HT	Kemsing - localised highway widening / passing places /visibility improvements	Accommodate additional traffic by increasing capacity and safety.	High	Unknown	KCC/Developer	Medium	Unknown	Section 278/38

	and junction improvements along the rural road network							
HT	Kemsing - Sustainable transport improvements	Improvements to bus services, pedestrians, and accessibility at train station	High	Unknown	KCC/Developer /Bus Operator/Network Rail	High	Unknown	Community Infrastructure Levy and other funding sources.
HT	Junction improvements to Bat & Ball	Bat & Ball junction is already over capacity, and any additional development will add to congestion, queues and delays.	High	Unknown	KCC/Developer	High	Unknown	Section 278
HT	Cycle route - Otford to Sevenoaks	Included in Sevenoaks Cycle Strategy and provides a useful link between the two communities.	Medium	Unknown	KCC/Developer	High	Unknown	Section 106/CIL
HT	Access roads between A25 and Sevenoaks Quarry site	Junction improvements and traffic/parking management to Greatness Lane and Mill Lane.	High	Unknown	KCC/Developer	High	Unknown	Section 106/CIL
HT	Sustainable transport accessibility improvements	Footbridge at Watercress Drive requires improved safety and accessibility. Access to the station to be improved. Bus services required between Sevenoaks Quarry and Sevenoaks town centre. Cycle improvements between Seal School, Knole Academy and Trinity School.	High	Unknown	KCC/Developer /Bus Operator	High	Unknown	Section 106/CIL
HT	Capacity improvements to mini roundabouts at Riverhead	Existing congestion and additional traffic flows will add to congestion, queues and delays.	Medium	Unknown	KCC/Developer	Medium	Unknown	Community Infrastructure Levy and other funding sources.

HT	Edenbridge - junction improvements	Increased capacity required due to additional traffic movements	High	Unknown	KCC/Developer	Medium	Unknown	Section 278/CIL
HT	Edenbridge - sustainable transport improvements	Improvements to sustainable transport accessibility - walking, cycling, buses and trains	High	Unknown	KCC/Developer /Bus Operator/Network Rail	High	Unknown	Section 106/Section 278/ CIL
HT	Northern District Transport Improvements - North West of District / boundary to Greater London Authority & TfL area	Enhancement to rail and bus services	Low	Unknown	Transport for London	Low	Unknown	Community Infrastructure Levy and other funding sources.
Utilities (U)								
U	Sewerage network reinforcements in Edenbridge	To increase capacity in the sewerage network in order to accommodate additional foul flows from the above developments. Provision of the infrastructure should be phased with development occupation in order to limit the risk of foul flooding. Projects will commence once Southern Water receive a firm commitment to commence construction from the relevant developers, provided planning approval has been granted.	Medium	6-10 years	Southern Water	Medium	Unknown	Community Infrastructure Levy and other funding sources.
U	Badgers Mount - Water Supply Upgrades	Local upgrades to the existing water network infrastructure may be required to ensure sufficient capacity is brought forward ahead of development.	High	Unknown	Thames Water	Medium	Unknown	Community Infrastructure Levy and other funding sources.

U	Swanley - Water Supply Upgrades	The supply required for the proposed scale of development is a significant additional demand in the Water Resource area. Currently the mains that feed the Water Resource area are running close to capacity. Consequently it is likely that the developer will be required to provide an impact study of the existing infrastructure for the brownfield sites and smaller infill development in order to determine the magnitude of spare capacity and a suitable connection point. The developer will be required to fund this.	High	Unknown	Thames Water	Medium	Unknown	Community Infrastructure Levy and other funding sources.
U	Pedham Place - Water and Wastewater Network Upgrade	The water network capacity in this area is unlikely to be able to support the demand anticipated from this development. Strategic water supply infrastructure upgrades are likely to be required to ensure sufficient capacity is brought forward ahead of the development. The developer is encouraged to work Thames Water early on in the planning process to understand what water infrastructure is required, where, when and how it will be delivered. The scale of development/s in this catchment is likely to require upgrades of the water supply network. It is recommended that the Developer and the Local Planning Authority liaise with Thames Water at the earliest opportunity to agree a housing phasing plan. Failure to liaise with Thames Water will increase the risk of planning conditions being sought at the application stage to control the phasing of development in order to ensure that any necessary infrastructure upgrades are delivered ahead of the occupation of development. The housing phasing plan should determine what phasing may be required to	Low	Unknown	Thames Water	Medium	Unknown	Community Infrastructure Levy and other funding sources. Possible consideration of S106 agreement but will need to be justified.

		ensure development does not outpace delivery of essential network upgrades to accommodate future development/s in this catchment. The developer can request information on network infrastructure by visiting the Thames Water website https://developers.thameswater.co.uk/Developing-a-large-site/Planning-your-development .						
Water Quality (WQ)								
WQ	River Eden Catchment Improvements	Opportunities exist to improve the River Eden catchment that runs through the Borough, in particular with regards to water quality, geomorphology and ecology. The Environment Agency are supporting plans to improve/restore Bay Pond in Godstone Surrey, which is connected to the Eden catchment and lies adjacent to it.	Medium	Unknown	Environment Agency	Medium	Unknown	Community Infrastructure Levy and other funding sources.



Infrastructure Delivery Plan December 2022 Statement

Sevenoaks District Council are updating our Infrastructure Delivery Plan (IDP) (March 2019) to ensure the appropriate infrastructure requirements are in place for the growth planned in the new Local Plan.

In preparation for the Autumn 2022 Local Plan Regulation 18, Sevenoaks District Council (SDC) has consulted with infrastructure providers and delivery partners. This was to understand any planned works, the existing infrastructure constraints and pinch points, areas of growth and identified need for Sevenoaks District.

The consultation responses are summarised in the below table.

Respondent	Infrastructure Constraints and Needs
Kent County Council Waste Management	<p>Swanley Household Waste Recycling Centre expansion: We are currently forecasting sufficient capacity for the short term (up to 5 years) with the potential need to expand in the medium term. Should your Local Plan look to allocate significant residential development in the Swanley area then this may be revised.</p> <p>Sevenoaks waste transfer station larger facility replacement: This is being progressed as a priority to meet future demands from the whole of Sevenoaks District.</p>
Southern Water	<p>The water network capacity is unlikely to be able to support the demand anticipated from new settlement-scale development. Development of this scale is likely to require upgrades of the water supply network.</p> <p>Edenbridge reinforcements to the local sewerage network may be required in order to accommodate additional foul flows from new development.</p>
Kent County Council Highways	<ul style="list-style-type: none"> • Swanley – A transport study is needed to assess the impacts and benefits of providing a new link between the A20 south east bound and the B2173 located to the north west of Swanley. • Edenbridge – junction improvements – the Four Elms application modelled the junction of Four Elms Road/ Station Road and found that improvements were not necessary. However further development in Edenbridge may have a

Agenda Item 6

Respondent	Infrastructure Constraints and Needs
	<p>severe impact and this junction would need to be remodelled.</p> <ul style="list-style-type: none"> • All the above are subject to further details and assessment which would be provided in a Transport Assessment to accompany planning application for the strategic sites. • Fort Halstead – Should the application be approved there are committed highway improvements which are to be funded via S106 and S278
Kent County Council Education	<p>There is an identified need for a new secondary school in the District during the plan period. Land for this will need to be identified, potentially in conjunction with a strategic development site. There is safeguarded land for a secondary school within Edenbridge up until 2040, subject to a legal agreement. There is also need for additional Special Educational Needs provision in the North of the District.</p>
NHS Kent and Medway Integrated Care Boards	<p>Critical Need (1-5 years):</p> <ul style="list-style-type: none"> • Edenbridge Medical Centre • Swanley Health Hub <p>High Need (1-5 years):</p> <ul style="list-style-type: none"> • Northern Sevenoaks Health Services (5 general practices covering Swanley, Hartley, New Ash Green and West Kingsdown areas) • Expansion of GP Practices in Sevenoaks Urban Area • Otford and Kemsing areas <p>Low Need (timescale to be determined)</p> <ul style="list-style-type: none"> • Westerham Health Services <p>It is noted that further assessment will be carried out to ascertain capacity requirements for growth based on revised housing projections and phasing.</p>

The Autumn 2022 Regulation 18 consultation provides an opportunity to further engage with public bodies and infrastructure providers on the infrastructure requirements needed to support the New Local Plan. This document provides a starting point for these discussions. It is acknowledged that this Regulation 18 consultation is high level and focuses on our existing settlements. Infrastructure providers are not expected to provide detailed responses at this stage.

For the purposes of the Local Plan, the IDP will be treated as a “live” document and will be reviewed as new evidence comes forward. We will continue to engage with infrastructure providers and public bodies to gather further information. This will be important as the New Local Plan progresses as sites are identified and more site-specific information becomes available. Future iterations of the IDP will be updated to reflect infrastructure requirements as we continue to engage with our infrastructure providers. The final version of the IDP will contain a schedule of infrastructure provision, with costs, time horizons, standards of provision and capital programme information.

This page is intentionally left blank



Infrastructure Delivery Plan November 2023 Statement

1. Introduction

- 1.1 The emerging Infrastructure Delivery Plan (IDP) for Sevenoaks District identifies the infrastructure that is required, either through the improvement of existing provision or the delivery of new, to support the development proposed in the emerging Local Plan.
- 1.2 The definition of infrastructure is wide and includes a range of services and facilities provided by both public and private bodies, including but not limited to transport, green and blue, social (including education and health) and utilities and hard infrastructure.
- 1.3 The IDP is an evidence based document. It is constantly evolving throughout the plan-making process, as it builds on ongoing engagement with our infrastructure providers and responds to refinements to the development strategy. Once the Local Plan is adopted, it is envisaged that the IDP will be a live document that will be updated on a regular basis to continually support the Local Plan.

2. Policy Context

- 2.1 The significance of infrastructure delivery is a key theme running through the National Planning Policy Framework (NPPF) (2023), and paragraph 20 sets out what is required of strategic planning policies, clearly stating that sufficient provision should be made for:
 - Infrastructure for transport, telecommunications, security, waste management, water supply, waste water, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - Community facilities (such as health, education and cultural infrastructure); and
 - Conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.
- 2.2 Paragraph 26 further states the importance of engaging with infrastructure providers and that engagement should be 'effective and ongoing' throughout the plan-making process.

Agenda Item 6

- 2.3 Paragraph 34 then states that the Local Plan should set out the contributions expected from development, including infrastructure (such as that needed for education, health, transport, flood and water management, green and digital infrastructure), and that such policies should not undermine the deliverability of the Plan.
- 3. Local Context**
- 3.1 We have learnt, from previous public consultations on the emerging Local Plan, that communities are often open to new development providing it is supported by appropriate new and/or improved infrastructure. This enables communities to continue to be sustainable and have the ability to accommodate additional development within the local area without placing undue pressure on the existing services and facilities.
- 3.2 The District Council currently operates two mechanisms to collect financial contributions from developers towards the provision of infrastructure in the District:
- Section 106 contributions – these are sought for site specific infrastructure that helps to mitigate the impact of development; and
 - Community Infrastructure Levy (CIL) – this is a charge that is levied on qualifying development (per square metre) to help pay for wider infrastructure improvements across the District to support new development.
- 3.3 Not all local authorities choose to charge CIL, however the District Council adopted its CIL Charging Schedule in 2014 and has been charging on all qualifying development since. Over the nine years of its operation, CIL receipts have been collected amounting to over £15 million, of which almost £8 million has been awarded to local and strategic infrastructure projects through the CIL Spending Board and over £4 million has been passed on to Town and Parish Councils for spending on local infrastructure projects. The District Council is responsible for prioritising how and what CIL is spent on.
- 3.4 It is noted that the recent enacting of the Levelling Up and Regeneration Act (LURA) will have a direct impact on the current Section 106 and the Community Infrastructure Levy (CIL) regimes, through the introduction of a new Infrastructure Levy, which will, when in force, replace Section 106 and CIL for most developments. At this moment in time the full details remain unclear and are subject to consultation, but it is likely that the roll out of the Infrastructure Levy will occur over a ten year period, and so for the short term Section 106 and CIL will continue to be used to secure infrastructure across the District.

3.5 Notwithstanding these impending changes to developer contributions and the way infrastructure will be funded in the future, the District Council has committed to reviewing its CIL Charging Schedule to ensure it remains fit for purpose and appropriate, in light of the emerging Local Plan policies. It is anticipated that this review will take place over the coming months, with the examination of the revised charging schedule taking place in tandem with the Local Plan examination.

4. Engagement with Infrastructure Providers

4.1 Plan 2040: A new Local Plan for Sevenoaks District sets out a strategy to deliver up to 12,000 much needed new homes, the right type of employment spaces and vibrant high streets to ensure a healthy economy, whilst also protecting the District's natural environment and built heritage. It is recognised that significant investment in infrastructure is needed in order to deliver this sustainable and balanced growth strategy. It is also crucial that any new or improved infrastructure is delivered in a timely manner. Ultimately, all infrastructure will be required to meet the needs of our communities.

4.2 The emerging Local Plan is currently at public consultation, seeking views on the above strategy, and specifically three growth options to meet housing need, which could see the District accommodate either 9,500 homes, 11,000 homes or 12,000 homes. This means that we do not yet know the full extent of proposed housebuilding across the District and therefore this variable needs to be factored into planning for infrastructure.

4.3 We have been working closely with our infrastructure providers throughout the preparation of the Local Plan, engaging at regular intervals to discuss the three growth options in particular, recognising that each has its own infrastructure challenges. A full list of infrastructure providers and delivery partners we have engaged with is included at Appendix A.

4.4 Initially, and to provide a baseline, the following information was sought from our infrastructure providers in 2022, and formed the basis of the 'Infrastructure Delivery Plan December 2022 Statement' that supported the Autumn 2022 public consultation on the emerging Local Plan:

- Details of planned works;
- Existing constraints / pinch points;
- Potential areas of growth; and
- Identified infrastructure needs.

4.5 Since then we have been able to build on this baseline, as emerging Local Plan policies and development options have been refined.

Agenda Item 6

- 4.6 A summary of the latest discussions held with our infrastructure providers is set out in Table 1 below. All infrastructure requirements in this table have been identified through engagement with key infrastructure providers in Autumn 2023, and represent the position at this point in time.
- 4.7 It is important to note that engagement remains ongoing and projects will continue to be identified and refined as the Local Plan progresses. The absence of an infrastructure requirement (e.g. transport improvements) at this point in time does not mean that there will not be any – many infrastructure providers are simply not in a position to identify specific needs until the Local Plan growth option has been confirmed. Note that in many cases the infrastructure needs have arisen from the overall cumulative impact of development, rather than from a specific site.

Table 1: New and improved infrastructure identified in Autumn 2023, to support the emerging Local Plan

Infrastructure provider / delivery partner	Projects / improvements identified in Autumn 2023
Environment Agency	<p>Flood risk - no new flood risk improvement projects identified in relation to all 3 growth scenarios, subject to the standard consultation process with the EA is undertaken for sites within flood zones 2 and 3.</p> <p>Fisheries, biodiversity & geomorphology - no projects identified in relation to all 3 growth scenarios. Attention drawn to the Darent Catchment Partnership and consideration of catchment pressures (including contribution towards achieving WFD objectives) to achieve sustainable development.</p>
Historic England	No projects or improvements identified in relation to all 3 growth scenarios.
KCC Culture & Creative Economy	<p>No projects identified in relation to all 3 growth scenarios.</p> <p>Request made to define 'cultural infrastructure' under section 4 of the project form - pertaining to theatres, studios, workspaces, galleries, performance space, public art etc.</p>

Infrastructure provider / delivery partner	Projects / improvements identified in Autumn 2023
KCC Education	<p>Requirement for a new 3FE primary school in the Sevenoaks urban area arising from the development of housing sites HO1, HO2, HO3, HO4, HO5, HO8, HO9, HO10, HO28 and HO29, and mixed use sites MX1, MX2, MX4 and MX13.</p> <p>Requirement for 2 new 5FE secondary schools arising from all proposed development across the District. Preferred locations are at Pedham Place and Edenbridge.</p> <p>Requirement for a new 3FE primary school in the Pedham Place area arising from the development of housing and mixed use sites in the Swanley/Pedham Place area.</p> <p>Requirement for the expansion of existing primary schools in/around Edenbridge (Edenbridge Primary School and one other) arising from the development of housing sites HO15, HO16 and HO17, and mixed use sites MX7, MX8, MX9, MX10 and MX11.</p> <p>Requirement for the expansion of the existing primary school in West Kingsdown (St Edmunds CE Primary School) arising from the development of housing sites HO26, HO27, HO33 and HO34.</p>
KCC Highways	<p>At this stage no specific projects have been identified.</p> <p>The transport modelling being undertaken to support the Local Plan has highlighted a number of areas for additional investigation and that further work is in hand to identify the transport impact of the Local Plan growth scenarios and potential mitigation schemes, which will be included in the next iteration of the IDP, once the modelling work has been completed.</p>
KCC Public Rights of Way	<p>At this stage no specific projects have been identified in relation to all 3 growth scenarios.</p> <p>However a package of measures to improve the PRow network across the District, to encourage active travel</p>

Agenda Item 6

Infrastructure provider / delivery partner	Projects / improvements identified in Autumn 2023
	and provide opportunities for outdoor recreation, as identified in the KCC Public Rights of Way Improvement Plan, will be required for each development site.
KCC Waste	<p>At this stage no specific projects have been identified in relation to all 3 growth scenarios.</p> <p>However there is a continuing potential need for additional household waste and recycling capacity in the Pedham Place / Swanley area.</p>
Lead Local Flood Authority	KCC, as Lead Local Flood Authority, is not directly involved in infrastructure provision, however it is suggested that the actions identified in the Sevenoaks Surface Water Management Plan (2013) are referred to. However, these are not linked to the growth scenarios set out in the Local Plan.
National Gas	No projects or improvements identified in relation to all 3 growth scenarios.
National Grid	No projects or improvements identified in relation to all 3 growth scenarios.
National Highways	<p>At this stage no specific projects have been identified.</p> <p>Until the Local Plan transport modelling has been completed and its results finalised, it is difficult for National Highways to fully understand where mitigation measures are required and what form these might take. From the modelling results provided so far, these are likely to be needed in relation to traffic growth at M25 Junction 3. It is possible that other junction movements of concern could include the A21 southbound off-slip with A25 and the A21 / B245 southbound off-slip.</p>
Natural England	No projects or improvements identified in relation to all 3 growth scenarios.

Infrastructure provider / delivery partner	Projects / improvements identified in Autumn 2023
Network Rail	<p>Requirement for improvements to Sevenoaks Railway Station - improvements to the station forecourt and public realm to provide better access and improved safety for pedestrians and cyclists.</p> <p>Requirement for improvements to Bat and Ball Railway Station - the installation of ramped access to the pedestrian bridge over the railway line, to replace the current stepped access.</p> <p>Potential improvements at other stations to be confirmed once growth option has been confirmed.</p>
NHS Kent & Medway ICB	<p>Requirement for additional GP capacity in the Sevenoaks urban area.</p> <p>Requirement for additional GP capacity in the Swanley area, including a requirement for new infrastructure for both general practice and other community-based healthcare services.</p> <p>Potential requirement for additional GP capacity in Westerham, West Kingsdown and New Ash Green / Hartley, however these need to be assessed further.</p> <p>The ICB is developing an Estates and Infrastructure Strategy (informed by the four Health and Care Partnership estates strategies covering Kent & Medway) and the 3 growth scenarios set out in the Local Plan will feed into this. It is anticipated that the Strategy will be available towards the end of 2023. Until then, no specific projects have been identified.</p>
Southern Water	<p>Requirement for local sewerage network capacity to be increased in Edenbridge as a result of all 3 growth scenarios, and particularly owing to the increased demand created by housing site HO17 and mixed use site MX10.</p>
Sutton & East Surrey Water	<p>Requirement for clean water capacity to be increased in Edenbridge as a result of all 3 growth scenarios. The additional demand (particularly in respect of housing</p>

Infrastructure provider / delivery partner	Projects / improvements identified in Autumn 2023
	site HO17 and mixed use site MX10) causes degradation in the resilience of the current network which could increase the risk of loss of supply for existing and future residents if not addressed.
Transport for London	No projects or improvements identified in relation to all 3 growth scenarios.
UK Power Networks	No projects or improvements identified in relation to all 3 growth scenarios.

5. Developing the IDP further

5.1 The District Council is committed to developing a robust and comprehensive Infrastructure Delivery Plan that will deliver genuine, new and improved infrastructure across the District, to support the growth identified in the emerging Local Plan.

5.2 This ‘Infrastructure Delivery Plan November 2023 Statement’ sets out the infrastructure requirements that have arisen following discussions with our infrastructure providers in Autumn 2023. The current public consultation on Plan 2040 (Local Plan Reg. 18 - Part 2) provides a key opportunity to further engage with public bodies and infrastructure providers on the new and/or improved infrastructure that is needed.

5.3 Over the coming months, we will continue to engage with our key infrastructure providers to secure the projects that our communities desperately need, taking on board any feedback received through the current consultation and any refinements to the development strategy. The IDP will also be informed by identified projects in our emerging evidence base documents.

Appendix A – Infrastructure Providers in Sevenoaks District

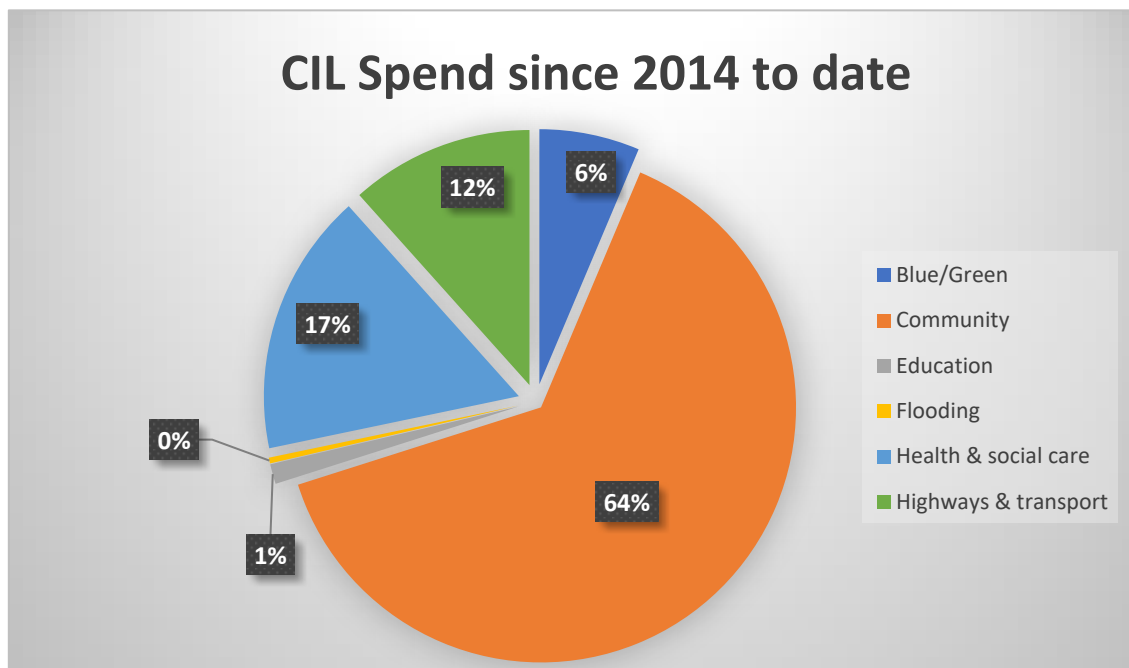
Arriva
Civil Aviation Authority
Environment Agency
Go Coach
Greater London Authority / Mayor of London
High Weald AONB Unit
Historic England
Homes England
KCC Culture & Creative Economy
KCC Development Investment
KCC Education
KCC Highways
KCC Public Rights of Way
KCC Waste
Kent Downs AONB Unit
Kent Fire & Rescue
Kent Nature Partnership
Kent Police
Integrated Transport Authority
Local Lead Flood Authority
Marine Management Organisation
National Gas
National Grid
National Highways
Natural England
Network Rail
NHS England South East
NHS Kent & Medway Integrated Care Bard
Office of Rail Regulation
Office of Road and Rail
South East Coast Ambulance Service
South Eastern
South East Local Enterprise Partnership
South East Water
Southern Water
Sutton & East Surrey Water
Thames Water
Transport for London
UK Power Networks
Upper Medway Drainage Board

This page is intentionally left blank

Appendix E

Projects awarded CIL since 2014 to date (03 November 2023)

Type of Infrastructure	CIL Funds Awarded	Percentage of overall amount
Community Facilities	£5,051,924.00	64%
Highways and Transport	£921,444.48	12%
Health and Social Care	£1,319,880.00	17%
Blue/Green Infrastructure	£504,300.00	6%
Education	£100,000	1%
Flooding	£29,000	0%
Total	£7,926,548.48	

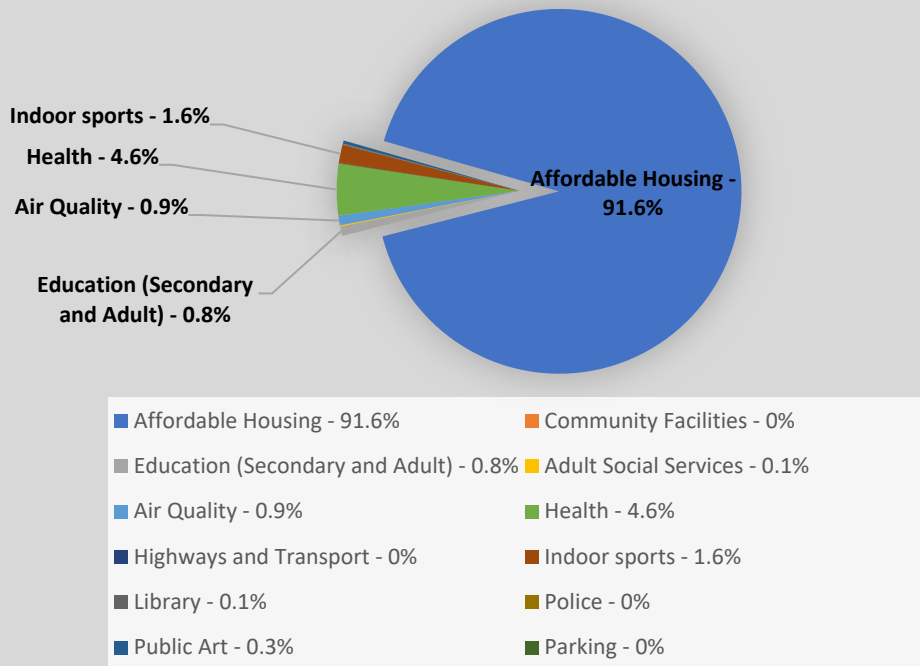


Agenda Item 6

Section 106 funds received between 2014 to date (03 November 2023)

Type of Infrastructure/facilities	Section 106 funds Received	Percentage of overall amount
Affordable Housing	£8,380,735.22	91.6%
Health	£419,455.87	4.6%
Indoor sports	£150,000	1.6%
Air Quality	£77,837.1	0.9%
Education (Secondary and Adult)	£75,737.80	0.8%
Public Art	£25,055.80	0.3%
Adult Social Services	£9589.58	0.1%
Library	£6124.35	0.1%
Highways and Transport	£3000	0%
Police	£3328.36	0%
Community Facilities	£975.88	0%
Parking	£280	0%
Non-Affordable Housing Total	£771,384.74	
All Total	£9,152,119.96	

Section 106 Monies Received 2014 to date



This page is intentionally left blank

Item 7 – Swanley Neighbourhood Plan Regulation 16 Consultation

The attached report was considered by the Development & Conservation Advisory Committee on 12 December 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

SWANLEY NEIGHBOURHOOD PLAN REGULATION 16 CONSULTATION

Cabinet – 14 December 2023

Report of: Deputy Chief Executive, Chief Officer for Planning and Regulatory Services

Status: For Consideration

Also considered by: Development and Conservation Advisory Committee – 12 December 2023

Key Decision: No

Portfolio Holder: Cllr. Simon Reay

Contact Officer: Vivienne Riddle, Ext. 7357

Recommendation to Development and Conservation Advisory Committee:

- (a) To note the Swanley Neighbourhood Plan Regulation 16 consultation and to consider SDC's proposed representation.

Reason for recommendation: To provide members with an overview of the Swanley Neighbourhood Plan and to enable them to consider the proposed SDC representation.

Recommendation to Cabinet: That Cabinet

- a) Approves the proposed representation to the Swanley Neighbourhood Plan.
- b) Delegates authority to the Development and Conservation Portfolio Holder to agree the final representation, including any amendments raised through DCAC, Cabinet and/or by officers within wider organisation.

Agenda Item 7

Introduction and Background

- 1 This report sets out the background to the Swanley Neighbourhood Plan. It also provides details about the Neighbourhood Plan consultation under Regulation 16 and includes our proposed representation as a supplementary appendix. The proposed representation is for consideration by Members.
- 2 The Swanley Neighbourhood Plan originally commenced with the designation of the neighbourhood area in November 2014. The neighbourhood area comprises the whole of the parish area covered by Swanley Town Council, the qualifying body. Through their Steering Group and various working groups, they have since undertaken engagement with local residents and businesses in order to develop their Neighbourhood Plan. Furthermore, there has been ongoing contact between SDC and STC, and we have been providing advice to the Town Council, as an informal part of the plan making process.
- 3 Earlier this year they proceeded to pre-submission consultation and publicity as required under Regulation 14 of The Neighbourhood Planning (General) Regulations 2012 (as amended). The pre-submission consultation took place between 9th January 2023 and 20th February 2023. We provided an officer level response (Appendix A).
- 4 The Swanley Neighbourhood Plan has since been amended to address comments raised by us and others and as such has now been submitted. It was submitted to Sevenoaks on 2nd November 2023 by Swanley Town Council, following a vote to submit. Regulation 15 of The Neighbourhood Planning (General) Regulations 2012 (as amended) sets out what it must include. It has been checked against these and other legal requirements and it has been concluded that it meets those requirements.
- 5 As such under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012 (as amended), we are required to publicise the plan proposal so as to bring it to the attention of people who live, work or carry on business in the neighbourhood area, as soon as possible after receiving the plan proposal. The consultation, which will run for 6 weeks, commenced on 30th November 2023. This means that it will overlap with the emerging Local Plan's consultation but starting one week later, whilst ending on the same date (11th January 2024)
- 6 The consultation is being hosted and run via our online consultation database, Citizenspace. We have utilised our mailing list, notifying those in Swanley who have signed up either electronically or via letter according to their stated preference. Furthermore, we have notified the relevant consultation bodies. In addition, it has been publicised through the use of a public notice, in the Sevenoaks Chronicle and through social media posts. The Town Council has also been encouraged to publicise it more widely, including via their website.
- 7 The submitted documents are available to view as part of the consultation, via our website. The evidence base is relatively extensive and similar to Plan 2040, an evidence base page has been set up. Hard copies of the Neighbourhood

Plan have also been deposited at three locations: Sevenoaks District Council offices, Swanley Town offices and at Swanley Link.

- 8 The Regulation 16 consultation provides our opportunity to formally comment on the proposed Swanley Neighbourhood Plan and as such we need to submit our representations by the deadline of 11th January 2024.
- 9 The submitted documents comprise the following:
 - a. Swanley Neighbourhood Plan 2020 – 2040 Submission Version
 - b. Swanley Village Design Guide
 - c. Basic Conditions Statement October 2023, including SEA/HRA Screening.
 - d. Consultation Statement comprising the Swanley Neighbourhood Pre Regulation Plan Consultation Statement November 2022 and the Swanley Neighbourhood Plan Post regulation 14 Consultation Statement October 2023.
 - e. Various evidence base documents
- 10 The Swanley Neighbourhood Plan 2020-2040 sets out policies for the development and use of land within Swanley Parish set around five themes/topics:
 - a. Working and Employment;
 - b. Community Health Education and Leisure;
 - c. Heritage and Conservation;
 - d. Housing, and;
 - e. Transport.
- 11 It has to be in general conformity with our current adopted Local Plan, comprising the Core Strategy 2011 and the Allocations and Development Management Plan 2015. We are only required to consider whether the Neighbourhood Plan meets the basic conditions, including its general conformity, after the Examination. However, it is noted that the Town Council recognises the relationship between the National Planning Policy Framework, Local Development Plan and Neighbourhood Plans. Furthermore, they have also sought to have regard to the emerging Local Plan 2025-2040, by referencing the first Regulation 18 consultation held between November 2022 and January 2023.
- 12 The draft representation is attached as a supplementary appendix. It includes an update on the position with respect to our emerging Local Plan, an assessment of the policies to ensure they 'do not undermine strategic policies' and consideration of whether or not it broadly conforms with the strategic aims and policies of the District's existing policy framework.

Agenda Item 7

- 13 We are seeking input from officers across the organisation but due to the timing of the consultation and of DCAC and Cabinet, it has not been possible to include that input at this point in time. As such the intention is to secure agreement from the Portfolio Holder for the final representation, incorporating any additional comments agreed at DCAC and Cabinet, as well as any officer comments arising after DCAC and Cabinet.

Next steps

- 14 Sevenoaks is managing the Regulation 16 consultation and we will be engaging an Independent Examiner, in discussion with the Town Council, during this time. Following the end of the consultation, all representations received, including our own, will be sent to the Independent Examiner. The end of the Examination will be marked by the receipt of the Examiner's final report. Upon receipt of which we will prepare a DCAC/Cabinet report recommending a course of action. The next step following that is likely to be to proceed to referendum. However, timings for this will be dependent on a number of factors, including how long the Examination takes.

Other options Considered and/or rejected

Options include not responding to the consultation however this provides our opportunity to formally raise any comments or objections we may have for consideration by the Independent Examiner.

Key Implications

Financial

Responding to the consultation on the Swanley Neighbourhood Plan 2020-2040 Submission Version has no financial implications.

Legal Implications and Risk Assessment Statement.

Responding to the consultation on the Swanley Neighbourhood Plan 2020-2040 Submission Version has no legal implications as there is no legal requirement to respond.

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

This report relates to a consultation on a parish's (Swanley's) neighbourhood plan and to SDC's representations. Net Zero implications are highlighted where considered relevant in the draft representation.

Conclusions

This report briefly sets out the background to the Swanley Neighbourhood Plan, prior to its submission to us. Following submission, it was checked against the legal requirements and it was concluded that the plan proposal could proceed to its next stage, which is publicity under Regulation 16, which we, as the competent authority, are managing. The Regulation 16 consultation commenced on 30th November, running for 6 weeks until 11th January 2024.

This provides us with an opportunity to formally comment on the Swanley Neighbourhood Plan. Officers have drawn up a draft representation for consideration. However, given the timings of DCAC and Cabinet and the consultation, it has not been possible to include input from officers from across the organisation, at this stage. As such any amendments agreed through DCAC and Cabinet and from officers from across the organisation will be subject to the agreement of the Portfolio Holder.

Appendices

Appendix A – Our representation to the Regulation 14 consultation.

Supplementary Appendix – Our proposed representation to the Regulation 16 consultation. (To Follow)

Richard Morris

Chief Officer for Planning and Regulatory Services

This page is intentionally left blank

Dear Swanley Town Council,

Re: Sevenoaks District Council Response to the Swanley Neighbourhood Plan Regulation 14 Version Consultation.

Sevenoaks District Council welcomes the opportunity to comment on the Regulation 14 Version of the Swanley Neighbourhood Plan, prepared by the Neighbourhood Plan Steering Group on behalf of Swanley Town Council. Please note that this is an officer level response.

Contact between SDC and the Neighbourhood Planning Group

To date we have commented informally in March 2020 and following our meeting with Lorraine Hart in February 2022, we sent comments regarding the proposed policies.

General comments

- It is recommended that the timespan for the Neighbourhood Development Plan (NDP) is stated, either on the document cover, or as footers at the base of each page.
- It is recommended that where the NPPF is referenced the associated paragraph number is included.
- Throughout the document there are references to the emerging Local Plan 2018, including allocations, and whilst having regard to the direction of travel is important, it refers to a document which has now been withdrawn from Examination. Some consideration needs to be given about how this should be referred to and addressed throughout the document.
- At present the NDP is quite lengthy and it may benefit from being pared back. This could be achieved, in part, by not repeating the vision and associated explanatory text at the beginning of each chapter. Furthermore, whilst the policies need to be clearly justified and linked to the evidence, the detail about this evidence may be better placed in the evidence base, so supporting text just needs to the main points with signposting to where the detail can be found in the evidence base. There are also a couple of instances where the text has been repeated.

Chief Executive: Dr. Pav Ramewal

Council offices
Argyle Road
Sevenoaks
Kent TN13 1HG

t 01732 227000
e information@sevenoaks.gov.uk
DX30006 Sevenoaks
www.sevenoaks.gov.uk



INVESTORS
IN PEOPLE

Platinum
Until 2022

Agenda Item 7

- It is often useful to have a full list of the policies towards the front of the document. It also helps having the policies following the associated supporting text/justification.
- There are some elements that could be re-positioned e.g. the air quality paragraph doesn't sit naturally with the rest of the text.
- Sevenoaks District Council is on occasion referred to as just Sevenoaks Council and this needs to be corrected to avoid confusion.
- It is recommended that the terminology, formatting and referencing are used consistently across the document e.g. policies are sometimes labelled as NP Policy SwC5, Policy SwDC&H2 or just setting out the reference number e.g. SWDC&H1.
- Some of the mapping doesn't follow on from the associated text and/or doesn't include a key. It may work better to either move the mapping so it follows the associated text or to put the mapping in an appendix, with clear signposting.
- Maps and diagrams etc - need to make sure that these are clearly labelled and where necessary a key is used. E.g. the map on page 3 isn't showing the key.
- It is occasionally unclear whether the document is referring to the wider Swanley parish boundary or Swanley Town.
- Documents need to be accurately referenced and/or the most up-to-date documents referred to e.g. in one instance the Green Belt Assessment is dated as 2018 rather than 2017.
- If this hasn't already been done, it is recommended that consideration is given to how these policies will be monitored.
- Terminology is on occasion confusing as it does not reflect terminology that is widely used e.g. Heritage Assets not Historic Assets.
- For future iterations and rounds of consultation, interactive mapping is recommended as we find that it can be very useful.

Introduction

Page 2 - The current wording reads as though Planning Appeals are decided by the Local Planning Authority (LPA), rather than the Planning Inspectorate (PINs).

A profile of Swanley

It would be useful to include a map showing the Swanley Parish boundary in the wider context of the district and beyond.

Page 7 - The first line could do with being re-written to highlight that Swanley is a parish within the district of Sevenoaks, which is within the county of Kent and that it includes two settlements comprising Swanley Town and Swanley Village. At present it isn't clear that there is a second settlement until the fourth paragraph.

Page 8 - It might be clearer to write that only Swanley Town has a defined Green Belt boundary, whilst the remainder of the parish, including Swanley Village, is washed over by Green Belt.

Page 9 - It is probably more accurate to state that the full extent of the Green Belt in the parish of Swanley is as shown on the map. It may also be useful at this point to clarify what else the map is showing, as it is taken from the Green Belt Assessment 2017.

Page 9 - The last paragraph could do with some re-writing, as the figure in the Core Strategy 2011 is a housing provision figure (rather than a housing need figure) identified through the South East Plan and it needs to be clearer that the emerging Local Plan dating from 2018 has now been withdrawn.

Pages 11 - 12 - It may be useful to include a map showing the respective wards and also aggregate the data.

Vision and Objectives for the Neighbourhood Plan

Objectives might benefit from their own referencing system.

Sustainable Development Strategy for Swanley

Page 17/18 - It might be useful to include the map showing the Green Belt Assessment parcels here.

Community Infrastructure

Page 20 - Some of the evidence seems to be outdated e.g. Open Space Sports and Recreation Study 2009. There is more recent evidence base associated with the emerging LP e.g. Open Space Study 2018.

Page 21 (and elsewhere) - Refers to 1,148 properties being planned but part of that figure is based on the previously emerging LP, which has now been withdrawn. It will be necessary to ensure your figures tie up with the latest version of the emerging Local Plan (Plan 2040), in order to ensure the Swanley NDP does not become quickly outdated.

Page 22 - Includes a paragraph on Air Quality (with a policy in the chapter relating to Transport) which doesn't seem logically to sit within this chapter. Also to note that a more up-to-date Air Quality Annual Status Report 2022 is available on the SDC website.

Page 23 - Reference is made to the NP Steering Group having undertaken its own survey and assessment of open spaces. It's not entirely clear but does this only look at the sites already identified and just provides additional information or has it identified additional sites and/or re-categorised existing sites?

Conservation design and heritage

Page 32 - This chapter is slightly confusing. The title suggests that it is about the historic environment and heritage assets etc. However, it then references good design and landscape character. It may just be a matter of changing/amending the title of the chapter.

Page 35 - The section titled Character of the Swanley Neighbourhood Plan Area talks a lot about the NPPF, which would sit better in the Planning Policy background section.

Agenda Item 7

Page 37 -The Swanley Character Assessment 2022 is briefly summarised in relation to 6 different areas. It may be useful to include a map showing where each of these areas are as it is not clear from the description itself.

Pages 37 and 38 - The definition for tall buildings needs some re-working as it refers to buildings up to 4-storeys, whereas presumably it should read buildings which are either 4 storeys and higher or above 4 storeys in height. As it currently reads any building between 1 and 4 storeys would be categorised as tall. The same applies to the definition of a tall building in the Town Centre.

Page 38 - Historic assets and the built environment - this repeats a paragraph from the profile and if this section is meant to be about heritage assets then perhaps these could be deleted/re-written so that the focus is entirely on Swanley Village's Conservation Area and Listed Buildings.

Page 39 - It may be useful to clarify that Swanley refers to Swanley Town when setting out the listed buildings. It may also be useful to add a line referring to Historic England's website for more information on listed buildings e.g. their Grade and for the most up-to-date list of buildings. Reference is also made to a desire to protect St. Mary the Virgin's church and the gates at the former White Oaks Hospital, amongst others. Has work been undertaken looking to identify other buildings and structures as non-designated heritage assets? Does the supporting evidence base include justification for these assets and are they mapped?

Page 42 -This talks about conserving and enhancing the heritage assets of Swanley and Swanley Village but then proceeds to talk about a design guide for Swanley Village and is slightly confusing.

Housing

Pages 46 - 48 - This needs to be updated to reflect the current situation with regards to the emerging Local Plan. In addition, the list of evidence may need updating.

Page 49 - Does some of the data need updating as it shows allocated sites with planning applications up to 2020.

Page 55 - A Targeted Review of Local Housing Needs was completed in January 2022, which is available on our website, and it is recommended that this is reviewed, and any updates incorporated.

Page 56 - Where it refers to the Annual Monitoring Report, this should be amended to refer to the Authority Monitoring Report.

Page 56-57 - The table continues to show housing allocations proposed in the emerging Local Plan 2018, which has now been withdrawn. It may need some reworking.

Economy and Employment

Page 62 - Is this referring to the Authority Monitoring Report (3rd para)?

Page 64 - The table references sites in the emerging LP. Maps should follow the associated text. Does the evidence base include information on the use of these sites at the point in time they were surveyed?

Page 66 - The pie chart and graph would benefit from having NDR written in full and providing information on what they represent e.g. labelling the axis on the graph and what each section of the pie chart represent.

Transport

Page 76 - This section should reference Kent County Council as the County Highway Authority.

Page 76 - Whilst future proofing by having regard to the emerging Local Plan (Plan 2040) is recommended, it should also set out current local plan policies relating to transport.

Page 77 - The current emerging Local Plan runs until 2040. This section may need to highlight that the SWECO work was carried out in relation to the recently withdrawn emerging local plan.

Page 77- 82 - It may be beneficial to consider the ordering of this section e.g. Transport Provision in Swanley section may benefit from being shifted ahead of the section about the Swanley Transport Study 2018. Table 1 sets out cycle parking provision but the section above (4th para, page 79) refers to it showing cycle route provision.

Page 82 - It may be worth updating this to include the data from the more recent reports.

Page 88 - Need to be clearer that this is a direct quote from One Tree Planted.

Page 91 - 92 - These repeat elements e.g. car ownership levels etc and consideration could be given to removing or re-positioning some of this text. Page 92 lists three things which are to be encouraged; should this form part of a separate project section.

Page 94 - Last 'policy' refers to areas outside of the Neighbourhood Area and is not a planning policy.

Comments on policies

Attached as an appendix.

Sustainability Appraisal

The Neighbourhood Plan will require a Strategic Environmental Assessment screening opinion prepared by the Council. We will work with the Neighbourhood Plan Steering Group to produce this report in line with the legislation.

Kind regards,

The Planning Policy Team
Sevenoaks District Council

This page is intentionally left blank

SDC Comments Swanley Neighbourhood Plan Regulation 14

PROPOSED NEIGHBOURHOOD PLAN POLICY Sustainable development	SDC Comment
<p>NP Policy SwSD1 – Green Belt Developments on Green Belt Land as defined by Sevenoaks are not supported. Developments on previously developed brown field sites on Green Belt land are supported.</p>	<p>This policy is less nuanced than the NPPF. PDL in the Green Belt can be acceptable but where it meets the criteria set down in the NPPF.</p>
<p>NP Policy SwSD2 – Swanley Town Centre Development proposals that result in a net loss of retail and other service-related spaces (Use Class E) classes on sites in Swanley Town Centre (see Town Centre Map), other than those which are permitted development will not be supported.</p>	<p>Terminology needs to reflect terminology used in the Use Classes Order so it should state 'Commercial, Business and Service'. Should the word 'net' be deleted? Should it say something around subject to marketing etc.</p> <p>SDC Town Centre Strategy is now available on the SDC website. Plan 2040 also includes an emerging Swanley Town Centre policy informed by Evidence Base.</p>
<p>NP Policy SwSD3 – Preventing the merging of Swanley Village with Swanley Town Development proposals which result in the physical or visual merging of Swanley Village with Swanley Town will not be supported.</p>	
PROPOSED NEIGHBOURHOOD PLAN POLICY Community Infrastructure	SDC Comment
<p>NP Policy SwC1 – Health Facilities in Swanley Development proposals for health facilities in Swanley will be supported where they are: <ul style="list-style-type: none"> A. Located in Swanley Town Centre B. Have adequate parking for visitors, patients and staff Provide facilities for social interaction for patients and visitors and health related education for patients and health professionals.</p>	<p>It may help if the policy refers to the map showing the town centre boundaries and if the last sentence is set down as two separate bullet points.</p>
<p>NP Policy SwC2 – Open Space Development proposals that result in any loss of existing public green spaces as shown on the map, across all types within the Neighbourhood Plan area will be supported only where</p>	<p>As noted in our previous comments, if these Open Spaces are already designated then there is no need to</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>replacement green spaces are provided for public use which are suitably located and equal or superior in terms of size and quality</p>	<p>designate them again. If new sites have been identified, you may wish to designate them as Local Green Spaces. LGSs have to be assessed against the NPPF tests (para 102) and require consultation with landowners.</p> <p>It is necessary to consider whether this policy does anything different from current policy. Policy SP10 seeks to retain open space etc, only allowing its loss in exceptional circumstances where replacement provision of at least equivalent value to the local community is provided.</p> <p>Plus need to be consistent in terminology, as it refers to open space and public green spaces.</p> <p>May need to specify which map for clarity.</p>
<p>NP Policy SwC3 – Indoor Sport facilities. Development proposals that provide indoor dry sports facilities are supported, subject to other policies in the Neighbourhood Plan</p>	<p>What's meant by dry? Does this mean without swimming pools? Presumably it should say something about being accessible to the public and more about the location.</p>
<p>NP Policy SwC4 – CIL Investments. The provision of a multifunction Indoor sports facility is strongly supported by the Neighbourhood Plan for further investigation and implementation and should be a priority for investment of Community Infrastructure Levy by Swanley Town Council and should be for Sevenoaks District Council</p>	<p>Should the title of this be changed? This doesn't read as a planning policy used in the determination of planning applications. It could be listed as a project where the Town Council supports investigation and implementation, with a separate list setting down what Swanley TC will either direct their CIL funding</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

	towards or which they will seek to influence with respect to Sevenoaks.
<p>NP Policy SwC5 – Community Buildings. Proposals that result in the loss of existing community buildings will not be supported unless there is clear evidence that:</p> <p>a) There is no need for the facility (in terms of the current capacity of existing provision, its opening times, location, accessibility, and range of facilities available to local people and businesses) or suitable alternative facilities of a similar size and quality are re-provided as part of the proposal.</p> <p>b) proposals offer alternative benefits to the community in terms of access to space to assemble, worship, participate in educational activities and personal or civic celebrations</p>	It needs to be made clear whether proposals need to meet both criteria or just one of the criteria. It should also probably include something around being in an appropriate/accessible location.
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Conservation and Heritage</p>	<p>SDC Comment</p>
<p>SwDC&H1 Tall buildings Development proposals for tall buildings should take account of the definitions provided in the Neighbourhood Plan for the different character areas of Swanley. Such proposals should:</p> <ul style="list-style-type: none"> • Have good access to public transport • Contribute to improving the permeability of the site and wider area, wherever possible • Relate well to the form, proportion, composition, scale and character of surrounding buildings, urban grain and public realm (including landscape features), particularly at street level • Incorporate publicly accessible amenity space and local play areas within the site area. • Where appropriate, provide additional green spaces in the form of roof gardens for residents of the development • Have ground floor activities that provide a positive relationship to the surrounding streets • Incorporate the highest standards of architecture and materials, including sustainable design and construction practices • Should not affect their surroundings adversely in terms of microclimate, wind turbulence, overshadowing, noise, reflected glare, aviation, navigation and telecommunication interference • The impact of tall buildings proposed should be given particular consideration in relation to their impact on local or strategic views both from the designated Green Belt land which surrounds Swanley and from Swanley to designated Green Belt land. 	Should the policy include the definition?
<p>Policy SwDC&H2: Swanley Village Design Guidelines</p>	Could a reference to the location of the map be given or a map be included.

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>Development proposals for Swanley Village, should demonstrate how the overarching design and architectural design principles in the Design Guide have been applied to proposals within both the New Swanley Village area and, where applicable, the Conservation area as defined in the Guide.</p>	<p>Could it just stop after Design Guide have been applied?</p>
<p>Policy SwDC&H3 – Heritage Asset Protection and Enhancement It is proposed that the murals of William Mitchell, located in Swanley Town Centre are allocated as non-designated heritage assets to ensure their protection into the future</p>	<p>There is nothing in this policy about enhancement, so the title needs changing. Has an assessment been undertaken to identify non-designated heritage assets and what criteria has been used. If this has been undertaken, and there are other assets, it may be beneficial to list and map these rather than listed buildings which are already identified and protected.</p>
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Housing</p>	<p>SDC Comment</p>
<p>SwH1 Energy Efficient and Healthy Homes All new housing developments shall be built to the highest standards of thermal insulation, air tightness, and with double glazing as a minimum requirement. New homes should be designed to meet an Energy Performance Certificate rating of A to reduce costs in use and contribute to reducing climate change impacts associated with the use of energy. Ventilation needs careful design with high air tightness building fabric construction. Wherever feasible all homes (including areas of circulation), should have the maximum possible natural ventilation via openable windows. Where mechanical ventilation is used measures should be incorporated to prevent: • External noise transfer from outside the building. • Cross talk between internal rooms. • Ventilation Plant noise</p>	<p>As noted previously, as this goes beyond the requirements for Building Control, it should be supported by evidence and tested for viability.</p>
<p>SwH2 Housing Space standards Homes should meet the Government’s nationally described space standards (NDSS) guidelines as a minimum. Extensive tree and shrub planting shall be incorporated into all developments to provide a healthy and visually pleasing environment. Designs shall be inclusive for all members of society and cater for those with disabilities and the infirm wherever feasible. Housing layouts must demonstrate how homes meet the storage requirements in the NDSS without being impacted by plant for mechanical ventilation and heating kit</p>	<p>What is the justification for this? As previously, it will need to be caveated – so ‘where appropriate/feasible – unless overriding reasons’. Second sentence doesn’t appear to be relevant to housing space standards and the last sentence is slightly unclear.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>SwH3 Private Amenity Space for New Homes All new homes where feasible should have access to outdoor space in the form of a private garden, balcony or patio. These should be additional to the Gross Internal Floor Area minimum spaces sizes provided in the NDSS</p>	<p>The second sentence doesn't seem particularly relevant.</p>								
<p>SwH4 Homes for Work and study All homes should, where feasible, have dedicated working space with natural light.</p>									
<p>SwH5 Housing Density Housing developments in the Neighbourhood Plan area are expected to deliver the following densities where feasible subject to meeting the other policies in the Neighbourhood Plan.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Location</td> <td>Density</td> </tr> <tr> <td>Swanley Town centre</td> <td>100 DPH</td> </tr> <tr> <td>Rest of Swanley</td> <td>50 DPH</td> </tr> <tr> <td colspan="2">Edge of Swanley (sites adjacent to the Green Belt Boundary) and Swanley Village 30 DPH</td> </tr> </table>	Location	Density	Swanley Town centre	100 DPH	Rest of Swanley	50 DPH	Edge of Swanley (sites adjacent to the Green Belt Boundary) and Swanley Village 30 DPH		<p>Could more clearly reference Swanley Town. Overriding consideration in policy SP7 is that it should not compromise the distinctive character of the area. This policy may benefit from having a similar line. May also need to be clearer about the evidence base underpinning the proposed higher densities.</p>
Location	Density								
Swanley Town centre	100 DPH								
Rest of Swanley	50 DPH								
Edge of Swanley (sites adjacent to the Green Belt Boundary) and Swanley Village 30 DPH									
<p>NP Policy SwH6 Public Amenity Space New housing developments should include Publicly accessible Amenity Green Spaces based on 0.60 Ha of area per 1000 new residents to be accommodated within the development. Amenity green spaces/roofs shall be provided for all commercial and community infrastructure developments. There is a deficit of AGS in Swanley and therefore further developments on AGS land is not supported</p>	<p>Terminology needs to be used consistently, this refers to Public Amenity Space and Publicly accessible Amenity Green Spaces. Need to think about how this policy would work, particularly on smaller sites.</p>								
<p>NP Policy SwC7 – Children and Young Peoples Play Space Swanley has a deficit of play space for children and young people. All new developments in excess of 5 dwellings must include a Local Area for Play (LAP) and all developments in excess of 10 dwellings a Locally Equipped Area for play (LEAP)</p>	<p>The first line essentially comprises justification and may sit better in the supporting text.</p> <p>Policy SP10 only requires xx where there is an existing shortage or where the proposal would result in a shortfall. Is it justified to ask for this where neither of these triggers exist? Is it also justified in terms of viability?</p> <p>In terms of the wording of the policy, is it requiring LAP for schemes of 5-10 dwellings but above 10, it is requiring</p>								

SDC Comments Swanley Neighbourhood Plan Regulation 14

	<p>LEAP or is it asking schemes which are 5 and above and more than 10 dwellings to provide both? Does this need to include reference to the need to provide details of its maintenance? Should it be requiring provision on site or allow for contributions to off-site provision where more appropriate?</p>
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Employment and Economy</p>	<p>SDC Comment</p>
<p>NP Policy SwEE1: Improving and increasing employment on existing employment sites Proposals to upgrade, intensify or extend the employment sites on Maps EE1-1 and EE1-2 are supported</p>	<p>Some of these sites are located in the Green Belt, so their expansion is likely to comprise inappropriate development. Goes further than LP policy EMP1 which sets out that sites will be retained, intensified and regenerated for B1-B8 uses.</p>
<p>NP Policy SwEE2: Loss of Employment uses Proposals for the redevelopment or change of use of land or buildings in employment use shown on Map EE1-1, EE1-2 and EE2 to non-employment uses, other than those which are permitted development, will only be permitted when: a) Marketing of the site over a period of a minimum of 12 months demonstrates that there is no realistic prospect of the use of the site for employment purposes; or b) The strategic need for the proposed use clearly exceeds the need for continued use for employment purposes.</p>	<p>As per our previous comments, this needs to be evidenced and more detail provided e.g. what would be required for marketing. Adopted policy EMP5 only asks for 6 months, so what is the justification for asking for longer.</p>
<p>NP Policy SwEE3: Small employment sites Proposals for other smaller employment sites will be permitted where they do not conflict with other policies in this Plan and provided that all the following criteria are met so that proposals: a) Do not involve the loss of dwellings b) Contribute to the character and vitality of the local area c) Are well integrated into and complement existing clusters of activity d) Protect any neighbouring residential amenity e) Do not adversely impact upon road safety f) Enhance the overall development and provision of employment and self-employment space g) Do not adversely affect the attractiveness of the local countryside</p>	<p>Perhaps re-word as it requires both employment and self-employment space but this could be addressed by adding 'including'.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>NP Policy SwEE4 Proposals for hotel accommodation and visitor facilities within the Neighbourhood Plan area will be supported where they do not conflict with other policies in this Plan and provided that all the following criteria are met so that proposals: a) Do not involve the loss of dwellings b) Contribute to the character and vitality of the local area c) Are well integrated into and complement existing clusters of business activity d) Are well provided with parking and located close to public transport connections e) Protect any neighbouring residential amenity f) Do not adversely impact upon road safety g) Enhance the development and provision of employment and self-employment h) Do not adversely affect the attractiveness of the local countryside</p>	<p>Title is missing. As mentioned in our previous comments, should this be directing this type of development to the town centre boundary. As currently written it relates to the whole of the parish. How can hotel accommodation enhance self-employment?</p>
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Transport</p>	<p>SDC Comment</p>
<p>SwT1 – Planting of Trees All new developments close to main transport corridors, indicated in AQ16, (see Map of Transport Study proposals) where pollution is a problem shall incorporate extensive tree planting as part of the development</p>	<p>The mapping indicates two points; clarity may be needed as to where precisely this policy applies. Also what is meant by extensive? This has to be balanced with providing parking spaces and useable amenity space etc.</p>
<p>NP Policy SwT2 – Road Improvements The road improvements indicated in HI12 to HI92, CR12 and TM12 are supported measures to be funded by Swanley Town Council and Sevenoaks District Council via Community Infrastructure Levy:</p> <ul style="list-style-type: none"> b. A new all movement junction on the A20 to the west of Swanley to help alleviate congestion within the town centre by providing an alternative route to western Swanley and areas to the north such as Dartford, without having to route through Swanley Town Centre or double back from Sidcup. c. New link road from Birchwood Road to the B2173 to avoid narrow section at the southern end on approach to junction with B2173. This measure would be designed to alleviate congestion and improve safety at the Birchwood Road/B2173 signalised junction d. Improving wayfinding including signing to car parks, Swanley Park and other key attractions e. All pedestrian crossings to be upgraded to meet all current DDA requirements. f. Upgrade the pelican crossing to the high Street g. Re-surface and improve the lighting and feel of Azalea drive as the gateway to Swanley station 	<p>It may be better to set these road improvement projects out in a separate section, as opposed to within a policy. A number of the projects fall outside of planning e.g. providing yellow box marking and/or outside of SDC's control. In addition, it may be better to set out separately the types of projects/schemes that Swanley TC will contribute funding towards from their CIL receipt.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>h. Provide yellow box marking at the Goldsel Road/High Street roundabout junction</p> <p>i. Introduce physical measures on Salisbury Avenue to prevent through movement and thus rat running from B2173 London Road</p> <p>j. Move no entry signage on Nightingale Way to adjacent ASDA access to clarify that there is no vehicular access on Nightingale Way and the pedestrianised area</p>	
<p>SwT3 – Cycling</p> <p>Cycling is encouraged as an alternative mode of transport to the motor car on safe, designated cycle routes whenever possible to reduce pollution and traffic congestion. All new developments should incorporate segregated cycle access ways and adequate storage for bicycles in accordance with Policy SwT6.</p> <p>New cycle routes recommended in the SWECO report are supported:</p> <ol style="list-style-type: none"> 1. Cycle link from existing London Road cycle lane to St Mary's Road (along Oliver Road, Ruxton Close and existing path) - SDC Cycling Strategy Route 14 2. West-east cycle route to the north of the town centre (along Hilda May Avenue, Northview and Woodlands Rise) - SDC Cycling Strategy Route 16 3. Cycle link between Woodlands Rise and town centre (upgrade existing public footpath 0262/SD81/2) - SDC Cycling Strategy Route 17 4. Cycle link from Swanley to Hextable (through Swanley Park and along existing footpath 0305/SD69/1) - SDC Cycling Strategy Route 18 5. West-east cycle link from station to London Road (along Salisbury Avenue, restricted byway 0262/SD88/1; Glendale; Pinks Hill; Cranleigh Drive; Existing cycleway; Goldsel Road; Azalea Drive and Station Road) - SDC Cycling Strategy Route 20 6. East-west cycle route to the station from London Road (along Salisbury Avenue, St George's Road, London Road, Goldsel Road and Station Approach) - SDC Cycling Strategy Route 21 A <p>A new Cycle Hub at Swanley station should also be provided as recommended by the SWECO report</p>	<p>Cycle routes support - sits outside of planning but could be set out in a section outlining other aspirations. As mentioned in previous comments, this may be better supported by producing a LCWIP. Are segregated cycle ways achievable or necessary on all sites? Perhaps think about the wording.</p> <p>You may be aware that SDC have received some funding towards an LCWIP for Swanley. Further details will follow.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>SwT4 – Walking Development proposals should incorporate safe pedestrian footpaths throughout the development and link with other existing pedestrian routes where appropriate and relevant.</p>	<p>As noted previously, this is supported but you may want to expand to include applying active travel principles for all ages and abilities, rather than just walking.</p>
<p>SwT5 – Car and Cycle Parking Development proposals for new residential development that require their parking needs to be met on street are not appropriate in Swanley. Car and cycle parking for residential development in Swanley should as far as possible provide: a) Off street vehicle parking to be contiguous with and part of each property rather than as part of a shared arrangement Car and Cycle Parking b) Shared parking areas are to be designed to Secure by Design standards and each space clearly visible from the property is serves wherever possible. c) Parking provision will be required to meet the standards set out below unless there is a clear justification for the application of a lower standard to achieve sustainable development: Car Spaces * Cycle Spaces * • 1 bed house/apartment 1.5 + 1 • 2 bed house/apartment 2 2 • 3 bed house/apartment 2 2 • 4 + bed house/apartment 3 2 d) Car and Cycle spaces should be provided for visitors at a rate of 1 space per 8 homes. e) All car parking spaces should have access to electric vehicle charging points. f) A garage will be acceptable as a parking space provided that its internal dimensions are at least 3 m wide x 6 metres long. Tandem Parking should only be permitted where there is no suitable alternative. Space dimensions should be 4.8 m x 2.4 m for cars, and 2 m x 0.75 m for cycles. * Off road + Rounded down</p>	<p>As mentioned in our previous comments, these will need to be considered in relation to KCC’s standards and they should be consulted. If these do not accord with KCC standards, then a clear justification will be needed.</p> <p>Link to evidence base which supports these standards?</p>
<p>SwT6 Access for Vehicles, Pedestrians and Bicycles Development proposals should provide adequate width roadways to cater for domestic traffic as well as emergency vehicles such as ambulances, fire engines and refuse collection vehicles. a) Residential premises with more than 50 dwellings shall have minimum of two access roads onto the main carriageways. b) All developments shall have well-lit artificial lighting to roads and footpaths using energy efficient LED lighting. c) Combined road and footpaths are only acceptable in smaller developments of not more than 10 dwellings. d) All developments should have dedicated cycle ways.</p>	<p>As mentioned above and before, many of these are covered by KCC.</p>
<p>SwT7 – Transport Infrastructure Planning The proposals indicated in below, are supported by the Neighbourhood Plan for further investigation and feasibility of implementation and are offered as a project for investment of Community Infrastructure Levy by Swanley Town Council and Sevenoaks District Council: A</p>	<p>The proposals listed could be added to a section outlining projects that the TC support, with a separate section outlining the type of things this NP would like to put</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

corridor Study of the lanes around Hextable Swanley and Crockenhill to establish where improvements can be made to facilitate the safe movement of vehicles along these roads for existing and future users

forward for funding contributions from CIL. Needs to replace 'investment' with 'funding'. Note that this corridor study extends beyond Swanley's area.

Item 8 – Economic Development Strategy Update

The attached report was considered by the Improvement & Innovation Advisory Committee on 5 December 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

ECONOMIC DEVELOPMENT STRATEGY UPDATE REPORT

Cabinet – 14 December 2023

Report of: Detlev Munster – Strategic Head of Property and Commercial

Status: For Consideration

Also considered by: Improvement & Innovation Advisory Committee – 5 December 2023

Key Decision: No

Executive Summary: The report provides an annual review of the Economic Development Strategy following its first year of delivery. Good progress is highlighted in each of the focus areas and overall the strategy has benefited from availability of external funding to boost achievements to date.

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: Emily Haswell Ext. 7261

Recommendation to Improvement and Innovation

To note progress with delivery of the Economic Development Strategy.

Recommendation to Cabinet

To note progress with delivery of the Economic Development Strategy.

Reason for recommendation:

In approving the Economic Development Strategy in 2022, Cabinet requested that progress updates are submitted annually with its implementation. Good progress has been made with the first year of delivery of the Economic Development Strategy 2022-27 which remains on track to achieve expected outcomes before the end of the strategy's period.

Agenda Item 8

Introduction and Background

- 1 The Economic Development Strategy (EDS) 2022-27 was approved by Cabinet on 7th July 2022, with delivery commencing in Q3 2022. The strategy provides a framework for delivery of economic development activity and notes the need to have flexibility to adapt to changes in the wider environment and embrace new opportunities and challenges as they arise.
- 2 The EDS reflects the promises within the Council plan at the time of development which were to;
 - Build on the District's thriving economy through the regeneration of our market towns, and by enhancing both the visitor and rural economies
 - Protect the economy of the District by preserving and making better use of existing employment sites and by redeveloping previously used land
 - Support new and existing businesses through our "Team around the Business" approach, combining excellent customer service and supporting local employers to promote mental and physical well-being at work.
- 3 The new Council plan reaffirms the commitment to deliver to the Economic Development Strategy, and also to; continue to support businesses to come to the District and grow, to deliver regeneration and to ensure that Sevenoaks District remains a special place to live, work and enjoy.
- 4 The EDS vision statement is: 'for Sevenoaks District to have a dynamic growing and inclusive economy for our businesses, communities and visitors that is kind to the environment, contributes to the health and well-being of all our residents and supports our commitment to working towards achieving Net Zero carbon emissions by the Council by 2030'
- 5 Since adoption of the EDS there has been much change both in the wider economic environment but also in the availability of funding to support activity. Significantly the announcement of the UK Shared Prosperity Fund was made in April 2022 and at the time of adoption of the strategy the investment plan for this funding was being finalised and submitted to Government. Approval of the Council's UKSPF Investment Plan was received in December 2022. A further announcement was then made regarding the Rural England Prosperity Fund, which provided additional funding and the requirement for an addendum to be submitted in November 2022, which was approved by Government in April 2023.
- 6 The approach was therefore taken to design the UKSPF investment plan alongside the EDS to ensure complementarity of much of the activity. This has proved to be a prudent approach providing significant funding to develop new initiatives, however this funding availability has necessitated initial focus on achievement of UKSPF investment plan priorities. The commitment to deliver the EDS within the 5 year period remains, but the initial focus has been on delivery of those objectives and activities which work alongside UKSPF interventions to benefit from the additional resources this brings. As a result some key areas of the strategy have not been progressed during the first year, but this does not mean

that they will not be in future years. The Council has focussed on delivering those activities it has received funding for and which are time critical.

7 The EDS sets out 5 strategic priorities:

- Environmental Sustainability
- Skills resilience and job opportunities,
- Business resilience and growth,
- Infrastructure first
- Partnership delivery.

These provide a contextual framework. Proposed activities are broken down within the delivery plan into 4 key focus areas against which the monitoring of activity takes place.

Economic Overview

8 The Economic Development Team is reliant on the receipt of data from third party organisation such as ONS, Statista and the Kent Research Unit. Economic and socio-economic data is received and reviewed on a regular basis. This data is not replicated here, but data sets used can be found in the Background Documents section of the report. The Council is currently investigating how best to synthesise this data for future reports. In addition, the Council is also commissioning a Sector Skills Report, which will provide a better understanding of economic trends and sectors that the Council should be supporting, the findings of this research will be shared on completion.

EDS Monitoring

- 9 During the initial phase of delivery of the Economic Development Strategy our focus has been on aligning activity to the UKSPF investment plan, forming partnerships, and procuring/commissioning activities. During this phase we have also recruited additional externally funded staff to deliver the UKSPF and REPF activities. In particular, a UKSPF project officer commenced work in April 2023, the West Kent Rural Officer started in May 2023, and the Town Centres Project Officer commenced in June 2023
- 10 Although Government had set up the programme in 2022, reporting and administrative structures and systems had not yet been finalised, and the team has had to implement interim systems which are still being adapted by Government. This has required staff to continuously learn new systems and procedures.
- 11 A monitoring summary is provided in Appendix B. This indicates that 86% of the actions are rated as Green or Amber, with 9% Blue (not yet started) and 5% Red. Those Blue or Red indicate a mixture of changing external influences or activity which is planned to happen towards the end of the strategy delivery term. As this is reporting on one year's progress towards a five year strategy we would not be expecting all ratings to be green at this stage.

Agenda Item 8

- 12 Blue and Red activities are reflective of those activities which do not fall within the UKSPF priorities. Consequently, work on these will commence at a later and may depend on funding availability.

Key Achievements to date

- 13 This section provides a summary of key achievements under each of the EDS focus areas.

14 **Focus area 1: Business and Enterprise**

- Local Leadership Partnership in place with the Federation of Small Business indicating commitment to provide support for the small businesses.
- West Kent Business support scheme procured and launched – programme delivered by Smarter Society has engaged over 100 Sevenoaks based businesses and a micro grants scheme was launched.
- Business directory created and populated on More Sevenoaks website with over 150 businesses featuring already.
- West Kent Partnership rebranding to Invest West Kent commenced with re-branding and a renewed focus on inward investment.
- Meeting Point Co-working hub in Swanley opened in July 2023.
- In June 2023, a stand was set-up at the Sevenoaks Business Show and a presentation was delivered to delegates.
- A stand was set up to engage with delegates at the national Completely Retail Show in September 2023.
- Regularly attendance and hosting of Chamber of Commerce and other business networking events to promote business and enterprise activity.

15 **Focus area 2: Visitor Economy and Rural Economy**

- Digital tourism report recently completed to provide detail on the variety of communication channels being used.
- Tourism website (Visit Sevenoaks) and social media channels are updated regularly with fresh content and short articles.
- Marketing activities being undertaken in collaboration with Visit Kent to boost tourism to the District.
- Darent Valley Community Rail Partnership produced a compendium of 17 walking trails within the Darent Valley.
- New Tourism leaflet for the District produced and distributed.
- Several tourism information kiosks refreshed at key locations within the District.
- Promotion of Sevenoaks at the Visit Kent Travel Trade Show in February 2023 and at the West Kent Business Event in March 2023.
- West Kent Rural Grants Scheme was launched in June.

16 **Focus area 3: Town Centres**

- UKSPF capital funding scheme for Public realm improvements was launched in July 2023. Funding has been offered to all Town and Parish Council's to ensure activities meet local needs.
- Attended Completely Retail Expo in Sept 2023 to promote our market towns.

- Town Centre Project Officer regularly visits Town Centres liaising with businesses and Town Councils to collate data and to also provide business support and information.
- A Town Centre Strategy has been developed jointly between planning policy and Economic development to form part of the evidence base for emerging local plan with continued close working on delivery of Town centre regeneration and activity.

17 Focus area 4: Skills and

- A regular programme of jobs fairs delivered by West Kent in partnership with DWP continues.
- A programme of activity run by West Kent Housing Association including Job Fairs in Swanley and Jobs Hubs in both Swanley and Sevenoaks was supported.
- The West Kent Partnership, together with the DWP and People+, has delivered an inclusive employment event at which employers were able to engage with a number of support options to enable them to employ people with disabilities.
- Broomhill Bank supported interns started for the 23/24 academic year with three students joining SDC for eight hours per week.
- SDC provided a significant amount of work experience with well-conceived placements.
- Assisted local businesses in shaping new apprenticeship opportunities, an example being Aqualisa Ltd in Westerham.
- Relationship established with Biggin Hill Airport with the objectives of: arranging work experience placements for local schools, generating links with a proposed technical college and associated apprenticeships, providing job boards for local residents.
- Conversations are ongoing with the North Kent College Group to ensure that we communicate with each other around sector skills needs and how to meet them.
- Watching brief being held over TEP activities to ensure they maintain the same quality of service as previously provided by WKP.

Key Next Steps

- 18 It is important to note that the EDS has no additional budget allocation, other than those activities that can be funded using UKSPF and REPF grant funding. The Council is therefore limited in the activities it can deliver. The Council therefore seeks to be resourceful by investigating funding opportunities and working collaboratively with other organisations. There is therefore a significant emphasis of partnership working and where possible to add value to existing activities. The flexibility within the delivery plan to adapt has allowed for aims to be achieved with limited Council resource, the approach therefore presents an efficient delivery of an ambitious programme.
- 19 The focus for the next year will be on delivering the remaining UKSPF and REPF programme. This includes further rounds of business support, micro grants, green business grants, West Kent Rural grants and cultural development grants as well

Agenda Item 8

as key research into sector skills and the commencement of the People and Skills themed projects. These activities directly contribute to the achievement of many of the EDS' objectives. Opportunities for partnership working and external funding availability will have a significant influence on how the remainder of the EDS is delivered.

Other Options Considered and/or Rejected

- 20 Given the changing economic development context, changing market conditions and changing government policies, as well as the need to focus on the UKSPF and REPF funding requirements, delivery against the EDS could have been paused whilst focus remained on Government funding. However, this approach would not be appropriate given the commitment made to deliver a 5 year strategy. The additional external funding available has increased ability to deliver and brought forward key areas of activity, and is complementary to the EDS. It should also be noted that UKSPF/REPF funding is available only until March 2025 and therefore the EDS provides the longer-term framework for Economic Development activity required for the future.

Key Implications

Financial

- 21 The introduction of the UKSPF and the REPF programmes have provided key financial support for key actions within the EDS. Activities within the EDS have therefore been prioritised to reflect funding availability.
- 22 Resources allocated to deliver the EDS have been maximised through externally funded staff who support the core team on delivery.
- 23 It should be noted that delivery of the EDS in future years is subject to external funding being available.

Legal Implications and Risk Assessment Statement.

- 24 There are no significant legal implications associated with this report, which seeks to provide monitoring of activity to date.
- 25 A key risk to the delivery of the EDS remains the availability of future funding.

Equality Assessment

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

Net Zero Implications

- 27 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. It is important to note that

net zero implications were considered at the point of strategy adoption. Implications are considered as part of project inception criteria for new activities.

Conclusions

- 28 Good progress has been made in the first year of the Economic Development Strategy's delivery. The strategy remains relevant given our economic landscape and is on track to deliver within the 5-year strategy period but is dependent on future funding availability. The EDS continues to retain relevance to key focus to both the previous and the new Council plan. The principles and objectives in the EDS are both robust and flexible to allow new opportunities to be embraced and to adapt to changing contexts and resource availability. This is evident in the way the UKSPF Investment Plan was aligned to deliver against the EDS' priorities and objectives.

Appendices

Appendix A – EDS Delivery Plan monitoring year 1

Background Papers

Economic Development Strategy 2022- 27

https://www.sevenoaks.gov.uk/downloads/download/2/economic_development_strategy

Background statistical research

- Kent County Council, Kent and Medway Economic Dashboard
- ONS, UK Business Counts Inter Departmental Business Register
- Kent County Council Analytics Bulletin – UK Business Count (2022)
- Kent County Council District profiles
- Kent Analytics Statistical bulletin, Business Demography
- Kent Analytics Statistical bulletin, Tourism industries in Kent (April 2023)
- Kent Analytics Statistical bulletin, Creative Industries in Kent (March 2023)
- Kent County Council Statistical bulletin, The Knowledge Economy (April 2023)
- Visit Kent Cambridge Economic Model 2021
- ONS area profile – Sevenoaks
- Knight Frank, A Retail Renaissance 2023

Detlev Munster

Strategic Head of Commercial and Property

This page is intentionally left blank

APPENDIX A

Economic Development Strategy – Delivery Plan – Year 1 Achievements

Key

GREEN	On track to deliver by the end of the strategy term or already achieved
AMBER	Activity commenced and working towards achievement, project working towards achievement of objective
BLUE	Activity not yet commenced
RED	Some risks or challenges associated with achievement at the current time.

FOCUS AREA 1 – BUSINESS AND ENTERPRISE			
Aim	Activity	Key Achievements	Rating
Improve awareness and visibility of businesses through business communications strategy at West Kent level	Create and keep up to date the business directory/ business database	Business enquiry form introduced to monitor and record business enquiries received by the team and establish customer database. Business Directory established on More Sevenoaks with 150 businesses signed up with more promotion to follow.	GREEN
	Deliver annual West Kent Business Conference	West Kent event held 22 nd March with approx. 40 attendees – included launch of UKSPF business support programme. West Kent business support contract includes annual West Kent expo events. Currently preparing for the West Kent Business Expo in March 2024.	GREEN
	Participate in business awards as part of the West Kent Partnership	West Kent Partnership sponsorship of Kent Business Awards in 2022. Future awards schemes to be considered at West Kent level.	AMBER
	Produce an annual economic Report	Access to statistical data to be reviewed in light of changes to the Local Enterprise Partnership and changing external environment. Data to be captured as part of Sector Skills research to be undertaken as part of UKSPF programme and will provide additional data to contribute to economic profile of the District. Data infographic for Sevenoaks recently produced as a resource for attendance at events and as part of inward investment offer.	AMBER
Encourage businesses to locate within the District and West Kent	Develop Inward Investment proposition collateral as part of the place campaign	More Sevenoaks includes Invest theme, which was used to promote investment at recent Completely Retail Expo. More Sevenoaks website is being regularly refreshed with case studies.	GREEN

Agenda Item 8

	Launch West Kent inward Investment strategy including attendance at trade and investment events meeting inward delegations and promotion in the business press	West Kent partnership rebrand as Invest West Kent. Logo produced and role and remit being developed alongside working with Locate in Kent to be clear on potential in West Kent.	AMBER
	Create soft landing team for new companies locating in the District / West Kent	Team around your business approach provides soft landing support for Sevenoaks businesses. Further consideration of West Kent approach as part of development of Invest West Kent	GREEN
Sectoral development	Undertake further research on sectors including assessing results of the Economic Needs Study	UKSPF project to undertake this research. Procurement process underway. Brief includes consideration of key sectors, skills and productivity now and predicting future changes and requirements.	AMBER
	Sectors action plan to establish series of interventions	To be considered as part of second stage of Sector Skills study which will include action plan.	AMBER
Facilitate new ways of working	Develop a hub strategy covering the West Kent Partnership area for both public and private sector facilities including feasibility studies for additional sites	A bid to create a hub strategy for West Kent area was unsuccessful. Current focus on Meeting Point site in Swanley as pilot with a view to integrating into a strategic hub network in the future. Initial discussions taken place with authorities outside West Kent area to develop ideas around joint working.	AMBER
	Successful launch and management of the new business hub at Swanley	Meeting Point Swanley launched July 2023 with all 3 individual offices now let with one company having already expanded beyond available space and now located in the local area. Regular group of meeting room users and hot desk users from a variety of sectors and organisations of differing sizes. Events space booking enquiries received and successful networking events hosted at Meeting Point include Sevenoaks Chamber of Commerce networking and an event for local neighbouring businesses as well as charity fundraising events. Staff team in place and delivering marketing activities with social media impressions increasing.	GREEN
	Digital / Broadband investment in collaboration with Kent County Council and commercial operators	Changes in county approach to broadband investment necessitate a new approach. Currently broadband coverage for the District is at 97% superfast coverage. Meetings to take place to develop this objective further.	RED

Develop and Grow	Research the specific present and future business needs of SME's particularly for rural businesses	Sector skills study to consider rural economy as key sector, alongside other sectors. West Kent Business support scheme launched which provides range of business support and will improve data on future needs. The REPF funded West Kent rural grants scheme provides Capital funding to support rural based businesses to develop and grow.	AMBER
	Team around your business including new 'welcome pack' providing information on all relevant services in the Council	New business enquiry process adopted and research to understand needs and requirements for business pack ongoing.	AMBER
	Feasibility of launching a training app for businesses	Digital funding in UKSPF investment plan for financial year 2025/25. Training apps for businesses already in existence so requires further consideration.	AMBER
	Effective signposting to external organisations including business start up advice	Smarter Society business support programme launched engaging 100 Sevenoaks District businesses since outset, with 18 organisations currently receiving mentoring and high level of interest in micro grants. A regular programme of training events is established with an annual conference scheduled for 14 th March. Team around your business approach delivered through ED team now including delivery from Meeting Point in Swanley. Newly adopted business enquiry form to improve quantitative data in the future	GREEN
Local Procurement Programme	Identify the Council's geographical spend profile for goods and services	Commitment to considering procurement approach within the FSB Local leadership partnership signed in November 22. This area of work not included in UKSPF investment plan – delivery not yet commenced on this objective.	BLUE
	Develop an action plan to improve visibility of procurement pipeline and building capacity for local businesses	Work on this objective to take place in later years of the strategy currently.	BLUE
Net Zero economy	Connect business community with existing advice on energy efficiency and emissions reduction including Low Carbon Kent and the LOCASE programme	UKSPF approved investment plan includes Green Business Grants scheme. Engagement on this scheme included presentation to Chamber of Commerce sustainability forum. First round of green grants completed with further funding for new scheme in financial year 2024/25.	GREEN

Agenda Item 8

		West Kent Rural business fund also includes objectives around sustainability.	
	Work with landowners in the public and private sector to identify assets that could be utilised for local renewables and power generation	Continue to engage with planning policy team as they build evidence base for emerging Local plan. Currently working on decentralised power opportunities and undertaken pre-feasibility work for a solar farm	GREEN

FOCUS AREA 2 – RURAL AND VISITOR ECONOMY			
Aim	Activity	Key Achievements	Rating
Maximise promotion and exposure of the District	Regular Visitor Economy Forum meetings to share best practice and promotion of activities.	Working in collaboration with Visitor Economy and Rural partners to strengthen the economy through enhanced marketing and strategic guidance. Partners engage directly and respond to requests when required.	GREEN
	Collaborate with key partners including Visit Kent and Visit England on joint initiatives	Regularly collaborate with external partners to access key opportunities. Most recently this includes investing in Visit Kent's latest campaign, 'Its in our nature' and being represented at the Annual Hotel Conference.	GREEN
	Active member of the Gatwick Gateway Group	Sevenoaks regularly attend Gateway Gatwick meetings as a driver to signpost inbound visitors to Sevenoaks.	GREEN
	Continue to establish the Visit Sevenoaks website and social media coverage through the Place Portal	Visit Sevenoaks and More Sevenoaks websites performing well. Visit Sevenoaks website is the leading website for inbound visitors. Visit Sevenoaks website (July 2023): 4.1k users, More Sevenoaks website (July 2023): 1,901 unique website users. More Sevenoaks social media accounts are all performing above average and are regularly updated by responsible marketing agency. Portals are continually refreshed with new information.	GREEN
Encourage visitors to Sevenoaks District and attractions	Develop annual programme of campaigns including familiarisation visits for influencers group	Actively participate in campaigns to drive the visitor economy, most recently this includes Visit Kent's latest campaign, 'Its in our nature'. Influencer visits form part of the campaign with further trips in development. Promotional imagery of the district continues to feature in the arrival terminals at London Gatwick. Furthermore, printed materials provide enhanced promotion of	GREEN

		the district. This includes a revised Sevenoaks visitor leaflet and a Darent Valley Community Rail Partnership leaflet. In addition, a collaboration with Darent Valley Landscape Partnership Scheme resulted in a Rail Trails pack which highlights walks along the Darent Valley.	
	Increase niche offerings for experiential and specific demographic requirements	Social media accounts highlight key audiences, which will inform marketing opportunities and target audiences. Recent Google Analytics stats suggested the American and Chinese markets were classed as two of our top three reviewers of the Visit Sevenoaks website.	AMBER
	Secure additional coach parking capacity	Challenging to find appropriate locations given geographical constraints. Continue to liaise with planning teams to identify potential locations which may arise as part of the Local plan process.	RED
	Develop the sports sector as a tool to drive promotion of the District, but also wellbeing	Economic Development comments provided for planning applications to improve sports facilities within the District e.g., Millwall Football Club. Regular engagement with key sports venues and attractions within the District such as Brands Hatch, London Golf Club. Engagement with a variety of businesses within the sports sector. Currently preparing a Sports and Leisure Strategy for District with consultants having been appointed.	GREEN
	Use innovative social media platforms	More Sevenoaks website, Facebook, Instagram, X (formally Twitter) and Linked In performing well. Visit Sevenoaks website and Instagram gaining following.	GREEN
Increase the Accommodation offer	Identify opportunity to develop 5 star / luxury resort of exhibition / conferencing facility	Feasibility studies are being progressed with the focus on implementation	GREEN
	Work with key partners and planning colleagues to increase/diversify the accommodation offer	Contribution to Local plan evidence base documents to present need for accommodation. Continued promotion of existing accommodation providers and opportunities for diversification of offer through UKSPF and REPF grant funding.	AMBER
Support the diversification of rural areas	Work through a new Rural Economy forum to share best practice in rural land use. Lobbying and securing access to funding through the West Kent Partnership	Rural forum has been established to support the West Kent Rural Grants Scheme which is funded through Rural England Prosperity Fund (REPF). A Rural Projects Officer, funded by the West Kent Partnership, has been appointed to administer the REPF.	GREEN

Agenda Item 8

	Where possible support the provision of affordable housing in rural areas and last mile infrastructure projects	Continued close working with planning policy team to ensure that comments are included within evidence base and emerging Local Plan documents.	AMBER
	Promote the sustainable reuse of redundant farm buildings and facilities to support enterprise, economic activity and/or housing	West Kent Rural grant scheme (funded by REPF) provides funding to support businesses with Capital projects. Round one of funding has completed fully allocating funds with further funding to be available in next financial year. Approved applications include both extensions to premises as well as reuse of buildings.	GREEN
Biodiversity and sustainable land management	Work with rural landowners, nature conservation partners and planning policy on nature recovery and biodiversity initiatives	West Kent Rural grant scheme (funded by REPF) approved 4 applications in the first round providing nature recovered and biodiversity projects.	AMBER
Sevenoaks Trademark	Explore the creation of unique Sevenoaks District Trademark for local producer and crafts in collaboration with Made in Kent	The development of the More Sevenoaks place campaign provides an opportunity for use of this branding to create a Trademark if required.	AMBER
	Develop and promote the place campaign brand strategy and book	More Sevenoaks branding in place and regularly promoted through events, social media channels and businesses.	AMBER

FOCUS AREA 3 - TOWN CENTRES			
Aim	Activity	Key Achievements	Rating
Encourage Diversification of use in Town Centres	Work with Planning Policy Team in retaining employment space and supporting mixed uses where possible	Contributed to Local plan evidence base documents such as Economic Needs Study, Town Centre Strategy.	GREEN
	Introduce a new Town Centres Steering Group and arts/cultural forum sub-group to co-ordinate events, promotion and the Night Time economy	Liaise with existing Town Centre groups where available. UKSPF provides funding for cultural grants. Working with Town and Parish Councils to identify priorities for UKSPF funded improvements to public realm.	AMBER
Secure investment and regeneration in towns and large villages	Consider the Town Centre Strategy	Worked with Planning Policy Team on producing Town Centre Strategy - softer interventions suggested in this document were included in UKSPF investment plan wherever possible and delivery against this programme is ongoing providing investment.	AMBER

	Agree a pipeline of projects from the final strategy to direct and support future funding bids	Town Centre soft interventions helped to shape UKSPF investment plan priorities for delivery which is taking priority for initial delivery.	AMBER
Improve public realm to support multiple uses and better facilities	Support provision of electric vehicle charging points	Electric charging points are included in new Council developments. Working with Direct Services on an EVCP strategy for district and also providing additional EVCP in our public car parks.	GREEN
	Improve wayfinding and signage	Wayfinding schemes being considered by Town Centre organisations /Town and Parish Council's. In some areas UKSPF contributions are assisting with this work.	AMBER
	Support the Public Realm Commissioner to improve the public realm and promote the ethos of the Place Campaign	UKSPF funding provides a contribution to public realm commission, plus a capital funding to improve public realm in collaboration with Town and Parish Councils	AMBER
Encourage locals to shop locally	Movement Strategy	ED engagement with the published movement strategy and current consultations on walking and cycling improvements.	GREEN
	Use local campaigns	Place campaign includes information on travelling around the District in a sustainable way. The Visit Sevenoaks, More Sevenoaks website and business directory highlight key businesses available locally.	GREEN
	Redevelop 96 High Street Sevenoaks into a maker space/artisan/artist/farmers market hall	Proposals to develop this area are awaited.	AMBER

FOCUS AREA 4 - SKILLS AND EMPLOYMENT			
Aim	Activity	Key Achievements	Rating
Supporting events and initiative to assist job seekers	Jobs and careers fairs	Regular programme of jobs fairs continues across West Kent. The West Kent Partnership has delivered an inclusive employment event along with the DWP and People+, at which employers were able to engage with a number of support options to enable them to employ people with disabilities.	GREEN
	Promoting apprenticeships, traineeships and work experience programmes	Promoting opportunities with key local businesses and helping to place students in work experience	AMBER

Agenda Item 8

		placements within ED team and local businesses. Currently have an intern working with ED team as part of the Council's internship programme. Further activity under 2024/25 UKSPF people and skills programme.	
Supporting careers advice in schools	Continue to support the enterprise adviser programme through the TEP team	Member of the ED team is an Enterprise Advisor for local school. Continued engagement with the Careers hub team now running this.	AMBER
	Expand enterprise events for young people	ED team work experience and internship programme support.	AMBER
Provide local innovative skills programme	Delivering programme to help disadvantaged groups or those with protected characteristics into employment	UKSPF People and Skills funding available from financial year 2024/25. Procurement on support for employment to commence soon along with a West Kent project call around employability programmes.	BLUE
	Digital inclusiveness programme in conjunction with community wifi pilot	Engagement with KCC digital skills team. Funding available for digital skills project within the UKSPF programme for 2024/25.	BLUE
	Sector Skills programmes including retrofit boot camp and land based skills	UKSPF programmes include retrofit training and support programme with funding being available for this programme from financial year 2024/25.	BLUE
Improving the provision of HE/ FE in the District	Establish an HE/FE offer in the District	Increasing provision is challenging, particularly given the proximity of existing locations, combined with a change in focus towards T-levels and the unknown impact this will have on demand for progression routes. Whilst achievement of an FE / HE offer is unlikely to be delivered within the 5 year ED strategy period, alternative opportunities are actively under consideration and supported by the ED team.	RED

ACHIEVEMENTS TO DATE:

23 ACTIONS GREEN – 42%

24 ACTIONS AMBER – 44%

5 ACTIONS BLUE – 9%

3 ACTIONS RED – 5%

Item 9 – UK Shared Prosperity Fund Update

The attached report was considered by the Improvement & Innovation Advisory Committee on 5 December 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

UPDATE ON UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND

Cabinet – 14 December 2023

Report of: Detlev Munster – Strategic Head of Property and Commercial

Status: For Consideration

Also considered by: Improvement & Innovation Advisory Committee – 5 December 2023

Key Decision: No

Executive Summary: The UK Shared Prosperity Fund and Rural England Prosperity fund are on track and delivering as expected at this stage of the programme. The investment plan, approved by Cabinet in July 2022 and by Government in December 2022, outlined a complex programme of work with more than 15 individual projects to be delivered by a range of project leads. Projects complement the Economic Development Strategy and represent an ambitious yet achievable programme. In July 2022, Cabinet requested that annual monitoring of the investment plan and its implementation be undertaken, and this report is the first such report.

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: Emily Haswell, Ext. 7261

Recommendation to Improvement and innovation

To note the progress with delivery of the UKSPF and REPF programme

Reason for recommendation: Good progress has been made with delivery against the UK Shared Prosperity Fund investment plan and Rural England Prosperity Fund addendum with the programme of projects remaining on track and meeting interventions, outcomes and outputs expected.

Agenda Item 9

Introduction and Background

- 1 The UK Shared Prosperity funding was launched in April 2022 to support the Government's commitment to levelling up all parts of the UK aiming to build pride of place and increase life chances. Sevenoaks District Council was allocated £1m over the financial years 2022-25 covering the 3 priorities of Community and Place, Supporting Local Business and People and Skills. This included funding for both Capital and Revenue allocations for each year.
- 2 In order to receive this funding an investment plan was submitted to the Department of Levelling up in July 2022 and was approved in late December 2022. The approved Local investment plan contains detailed financial allocations against projects, interventions and forecast outcomes and outputs and therefore provides the framework for the monitoring of this funding. See table below.

Allocations Summary

- 3 The following summary table outlines the annual financial allocations across the investment priorities, these include a mixture of Capital and Revenue funding meeting percentages stipulated in scheme guidance.

Funding Period	Communities and place	Local Business support	People and Skills	TOTALS
2022/23	£62,169	£28,000		£90,169
2023/24	£89,505	£90,833		£180,338
2024/25	£222,826	£174,167	£332,500	£729,493
TOTAL	£374,500	£293,000	£332,500	£1,000,000

Interventions

- 4 The investment plan detailed the interventions alongside projects and financial allocations together with expected outcomes and outputs. The interventions against the investment priorities are summarised in the table below;

Community and Place	Local Business Support	People and Skills
E11 - Capacity building and infrastructure to support local groups	E29 - Supporting decarbonisation & improving natural environment	E33 - Employment support for economically inactive people
E12 - Community engagement and local regeneration	E24 - Training hubs, business support offers, incubators and accelerators	E33 - Employment support for economically inactive people
E12 - Community engagement and local regeneration	E31 - Support relevant feasibility studies	E39 - Green Skills courses
E12 - Community engagement and local regeneration	E16 - Open markets and town centre retail and service sector	E41 - Funding to support local digital skills

E3 - Creation of an improvement to Local Green Spaces	E17 - Development and promotion of visitor economy	
E1- Improvements to Town Centres and High Streets	E31 - support relevant feasibility studies	
E6 Enhancing existing cultural, historic and heritage institutions offer		

- 5 The investment plan submitted and agreed was based on consultation and feedback from local stakeholders and also aligned to activities in the Economic Development Strategy. Thus creating an ambitious programme of activity which whilst challenging to achieve aims to create a legacy to build on in future years. The West Kent Partnership provided a chance to work jointly on some areas of our UKSPF where this could add value. It should be noted that Sevenoaks District funds will only be used to support Sevenoaks District organisations but we can benefit from jointly commissioning work across the area.

Rural England Prosperity Fund (REPF)

- 6 In September 2022 The Rural England Prosperity Fund was announced providing further funding to support the additional challenges associated with Levelling up rural areas. The Sevenoaks District allocation was £501,308 of Capital funding across the financial years 2023-2025. To secure this funding an addendum was submitted and subsequently agreed in April 2023 to be monitored alongside the UKSPF spend.
- 7 The REPF funding has been allocated towards the creation of the West Kent Rural Grants Scheme to support businesses and community organisations across DEFRA defined eligible geographic area. The scheme provides Capital grants only. With no funding for administration permitted, a West Kent Rural Officer was appointed through West Kent Partnership funding.

Project Delivery

- 8 The projects within the investment plan and addendum have been based on consultation with end users, businesses and stakeholders and reflect the priorities both in the Better Together Community Plan (2022-2025) and the Economic Development Strategy (2022-27); both reflect the priorities within the Council Plan. The programme of work seeks to maximise impact of funding to meet current gaps whilst matching the prescribed mix of funding producing a wide range of interventions outcomes and outputs to benefit the District. Projects have a mixture of project leads dependent on expertise and where relevant work alongside partners and/ or include work procured externally.
- 9 A programme management office has been established through the creation of a UKSPF project officer role to ensure delivery remains on track, to liaise with project leads providing guidance support and to assist the UKSPF lead to complete monitoring returns, which are critical to release of further funding. To

Agenda Item 9

date all monitoring rounds have been successfully completed with returns signed off by the Councils S151 officer, which has released funding for financial years 2022/23 and 2023/24. The October/ November 2023 monitoring round is expected to release funding for the final year.

- 10 Recruitment activity was undertaken at the beginning of the year and the UKSPF Project Officer, the Town Centre Project Officer and the Rural Projects Officer commenced their respective posts in April 2023, June 2023, and May 2023 respectively.
- 11 Programme activities are monitored on a fortnightly basis by the Economic Development Team and more widely with our West Kent partners on a monthly basis. A close working relationship exists at officer level amongst the West Kent partners.
- 12 Building on LEADER's legacy, and to support the distribution of REPF grants, the Local Action Group was re-established and reconstituted into the Grants Panel. The panel has mixed representation of local businesses, local community groups etc, and is responsible for approving grant applications. The Grants Panel will meet on a periodic basis.

Progress

- 13 A summary of progress has been provided in Appendix A in table form, this provides an overview of progress to date against each of the projects and a rating of Red, Blue, Amber or Green. The result is that 50% of programmes are Green meaning project activity and spend has commenced and is either on track or completed. 31% are blue indicating the project was not profiled to commence until financial year 2024/25 as per the investment plan. 19% are Amber indicating the project activity is ongoing but spend is yet to commence or the project is facing minor delays. We are currently reporting no projects with a Red rating (to indicate concern about ability to deliver the project within the timescales)
- 14 Within the agreed Investment Plan some projects are not profiled to commence spend until the financial year 2024/25 and therefore the rating provided indicates that preparation remains on track. This is the case in particular for the People and Skills programmes as these were originally restricted to the final year of the programme.
- 15 The UKSPF guidance indicates the level of flexibility, which can be applied without a formal project change request, at the current time our performance remains as per the agreements in place and no project changes are perceived necessary.
- 16 Key achievements to date include the swift appointment of additional staff to support the schemes, namely the UKSPF project officer, Town Centre project officer and the West Kent Partnership funded – West Kent Rural officer. These posts have brought additional resource to the team to enable delivery of the programme of work.

- 17 Under the Community and Place theme, the key achievements have been around the extensive community mobilisation and grants programme, as well as the liaison with all town and parish councils to identify key small scale public realm projects. See Appendix A for further details.
- 18 Under the Supporting Local Business theme the key achievement has been the procurement and establishment of the West Kent Business support programme together with an initial successful round of the Green Grants scheme for businesses. See appendix A.
- 19 People and Skills projects are profiled for the financial year 2024/25. However, initial scoping work and project outlines are being completed and procurement processes commenced to ensure programmes are ready to launch in the new year.
- 20 The Rural England Prosperity Fund has allocated the whole amount for the current year in approving 12 grants, with an additional 4 applications approved with funding to be disbursed in the next financial year.
- 21 All grant schemes have been advertised through a dedicated business grants page on our council website, social media posts, Local business organisations, flyers and presentations at Local business events, and information being shared through Town and Parish Council's and local stakeholders. Schemes have been well subscribed with applications exceeding available funding in most cases.

Economic Development Strategy

- 22 The Economic Development Strategy 2022-27 was produced following consultation with local businesses and stakeholders, this consultation included discussion on priorities for the UKSPF to ensure that the deliverables within the strategy and the UKSPF programme were aligned. This means that the UKSPF provides the funding to deliver some of the ED strategy objectives and ensures that resources and therefore achievements are maximised.

Other options Considered and/or rejected

- 23 There is no obligation to spend the UK Shared Prosperity Fund / Rural England Prosperity fund allowance, however to not do so would present a missed opportunity. The funding available provides funds for supporting the levelling up agenda, strengthening pride in place, improving life chances in the district and providing additional support to overcome the additional challenges faced in rural areas. It also supports the delivery of the Council's EDS. Failure to use the allocation may have implications in future funding allocations made and would not represent the best interests of the community.
- 24 Whilst different projects could be delivered, the Investment Plan and its proposed activities/projects was extensively consulted and reflects the needs of our District and is now agreed. However, officers are continuously scanning the market to determine if the projects/activities remain valid. If changes are needed, a change request will need to be made to Government.

Key Implications

Financial

- 25 The Grant funding agreement and Memorandum of Understanding have been signed by the Council and the Government.
- 26 Funding for each financial year will be paid to the local authority in advance. Prior to each year's allocation, a report needs to be submitted on progress against the outputs of the Investment Plan. Lead local authorities may be asked to return any underspends at the end of each financial year, therefore regular financial and performance monitoring will be required.
- 27 Up to a maximum of 4% of the total allocation (UKSPF only) can be used for administration of the plan including commissioning services and monitoring. More administration heavy projects have in-built resources included.

Legal Implications and Risk Assessment Statement.

- 28 A signed Memorandum of Understanding and Grant funding agreement is in place following receipt of a grant determination letter, these documents set out detailed fund requirements and obligations and link to the UK Shared Prosperity Fund prospectus which provides comprehensive guidance on project delivery including procurement, publicity and branding and eligibility. These documents have been amended and resigned to incorporate the REPF funding addendum.
- 29 Delivery risks were considered at the outset of the project and mitigations included within the scheme design – key risks are outlined within the table below

Risk	Mitigation	Likelihood
Partner organisations do not provide monitoring information required	Funding administered directly by SDC and only released at appropriate time once project complies with scheme requirements – ongoing monitoring requirements detailed in scheme guidance for all grant schemes.	Low /Medium
Project unable to complete	There is some flexibility within scheme guidance to amend projects and adapt to changing circumstances, regular monitoring in place to ensure early indication of challenges	Medium
Non delivery risk	Programme management in place with project leads supported by a Project Officer in terms of monitoring with regular progress meetings in place	Low

Monitoring non compliance resulting in failure to release further funding rounds	Programme management in place Project Officer supported by UKSPF lead and finance team to ensure monitoring returns are completed fully and in line with scheme requirements	Low
Failure to deliver contracts procured externally	Internal governance procedures are followed alongside the required procurement procedures outlined within programme guidance	Low

Equality Assessment

- 30 Members are reminded of the requirement, under the Public Sector Equality Duty (Section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and foster good relations between people from different groups The decisions recommended through the report directly impact on end users. The impact has been analysed and does not vary between groups of people. (full assessment included as background document)
- 31 The UK Shared Prosperity Fund investment plan, REPF addendum and the investment priorities they support, should have a positive impact on all our residents and businesses. Some initiatives, however, are targeted at specific groups that are in particular need in our community such as the unemployed or those experiencing barriers to employment. Such an approach means we are seeking to positively impact levelling up of opportunity across the District.

Net Zero Implications

- 32 The decision recommended through this report has relevance to the council's ambition to be Net Zero by 2030. Officers believe that the UKSPF Investment Plan will help in reducing carbon emissions. but in summary:
 - A number of projects notably the green grants scheme and the training of retrofit advisers should positively impact local businesses and potentially emissions from Council owned assets
 - Through community mobilisation we will be seeking to raise awareness of Net Zero issues and solutions
 - We are seeking to deliver green infrastructure in our key centres and boost biodiversity

Conclusions

- 33 The early stage delivery for the UKSPF and REPF Programmes have gone well with the extensive range of projects on track to deliver for the current financial

Agenda Item 9

year. The achievements complement activity within the Economic Development Strategy Delivery plan, and through working in partnership maximum impact from this funding is expected.

Appendices

Appendix A – UKSPF and REPF summary report

Background Documents

EqIA

Detlev Munster

Strategic Head of Commercial and Property

APPENDIX A

UK Shared Prosperity Fund and Rural England Prosperity Fund monitoring

From start of delivery of UKSPF April 2023 – 30 Sept 2023

KEY

BLUE	Project not profiled to start activity until 2024/25
GREEN	Project activity and spend commenced and on track or completed
AMBER	Project spend not yet commenced or subject to minor delay
RED	Some concern about ability to deliver project within timescales

Communities and Place

No	Project Name/ project lead	Description	Update / next steps	RAG
1	Social Value engine Communities Team	Tool for showing social value impact and outcomes of community activity	Software purchased and training completed early application of system to identify the best measures for capturing value of community based activity.	GREEN PROJECT SPEND COMPLETE
2	Community Mobilisation Communities Team	To support and deliver community mobilisation grants, community hub projects	Two successful rounds of community grant funding have resulted in 24 awards to community organisations. Another round will follow next year. Since July organised / supported 5 programmes of activity and 3 events, which have reached around 3882 people. This includes the family fun days, access to sport/exercise and outreach to support community groups with limited experience of applying for grants.	GREEN ON TRACK

Agenda Item 9

3	Improving Green Spaces Property Team	Feasibly work around improvement of green spaces and potential to create a pilot project	Strategic plan prepared. Detailed work yet to commence.	AMBER BEHIND
4	Supporting Town Centres ED Team	Capital project covering small public realm improvements in our town/village centres	Funding application open to all Town and Parish Councils for public realm improvement projects across the current financial year with some spend to take place in 2024/25. Funding committed so far has enabled 11 projects including lighting and mural at Skate Park in Swanley, Seating and paved area on the Green in Westerham and renovation of lamp posts in Sevenoaks town. At least 27 further projects in discussion to be funded prior to end of the programme.	GREEN ON TRACK
5	Cultural Sector support ED Team	Support organisations delivering community led cultural activity	5 awards approved to distribute full funding for current financial year. Further round expected in 2024/25.	GREEN ON TRACK

Supporting Local Business

No	Project Name/ project lead	Description	Update / next steps	RAG
6	West Kent Green Business Grant Scheme ED Team with TMBC	A grant scheme to encourage local businesses to introduce sustainability measures	2 grants awarded from first round, which absorbs funding for initial pilot year. One to provide contribution to larger project providing a solar power and the other a small grant to support new energy efficient freezers to allow larger deliveries and greater range of stock. New grant round to launch in early 2024 to cover allocated spend for 2024/25.	GREEN ON TRACK
7	West Kent business support Programme ED Team with WKP	A co-ordinated programme of business support across West Kent with events, training and mentoring service as well as seed funding grants.	Following a policy compliant procurement process, Smarter Society was appointed to deliver West Kent Business programme. Website, portal and social media set up with 4 hybrid seminars taken place, micro grants scheme launched. 100 Sevenoaks District businesses engaged with 18 receiving mentoring support. Annual West Kent Business expo event planned for 14th March 2024.	GREEN ON TRACK
8	Sector Skills Research ED Team	Study to investigate key sectors and skills within the District now and in the future including links to productivity	Procurement exercise underway with expectation that phase 1 completion will take place prior to end of financial year 2023/24.	AMBER ON TRACK
9	Town Centre Activities ED Team	Events and promotions to support town centre development and to grow offer across all our town centres	Town Centre project officer appointed and regularly visiting the 4 main Town Centre stakeholders to liaise with businesses, providing information and advice. Funding provided to support Easter Town Trail and	GREEN ON TRACK

Agenda Item 9

			coronation trail in Sevenoaks town as pilot projects.	
10	Promotion of Visitor experience	Supporting the visitor economy by encouraging high profile visits and promotion activity	Early stage activity taking place in planning programme of activity.	AMBER ON TRACK
11	Digital Heritage and Visitor Economy Project	Feasibility study to utilise augmented and virtual reality to promote heritage and visitor economy assets	Initial scoping of project taking place.	BLUE ON TRACK

People and Skills

Original guidelines precluded spend on people and skills projects until 2024/25. Therefore despite change of approach from funders we retained commitment to deliver as per the investment plan submitted and agreed.

No	Project Name/ project lead	Description	Update / next steps	RAG
12a	Growth Gurus	Pilot project to provide employability support training and signposting to young people	Project being researched and scoped in preparation for procurement process.	BLUE ON TRACK
12b	Support for Economically inactive adults	Interventions for economically inactive adults who face barriers to employment	Proposals for a call for projects approach across the West Kent area.	BLUE ON TRACK
13	Green Retrofit skills	Improved coverage and understanding of retrofit agenda in the District with training provided	Project being researched and scoped.	BLUE ON TRACK
14	Upskilling in Digital Skills	Supporting business growth by delivering digital training to fill skills gaps	Project being researched and scoped.	BLUE ON TRACK

Rural England Prosperity Fund

<p>15</p>	<p>West Kent Rural Grants Scheme</p> <p>West Kent Partnership</p>	<p>Capital grants to businesses and community organisations within the eligible rural area</p>	<p>West Kent funded project officer in place to deliver scheme.</p> <p>First round of grants completed with total available funding of £125,327.</p> <p>16 grants have been approved to 11 small or micro businesses, 4 charities and 1 Town Council. Approved grants were in excess of available funding therefore 9 will be funded from current years allowance and a further 7 will be prioritised for funding in the next financial year.</p> <p>Grant scheme to reopen later this year to distribute funding for financial year 2024/25.</p>	<p>GREEN</p> <p>ON TRACK</p>
------------------	---	--	---	--

This page is intentionally left blank

Item 10 – Pest Control Service Review and Options

The attached report was considered by the Cleaner & Greener Advisory Committee on 23 November 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

PEST CONTROL SERVICE REVIEW & OPTIONS

Cabinet – 14 December 2023

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

Status: For Decision

Also considered by: Cleaner & Greener Advisory Committee – 23 November 2023

Executive Summary: Approval is sort to implement the proposals outlined in this report.

Contact Officer(s): Trevor Kennett, Head of Direct Services Ext. 7407

Adrian Rowbotham, Deputy Chief Executive and Chief Officer
- Finance & Trading Ext. 7153

Recommendation to Cleaner & Greener Advisory Committee: That the proposals detailed in this report be considered by the Committee, and its views on recommending option 2 be submitted for consideration by Cabinet for approval.

Recommendation to Cabinet: That the recommendation of option 2 along with any proposals submitted by the Cleaner & Greener Advisory Committee be considered and approved.

Reason for recommendation:

It is vital that all commercial services are economically viable and do not place pressure on statutory budgeted services. Given the annual losses of the pest control service, the officer recommendation is to cease the service and replace it with an accredited local service provider.

Executive Summary

1. This report provides details on a full updated review of the Pest Control service currently provided by the Council and proposals, for consideration, for future service delivery. The preferred recommended option from officer is option 2 - Cease the service, and explore a local partner to make pest control referrals.
2. It is critical to have comprehensive and effective budget monitoring to ensure budgets met and consider the optimum balance between the Council's scale of ambition and availability of resources.

Agenda Item 10

Introduction

3. Pest Control is a non-statutory service. The Council has no statutory obligation to provide pest control treatments to tenants of private property owners, Housing Associations or Registered Social Landlords (RSL's) regardless of whether they receive Council Tax Benefit or Housing Benefits.
4. The Prevention of Damage by Pest Act 1949 gives suitably authorised people (Local Authorities) the right to inspect any premises and as a property owner you are required to keep your property vermin free; failure to do so may lead to legal action, forced business closure and fines. These legislative powers will continue to be exercised by the Waste Enforcement team.

Background

5. Prior to 2003/4 the Environmental Health Team managed Pest Control services at the Council. In that financial year, the service had a net cost (after charges) to the General Fund of £55,535. Following a review during 2003/4, the service transferred to Direct Services with effect from April 2004, with the only cost to the General Fund being £13,906, which represented a subsidy to the charges for treatment, for residents receiving means-tested benefits.
6. The subsidy budget gradually reduced in the General Fund by 2010/11 to £5,903, and in 2011/12 removed from the General Fund budget altogether, as part of budget savings. The Service was then financially managed as a “trading account” within the Direct Services trading account portfolio, budgeted to break even each year, with income from charges budgeted to cover the full expenditure.

Operational Overview

7. The Council offers a service, which provides pest control solutions and eradication of pests. Charges currently depend upon the pest, type of treatment required and whether the customer is in receipt of benefits.
8. The pest control service now consists of one officer who is supervised by the Depot Operations Supervisor. The Direct Services office based Support Officer provides the administration for the service. The overall management of the service is within the Business Development Manager's remit.
9. There is currently no resilience to deliver the service during any period of leave or sickness of the pest control officer. The pest control officer gives free telephone advice to residents. They also identify insect pests that residents are concerned about; this is a free of charge service.

10. Customers can book a visit from the service by telephone or email via Customer Solutions. A case is created and picked up by the pest control officer. The pest control officer takes the case and schedules it in to their diary. Invoicing only takes place after the treatment is completed.
11. The Support Officer closes off completed cases upon confirmation by the pest control officer.
12. 53% of domestic treatments in 2022/2023 were logged as wasps/hornets nests. Over 93% of treatments in 2022/2023 were domestic (full price), 5% domestic (discounted price), and less than 2% provided to businesses. This valuable commercial customer slice has continually diminished annually to below 2%, as local independent operators target this repeat business income stream.
13. Formal corporate complaints relating to the pest control service were zero in 2022/2023. However, informal complaints relating to un-competitive pricing do occur regularly.
14. Since April 2012 the pest control officer has worked a 4-day week, which historic data shows was undertaken to reduce expenditure. However, the officers working hours were annualised to ensure full time working was undertaken in the summer months where demand for the service is higher.
15. The pest control officer also undertakes internal work for properties owned and managed by Sevenoaks District Council.

The Current Service

16. Currently we have contracts with just 18 customers in the district consisting of treatments taking place on either a six weekly, eight weekly or quarterly basis each year. All treatments involve rodent control or eradication and the total income from these contracts in 2022/2023 was £5,030.
17. Aside from the above contracted customers, treatments to businesses made up under 2% of the work in 2022/2023. All other work is domestic.
18. Domestic jobs are ad-hoc. With only 348 domestic jobs completed and charged for in 2022/2023. On site visits are approx. 2-3 dependent on the treatment, but can be many more, and are therefore mostly unprofitable when all costs are considered.

Current Financial Position of Pest Control

19. The service recorded a deficit in 2022/23 of £63,866. The service is forecasted to make a loss of £45,272 for the year 2023/24.

Agenda Item 10

20. The average annual deficit on the pest control trading account was £30,000 over the last five years trading.

21. Income is best described as seasonal, being very much dependant on the wasp nest season in spring/summer.

Benchmarking

22. In comparison to other local authorities in the surrounding areas, Sevenoaks District Council's pest control charges are generally higher. However, it is important to note that few district councils now offer an in-house pest control service, as detailed below.

- Ashford Borough Council – No Pest Control Service
- Canterbury City Council – No Pest Control Service
- Dover District Council – No Pest Control Service
- Folkestone & Hythe District Council – No Pest Control Service
- Gravesham Borough Council – No Pest Control Service
- Thanet District Council – No Pest Control Service
- Tunbridge Wells Borough Council – No Pest Control Service

- Dartford Borough Council – Pest Control Service Offered
- Maidstone Borough Council – Pest Control Service Offered

- Swale Borough Council – Outsourced to a contractor
- Tonbridge & Malling – Outsourced to a contractor

23. The majority of Council's direct residents to a local partner through either The National Pest Technicians Association or The British Pest Control Association

Service Options

Option 1 - Continue service as existing

24. Maximising income and marketing endeavours to attract additional commercial sector work, whilst remaining competitive, but accepting that the service will likely produce a deficit each year on the trading accounts of up to £50,000. Therefore, a growth item of £50,000 would need to be put forward in the 2024/25 budget setting process with compensating savings made elsewhere.

25. Focus on creating a solid marketing plan for the service in order to create awareness and expand domestic customer base. Update the service description

on the website to include details of the expertise available from SDC. Have regular advertisements in InShape, community groups and forums.

Option 2 - Cease the service, but work with local partnerships

26. There is no statutory requirement for the Council to deliver this service. However, we would work with The British Pest Control Association (BPCA) to source local providers, so that residents could still revive a local service.

27. One officer post consulted with on redundancy or redeployed options and the current vehicle redeployed to another service area within the council. Specialist equipment returned to supplier.

28. Option 2 would create savings of £45,000 per annum (salary, transport and equipment).

29. A partnership agreement would be in place with an accredited local supplier to receive our referrals and to cover our internal building pest requirements.

Key Implications

Financial

As detailed in this report.

Legal Implications and Risk Assessment Statement.

No legal implications have been identified. Risks considerations are detailed within the main report.

Equality Assessment

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

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

Agenda Item 10

Background Papers

None

Appendices

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

Item 11 – Cess Pool Service Review

The attached report was considered by the Cleaner & Greener Advisory Committee on 23 November 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

REVIEW OF CESSPOOL SERVICES (LIQUID WASTE MANAGEMENT)

Cabinet – 14 December 2023

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

Status: For Decision

Also considered by: Cleaner & Greener Advisory Committee - 23 November 2023

Key Decision: Yes

Executive Summary: This report provides details on a full service review of the non-statutory cesspool emptying service, currently provided by the Council and proposals, for consideration, for future service delivery.

This report supports the Key Aim: pledge to reach net zero carbon emissions produced by the Council and our assets by 2030, providing value for money, and supporting and developing the local economy.

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Trevor Kennett, Ext. 7407

Adrian Rowbotham, Ext. 7153

Recommendation to Cleaner & Greener Advisory Committee: That the review recommendation of option 2 be considered by the Committee, and its views on that option be submitted for consideration by Cabinet.

Recommendation to Cabinet: That the review recommendation of option 2 along with any proposals submitted by the Cleaner & Greener Advisory Committee be considered and the preferred option be approved.

Reason for recommendation: It is vital that all commercial services are economically viable and do not place pressure on statutory budgeted services. Given the future losses and investment needed for the cesspool service, the officer recommendation is to cease the service.

Agenda Item 11

Executive Summary

1. This report provides details on a full updated review of the Cess Pool service currently provided by the Council and proposals, for consideration, for future service delivery. The preferred recommended option from officers is option 2 - Cease the service.
2. It is critical to have comprehensive and effective budget monitoring to ensure budgets met and consider the optimum balance between the Council's scale of ambition and availability of resources.

Introduction

3. For many years, Direct Services have operated a non-statutory cesspool emptying service for both commercial and domestic customers. The vast majority of the current customer base is within the Sevenoaks district, although we do offer the service just outside of our geographical boundary.
4. Direct Services historically owned two cesspool tankers, although rarely operated both vehicles due to staffing resource / commercial demand. In December 2021, one of the aging tankers was sold and a decision taken not to replace it.

Operational Overview

5. Sevenoaks District Council offers an emptying service for cesspools and septic tanks. Charges currently depend upon the volume (gallons) removed, fees can be found in Appendix A.
6. We also offer a rodding service, (between the customers interceptor and main tank), which has an additional fee of £79.00. Rodding must be booked with an accompanying emptying job. We also offer an emergency service, at £263 per 1,000 gallons. Work done within 48 hours of booking (working days only).
7. The cesspool crew consists of one (1) x FTE HGV driver and one (1) x FTE operative. Direct Services office based Support Officer provides the administration for the service. The overall management of the service is within Direct Services (Business Development) remit. A pool of other staff, from statutory frontline services, cover the cesspool crew's leave and sickness.
8. Customers can book over the telephone through Customer Solutions, or directly via our website. Customers are required to pay in full at the time of booking. Our customer agreement is to complete the job within 15 working days.
9. A regular emptying service offered which customers agree, in writing, for us to attend at regular intervals, typically monthly, and then invoiced after each job is completed. Payment terms are 30 days from the date of invoice. Future emptying is suspended if payment is overdue.

10. Orders for either 1,000 or 2,000 gallons are most popular and account for 80% of the work currently undertaken by the service. 25% of current work comes from ad-hoc jobs, and 75% of work through repeat customers utilising the regular emptying option. Just two customers, (Sutton & East Surrey Water and Polhill Garden Centre) account for 60% of the regular emptying option, which leaves the service potentially vulnerable.
11. Sevenoaks District Council currently has an agreement with Sutton & East Surrey Water to empty the cesspools at a heavily discounted rate of £61 per 1,000 gallons (standard cost £192 per 1000 gallons). We empty on average 12,000 gallons from their tank on a weekly basis. Direct Services also empty the cesspools at seven properties maintained by Sevenoaks District Council – no discount is offered for this service.
12. Formal corporate complaints are extremely low, zero since 2020/21. However, informal complaints relating to exceeding our customer agreement for emptying have occurred recently.

Service Income and Expenditure

13. Historically, the service has struggled to meet its budgeted income and net profit, as shown in the table below:

	2020/21 £	2021/22 £	2022/23 £	2023/24 Forecast £
Income				
Budget	(243,450)	(261,536)	(268,074)	(268,074)
Actual	(223,008)	(201,628)	(160,444)	(178,074)
Under achieved	20,442	59,908	170,630	90,000
Net Profit				
Budget Profit/(Loss)	(25,284)	(36,800)	(74,706)	(65,939)

14. One major reason identified for this deficiency is the current operational demand for waste and recycling, where the cesspool crew are often the first resource utilised to fill gaps in statutory services. With recent levels of sickness, the Covid-19 pandemic and a current shortage of HGV drivers, this has become a frequent occurrence. In the first five months of 2022 financial year, the service suspended for this reason for 27 days (approx. 22%).

Agenda Item 11

15. The salary costs for the service are currently £77,194.
16. Benchmarking – Sevenoaks District Council's cesspool charges are generally mid-point amongst local competitors.

Liquid Waste Disposal

17. The service benefits from having a Thames Water disposal point within our Dunbrik depot. The disposal point differentiates between weak and strong loads with a reduced fee charged for the weaker solution. Another Thames Water disposal point is in North Dartford, but the distance from our district makes using it impractical and uneconomical.
18. There is also a Southern Water disposal point in the district, in Edenbridge. A comparison of the charges found that the Southern Water disposal charge is only cheaper for 'very strong' loads (<4000mg/l). For the year 2021/22, only 27% of all disposals were 'very strong'.

Customer base

19. Currently we have 627 active customers. Sixty-one (61) of these have a regular emptying schedule set up with us. There is no known official record of properties within the district that have cesspools or septic tanks which makes targeting potential customers more challenging. Several companies use the disposal point in our depot daily, which demonstrates there is a potentially large local customer base, which is targeted by the service.

Assets Overview

20. One (1) x Mercedes Actros Tanker with nine 4-metre pipes on board. Nine spare pipes kept in stores. The cesspool tanker is over eight years old and due to be replaced in 2024/25.
21. It is proposed that the next tanker would be leased – based on current leasing prices this would equate to approximately £90,000 a year for 3-years. This price includes the vehicle's tax, MOT and maintenance. There would be an option to buy the vehicle in the fourth year for approximately £110,000 making a total of £380,000 over 4-years.
22. Having just one tanker reduces running and maintenance costs but it does leave the service without resilience. The vehicle has to be off the road one full day per month for its service, 4 days a year for a MOT and a further day per annum for a tank test. These vehicle absences (approx. 5% of availability) are commercially managed by job planning, but there is currently no cover in place if the vehicle breaks down.
23. Our current tanker does not meet the Euro emission standard Euro VI so would incur a daily charge of £100 for entering the Low Emission London Zone to the

west of our district. The vehicle also does not meet the Driving Vision Standard for HGVs for this zone.

24. Options with key points

Option 1 - Continue service

- The service is not achieving its income budget. The income budget is £268,000 but forecasted at £178,000. (£90,000 underachievement)
- Customer loyalty is high, active customers have remained steady in the past 5 years.
- The margin between breakeven and loss is difficult to forecast, however there is a risk the service could operate in further deficit with increases in labour and fuel costs. The added risk is that substantial capital investment will be required to replace the existing tanker. (£380,000 over 4-years)

Option 2 - Cease the Service

- There is no statutory requirement for the Council to run the service. Indeed, the only other local authority in Kent, Surrey or Sussex to offer a service is Tandridge District Council.
- Sale from the existing cesspool tanker would generate an income of approximately £45,000 and a saving in transport costs of £30,000 per annum.
- The current staff could be redeployed within the Direct Services structure to waste and recycling without the need for, or cost of, redundancies.
- Staff redeployment would negate the need for an agency HGV driver and loader for other statutory services, which would save £36,500 and £30,500 per annum respectively from agency spend.
- Withdrawing the service from loyal customers who are also residents could have negative implications. Forecasted Income of £178,000 would be lost.
- The capital spend of replacing the vehicle would be saved, £380,000 over 4-years.

Option 3 - Efficiency savings, single crew & price rise

- Add a 5% increase on all charges. This would still place the Council in the mid-point amongst competitors. Prices have remained constant since April 2019 yet running costs have increased considerably in this time.

Agenda Item 11

- In line with Industry operating standards, we move to a single-crew (driver) service.
- Removing a crewmember from the service immediately saves £30,355 per annum. The driver would be upgraded a band to reflect the additional responsibility – this would cost £3,046. Jobs with additional pipes might require a crewmember – we would pass a surcharge on to the customer.
- Increase commercial marketing to increase the usage and customer base of the service.
- A capital spend of replacing the vehicle would need to be made of £380,000 over 4-years.

Key Implications

Financial

All options that contain financial implications detailed within this report.

Legal Implications and Risk Assessment Statement.

No legal implications identified within this report or the decisions relating to it.

Equality Assessment

There is a low risk that the proposals in this report would have any implications under the Equality Act 2010.

Net Zero Implications

Members reminded of the Councils stated ambition to be Net Zero about carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The impact reviewed and there could be a very slight decrease on carbon emissions produced in the district resulting in this decision.

If a diesel Heavy Goods Vehicle from the fleet were removed, it would reduce carbon emission and fuel use.

Background Papers

None

Appendices

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

This page is intentionally left blank

Appendix 1

Sevenoaks District Council

Cesspool & Septic Tank Emptying Charges

Effective from 1st April 2019

Up to Litres	Up to Gallons	£
4546	1000	192
9092	2000	213
13638	3000	292
18184	4000	366
22730	5000	433
27276	6000	496
31822	7000	559
36368	8000	625
40914	9000	694
45460	10000	763
50006	11000	826
54552	12000	890
59098	13000	961
63644	14000	1,030
68190	15000	1,097
72736	16000	1,163
77282	17000	1,229
81828	18000	1,294
39265	19000	1,359
90920	20000	1,422

Emergencies are charged at **£263** per 1000 gallons/ 4546 litres during working hours & **£288** out of hours inc Saturday. This work must be paid for in advance.

Pipe Rodding can be carried out by the crew from the interceptor to the holding tank. The charge for this is **£79** and must be arranged at the same time as the cesspool empty.

This page is intentionally left blank

Item 12 – Public Spaces Protection Order (PSPO) The Vine Consultation Response & Order

The attached report was considered by the People & Places Advisory Committee on 30 November 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

PUBLIC SPACES PROTECTION ORDER – THE VINE, SEVENOAKS
Cabinet – 14 December 2023

Report of: Deputy Chief Executive and Chief Officer People & Places

Status: For Approval

Also considered by: People & Places Advisory Committee – 30 November 2023

Key Decision: yes

Executive Summary: On 13 July 2023, Cabinet agreed to consult the public on a proposal to introduce a new Public Spaces Protection Order (PSPO). The creation of bespoke PSPOs provides officers and partners (Kent Police) with an additional tool on top of existing powers and legislation to tackle specific issues of antisocial behaviour. The consultation responses show there is public support for all measures, whilst providing an insight into the views of the public as well as Government's recommended position when implementing PSPOs. This report summarises the results of the statutory public consultation and seeks approval for the introduction of the PSPO measures and Order.

This report supports the Key Aim of: The Sevenoaks District Community Safety Partnership Plan and Community Plan

Portfolio Holder: Cllr Lesley Dyball

Contact Officer(s): Kelly Webb, Ext. 7474

Recommendation to People and Places Advisory Committee

- a) To note the contents of the report and the outcome of the statutory 6-week public consultation.
- b) To support the recommendation to Cabinet for the implementation of a Public Spaces Protection Order (PSPO) and its two measures at The Vine, Sevenoaks and surrounding grass areas for a period of up to 3 years.

Recommendation to Cabinet

- c) To note the contents of the report and the outcome of the statutory 6-week public consultation.
- d) To approve the implementation of a Public Spaces Protection Order (PSPO) and its two measures to address ASB at The Vine, Sevenoaks and surrounding grass areas for a period of up to 3 years, with effect from 5 February 2024.

Agenda Item 12

Introduction and Background

1. Officers from agencies including Sevenoaks District Council, Sevenoaks Town Council, Kent Police, Kenward Trust, West Kent Housing Youth Services have used data, evidence and professional judgement to develop this proposed PSPO and have considered all issues/areas against the stated test process. Over many years there has been reoccurring Anti-Social Behaviour (ASB), Underage Drinking, Drug Use and Criminal Damage at the Vine, usually occurring from April to June. However, this year has seen ASB, criminal damage, underage drinking (alcohol) and drug misuse. Following the fireworks evening at The Vine a number of pupils from local and out of area schools have been arranging meet ups at the Vine. These meet ups have been mainly on a Friday evening and has consisted on some evenings up to 200 young people congregating on The Vine.
2. From 5 November 2022 to 6 May this year, there were 31 reports to Police regarding The Vine and a further 11 reports to the Community Safety Unit. Although this may not seem a lot of reports, each report has recorded over 50-100 gathering on the Vine, reports have been fighting, underage drinking, intimidation, drug use, criminal damage, rubbish including smashed glass in the grass and public disorder.
3. A Task & Finish Group was set up and continues to meet up to look at the actions around the Vine. A neighbourhood survey was sent out to local residents in March 2023. 12 surveys were returned identifying the following concerns:-
 - ASB – large gatherings of young people
 - Drug Use
 - Damage to the Pavilion
 - Underage Drinking
 - Intimidation and feeling unsafe
 - Injuries to dog paws due to smashed glass
 - Adverse effect on residents, businesses and visitors
4. Sevenoaks Town Council raised this at their two youth council meetings who agreed that the PSPO should be put in place.
5. The Anti-social Behaviour, Crime and Policing Act 2014 placed a new duty on the Council to tackle Anti-social Behaviour (ASB), working co-operatively with the Police, social landlords and other agencies. The Act put victims at the heart of the response to ASB and was intended to give professionals the flexibility they needed to deal with any given situation.
6. Public Spaces Protection Orders (PSPOs) were one of a number of new tools contained within the Act and were intended to deal with a particular nuisance

or problem in a particular area that was detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They were designed to ensure the law-abiding majority could use and enjoy public spaces, safe from anti-social behaviour.

7. Councils are responsible for making the PSPO, although the Police also have enforcement powers. District Councils take the lead in England with county councils undertaking the role only where there is no district council. The power is not available to parish councils or town councils.
8. The PSPOs have replaced dog control orders, designated public place orders (also known as Alcohol Control Zones) and gating orders.

The requirements of a PSPO

9. The Council can make a PSPO on any public space in its own boundary area. The definition of a public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission, for example a shopping centre. It does not just apply to land owned by the District Council but to any open space anywhere in the district (even land owned by parish councils or Kent County Council).
10. Before making a PSPO the Council must consult with the local police. This is an opportunity for the Police and Council to share information about the area and the problems being caused as well as to discuss the practicalities of enforcement. In addition, the owner or occupier of the land should be consulted as well as community representatives as appropriate.
11. PSPOs are not about stopping responsible people from using publicly accessible land and this PSPO is not to exclude young people attending The Vine, but to provide Local Authorities and other Local Government departments with the means to help deal with persistent issues, which can be damaging to local communities.
12. In addition to the specific statutory consultation requirements, the Council has to adhere to the publication requirements which form part of the Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014 ("The regulations"). These specify both advertising requirements and the need for notification to be placed on land affected.
13. The test for a PSPO is designed to be broad and focus on the impact anti-social behaviour is having on victims and communities. A PSPO can be made by the Council if they are satisfied on reasonable grounds that the activities carried out, or likely to be carried out, in a public space:

Agenda Item 12

- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- is, or is likely to be, persistent or continuing in nature;
- is, or is likely to be unreasonable; and
- justifies the restrictions imposed.

14. The Statutory Guidance for frontline professionals on the Anti-social Behaviour, Crime and Policing Act 2014 advises that

'the council should give due regard to issues of proportionality: is the restriction proposed proportionate to the specific harm or nuisance that is being caused? Councils should ensure that the restrictions being introduced are reasonable and will prevent or reduce the detrimental effect continuing, occurring or recurring. In addition, councils should ensure that the Order is appropriately worded so that it targets the specific behaviour or activity that is causing nuisance or harm and thereby having a detrimental impact on others' quality of life. Councils should also consider whether restrictions are required all year round or whether seasonal or time limited restrictions would meet the purpose.'

15. In relation to groups hanging around/ standing in groups/ playing games, the guidance advises as follows

'It is important that councils do not inadvertently restrict everyday sociability in public spaces. The Public Spaces Protection Order should target specifically the problem behaviour that is having a detrimental effect on the community's quality of life, rather than everyday sociability, such as standing in groups which is not in itself a problem behaviour.'

Where young people are concerned, councils should think carefully about restricting activities that they are most likely to engage in. Restrictions that are too broad or general in nature may force the young people into out-of-the-way spaces and put them at risk. In such circumstances, councils should consider whether there are alternative spaces that they can use.

People living in temporary accommodation may not be able to stay in their accommodation during the day and so may find themselves spending extended times in public spaces or seeking shelter in bad weather. It is important that public spaces are available for the use and enjoyment of a broad spectrum of the public, and that people of all ages are free to gather, talk and play games.'

16. A single PSPO can include multiple restrictions and requirements in one order. It can prohibit certain activities, such as the drinking of alcohol, as well as placing requirements on individuals carrying out certain activities, for instance making sure that people walking their dogs keep them on a lead.

17. Should the PSPO be implemented, the Council will work with the Police to ensure that front-line officers are aware of the power and how to use it, to maximise the impact of the PSPO.
18. A breach of the PSPO is a criminal offence, which can be dealt with, either by way of a fixed penalty notice (FPN) or prosecution. If prosecuted, an individual could be liable for a fine.
19. The maximum duration of a PSPO is three years but they can last for shorter periods where appropriate. At any point before expiry the council can extend a PSPO by up to three years if they consider that it is necessary to prevent the original behaviour from occurring or reoccurring. If a new issue arises in an area where a PSPO is in force the council can vary the terms of the order at any time. This can change the size of the restricted area or the specific requirements or restrictions. As well as varying the PSPO, a council can also seek to discharge it at any time.

Results of the Public Consultation for the proposed PSPO for The Vine, Sevenoaks

20. In accordance with the statutory guidelines the Council consulted with the Chief Officer of the police as well as the local policing body for the affected areas, and they have confirmed their agreement to the introduction of the PSPO.
21. Following agreement by Cabinet on 13 July 2023 to carry out consultation on the introduction of new Public Spaces Protection Order the public consultation formally opened on Monday 14 August 2023 and closed on midnight on Sunday 24 September 2023. The public were asked to provide views on the introduction of two measures to address ASB that can have a detrimental effect on the local community.
22. Public consultation was carried out in a number of ways to give the public as much opportunity to express their views and included:
 - Access to all documentation and an online questionnaire via the Council's website
 - Access to hard copies of documentation and downloadable paper copies of the questionnaire that could be posted to the Council (or emailed)
 - Consultation with key stakeholders such as Kent Police, Town Council, Youth Services and Kenward Trust
 - Communication via face book, twitter and the Council website
23. There were 253 responses received in total and all from the online questionnaire.

Agenda Item 12

24. The PSPO consultation results are presented as a general overview with recommendations and individual tables of results provided in more detail under this. The outcome presented an overwhelming support for the PSPO. There is further information in Appendix 1.
25. Local Government Association (LGA) guidance for councils suggests that the consultation process should assess the appropriate balance for any proposed new measures ensuring they are supported and appropriate. The public consultation undertaken by the Council demonstrates that the public support both proposed measures. These are:
 - i. Action 1: 83.4% of the responses supported *Engaging in anti-social behaviour which is likely to cause harassment alarm and distress to those persons in the locality.*
 - ii. Action 2: 83.4% of the responses supported *Not returning to the area within 24 hours after being asked to leave.*

This equated to 244 of the responses of the 253.

26. In terms of the written comments added to the questionnaires a, views included general support for the proposals, although there were some concerns over young people having nowhere to go, ASB spilling into other nearby areas, stopping young people attending the vine, adding alcohol to the PSPO.
27. PSPOs are not the answer for everything – Councils and partners will still need to continually review issues, considering whether there are easier and more effective tools for dealing with ASB, such as; Community Protection Warnings (CPWs), Community Protections Notices (CPNs), targeted responses to individuals with multi-agency support from the Community Safety Unit.
28. When introducing a PSPO, it should be noted that the most robust Orders directly address the detrimental behaviour, rather than activities which may not in themselves be detrimental or which target characteristics that might be shared by some of those responsible (or with the wider public). The Home Office's statutory guidance reiterates that PSPOs should be used responsibly and proportionately, only in response to issues that cause anti-social behaviour, and only where necessary to protect the public.

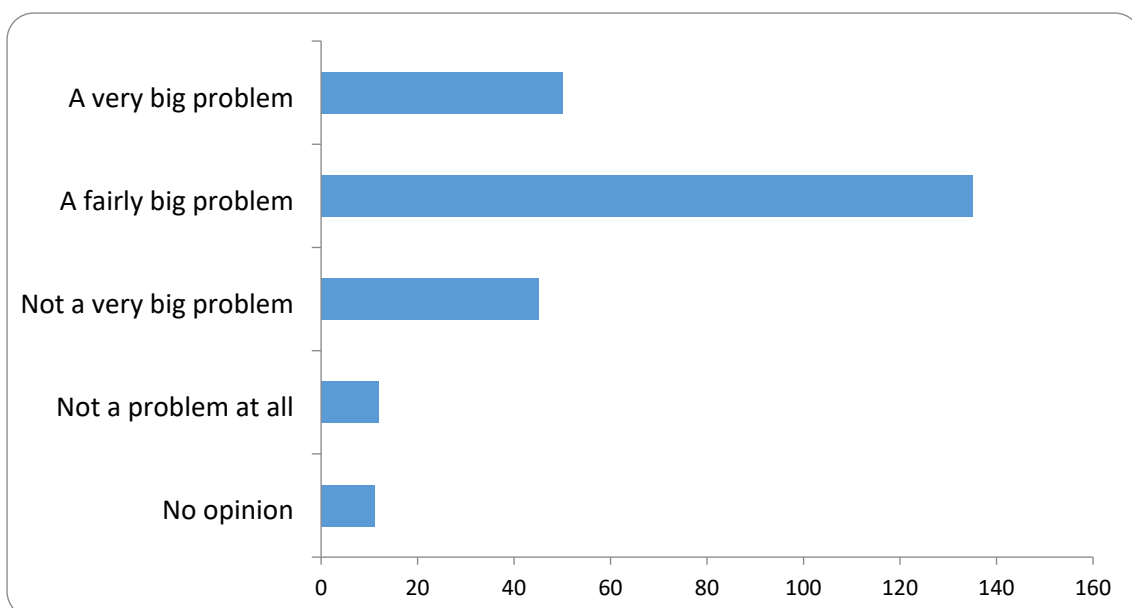
Other options considered and recommendation

- 29. The Council could chose not to pursue a PSPO. However, based on the public consultation responses and given the length of time that the behaviour has been ongoing and the detrimental effect the behaviour is having on local residents and businesses, this is not a recommended option.
- 30. It is therefore recommended to bring the PSPO and its two measures into place for the area (The Vine) as listed in the consultation document. However, it should be noted that appropriate interventions will be always be carried out in the first instance to address the issues concerned e.g. through education, prevention, accessing support services, carrying out proactive projects and Community Safety operations to address the issues and using the most appropriate tools, powers and legislation as appropriate when enforcement is required.
- 31. To strengthen the communications messages around the proposed measures and to set out in detail the protocols around the use and implementation of the PSPO, new signage will be installed along with ongoing media and communications.

Public Consultation Feedback

- 32. This section highlights some of the public consultations responses. The full public consultation feedback is included as part of Appendix A
- 33. **Q3: Thinking about The Vine overall how much of a problem do you think anti-social behaviour (ASB) causes in the area? Is it...**

There were 253 responses to this part of the question.



Agenda Item 12

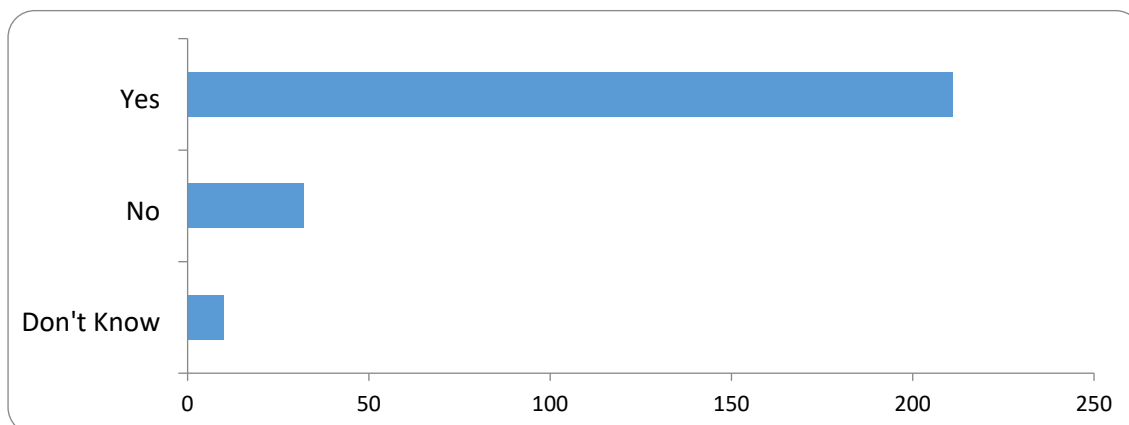
Option	Total	Percent
A very big problem	50	19.76%
A fairly big problem	135	53.36%
Not a very big problem	45	17.79%
Not a problem at all	12	4.74%
No opinion	11	4.35%
Not Answered	0	0.00%

34. Q7: The following activities would be prohibited by the proposed PSPO:

- i. Engaging in anti-social behaviour which is likely to cause harassment, alarm and distress to those persons in the locality.
- ii. Returning to the area within 24 hours after being asked to leave.

Do you support the activities proposed above?

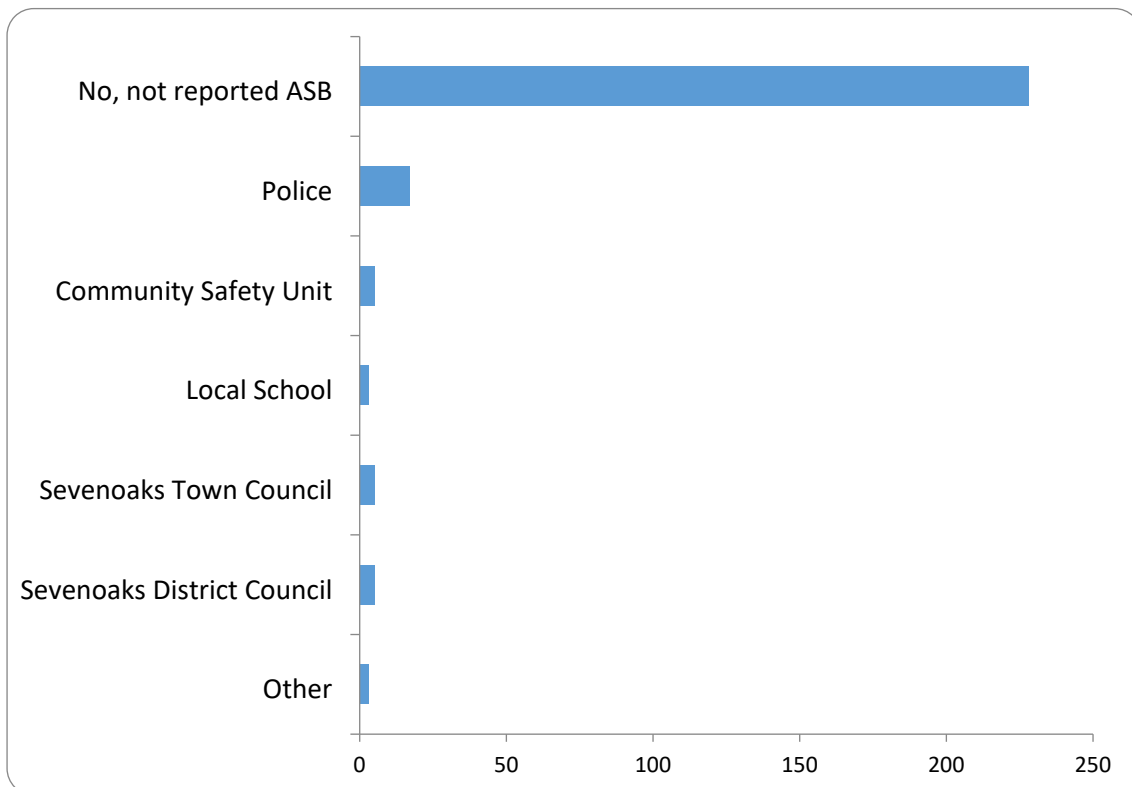
There were 253 responses to this part of the question.



Option	Total	Percent
Yes	211	83.40%
No	32	12.65%
Don't Know	10	3.95%
Not Answered	0	0.00%

35. Q4: Have you reported ASB regarding The Vine and who did you report to?

There were 253 responses to this part of the question.



Agenda Item 12

Option	Total	Percent
No, not reported ASB	228	90.12%
Police	17	6.72%
Community Safety Unit	5	1.98%
Local School	3	1.19%
Sevenoaks Town Council	5	1.98%
Sevenoaks District Council	5	1.98%
Other	3	1.19%
Not Answered	0	0.00%

The 3 'other' comments were:

- Not at The Vine, but in Bat and Ball
- Councillor
- Discussed problems with CSU at SDC.

Application of the PSPO

36. The LGA guidance on PSPOs states that used proportionately and in the right circumstances, PSPOs allow local areas to counter unreasonable and persistent behaviour that affects the quality of life of its residents. They can send a clear message that certain behaviours will not be tolerated, and help reassure residents that unreasonable conduct is being addressed. It would be the responsibility of the relevant authorised officer to decide the most appropriate and proportionate response to any antisocial behaviour encountered.
37. In conclusion, whilst PSPOs provide a useful tool for addressing ASB there will be alternative ways of dealing with issues on a case by case basis and this will be the case for both the measures in the PSPO as well as those excluded from it. The PSPO will act as another tool for authorised officers to use and will help with education messages and positive interventions. The next stage will be to work with the relevant Council departments and Kent Police to develop the

relevant protocols as these will clearly define which agency (whether Council officers or the police) will help to educate, prevent and enforce elements of the PSPO and in what circumstances and how.

38. Examples of how alternative methods can be used for both the measures included and not included in the PSPO are described below:
39. The use of Community Protection Warnings (CPWs) and Community Protection Notices (CPNs) can be used to address the ASB associated with on public land and the existing Given the number of comments received as part of the public consultation, where there was misinterpretation of the use of the PSPO for example on street drinking, many comments were still received e.g. around picnicking and peaceful use of alcohol, there needs to be stronger and clearer communications messages given out on what the PSPO exactly is being used for and to emphasise the types of ASB being addressed.
40. In terms of performance measures, as FPNs are the action of last resort, we will also collect data in terms of how the Council and other agencies (Kent Police etc.) use proactive engagement, education, warnings or signposting to support services in support of the PSPO. In addition, the regular use of these types of interventions through monthly multi-agency meetings of the Community MARAC (Multi-Agency Risk Assessment Conference) will add to the performance information. Whilst the numbers of FPNs will be collected, these will inevitably be low in comparison to interventions that may be used to prevent the unwanted behaviour recurring, in line with our Enforcement Policy. Any evidence obtained by the Police must be provided to the Local Authority as the prosecuting authority where a decision will be made by Legal Services in partnership with CSU (as per the National Policing Guidelines on the prosecution for Breaches of CPNs and PSPOs).
41. Where concern has been expressed by the public on resourcing enforcement, clear protocols will be developed with relevant partners and where appropriate, authorised Council officers are trained and supported to promote education messages and prevention interventions, alongside enforcement.

Duration of a PSPO

42. The maximum duration of a PSPO is three years, however, they can last for shorter periods where appropriate. Whilst a PSPO is in place, the Local Authority can extend it by up to three years if deemed necessary to prevent the original behaviour from occurring or recurring. They should also consult with the local Police and any other relevant community representatives. If approved, this PSPO will be reviewed in two years to ensure it remains fit for purpose.

Agenda Item 12

Summary of timelines

43. The latest timeline for the process is set out below:

- 24 September 2023 - consultation ends and information to be collated.
- 30 November 2023 – People & Places Advisory Committee
- 14 December 2023 – Cabinet decision to on whether the PSPO is granted and order signed off.
- 5 February 2024 - New PSPO implemented in place and communications plan in place and new signage designed based on the feedback.
- January 2026 - PSPO will be reviewed after 2 years, but can remain in place for up to 3 years

Key Implications

Legal Implications and Risk Assessment Statement.

The power to make a PSPO is contained in section 59 of the 2014 Act. A local authority can only make a PSPO if it is satisfied on reasonable grounds that the conditions set out at paragraph 1.2.3 have been met.

In deciding whether to make/ extend/ vary or discharge a PSPO, the Council is required to have particular regard to the rights or freedom of expression and freedom of assembly set out in Articles 10 and 11 of the European Convention on Human Rights.

Once the final PSPO measures are agreed the PSPO will need to be published in accordance with the regulations made by the Secretary of State.

The Council needs to ensure that the powers are used in a reasonable, consistent, appropriate and proportionate manner and must comply with the consultation requirements set out in this report.

The area that the PSPO covers must be considered as part of the consultation and data collection, as the Council must evidence that there is a significant nuisance or problem in a specific area that is detrimental to the local community's quality of life.

If we do pursue a new PSPO it will be important to ensure that its scope and the process for introduction is in accordance with the powers and requirements of the 2014 Act. Any challenge to a PSPO would have to be made by an interested person by way of an application in the High Court for permission to seek a Judicial Review. That application must be made within six weeks of the PSPO being made. An interested person is someone who lives in, regularly works in, or visits the restricted area.

A person who receives an FPN due to a breach of PSPO can also challenge the validity of the order. This means that only those who are directly affected by the restrictions have the power to challenge. This right to challenge also exists where an order is varied by a council. Interested persons can challenge the validity of a PSPO on two grounds. They could argue that the council did not have power to make the order, or to include particular prohibitions or requirements.

In addition, the interested person could argue that one of the requirements (for instance, consultation) had not been complied with. When the application is made, the High Court can decide to suspend the operation of the PSPO pending the verdict in part or in totality. The High Court can uphold the PSPO, quash it, or vary it.

The Council will have to take measures to mitigate against these risks by, for example, embarking on a full consultation process, publishing the proposed order and map and putting in place measures to publicise the PSPO through street signage and an intention to publish the final Order on the Council website in accordance with the act.

The PSPO only significantly affects communities living or working in one ward of the Sevenoaks District. It is therefore not a key decision and is not subject to call in, which means that it can be implemented immediately.

Financial implications

There are limited capital or revenue implications associated with this report. The primary cost if we were to proceed with a PSPO would be installing new signage through the proposed PSPO zone and would be met from existing budgetary provision and also from the land owner (Sevenoaks Town Council. This will cost approximately £500-£1000. There may be a staffing resource implication for the District Council for issuing Fixed Penalty Notices and the work associated with this.

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

Wellbeing

If we were to work towards introducing a new PSPO this will enable the Council and its partners to utilise additional powers to tackle street based anti-social behaviour

Agenda Item 12

within the selected area, helping to increase quality of life and wellbeing in the area affected.

Conclusion

The Council has a duty to do all that it reasonably can to prevent crime and disorder in its area and work towards delivering the objectives of the Sevenoaks District Community Safety Plan. The implementation of any PSPO has been supported by the public consultation and will assist with meeting these requirements of the Community Safety Plan by providing the Council and Police with additional powers to tackle the issues identified. This report seeks Cabinet approval to implement a PSPO at The Vine, Sevenoaks.

Appendices

Appendix A - Full Consultation Results

Appendix B - Proposed PSPO Order

Sarah Robson

Deputy Chief Executive and Chief Officer – People & Places



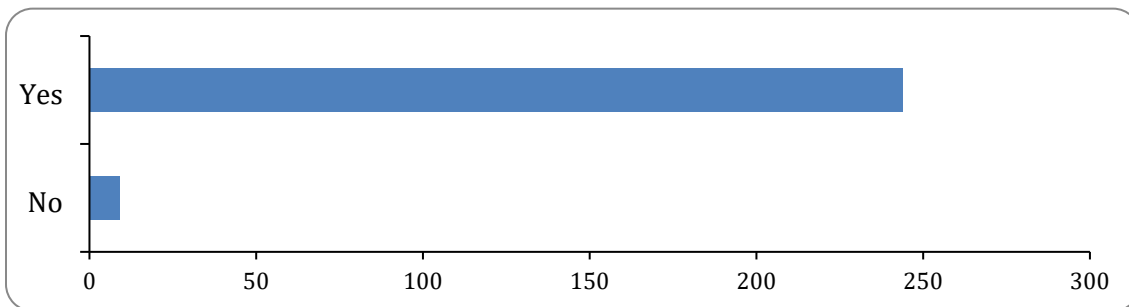
Public Spaces Protection Order (PSPO) - The Vine, Sevenoaks

The activity ran from 14/08/2023 to 24/09/2023

Responses to this survey: **253**

1: Are you a resident of Sevenoaks District?

There were 253 responses to this part of the question.

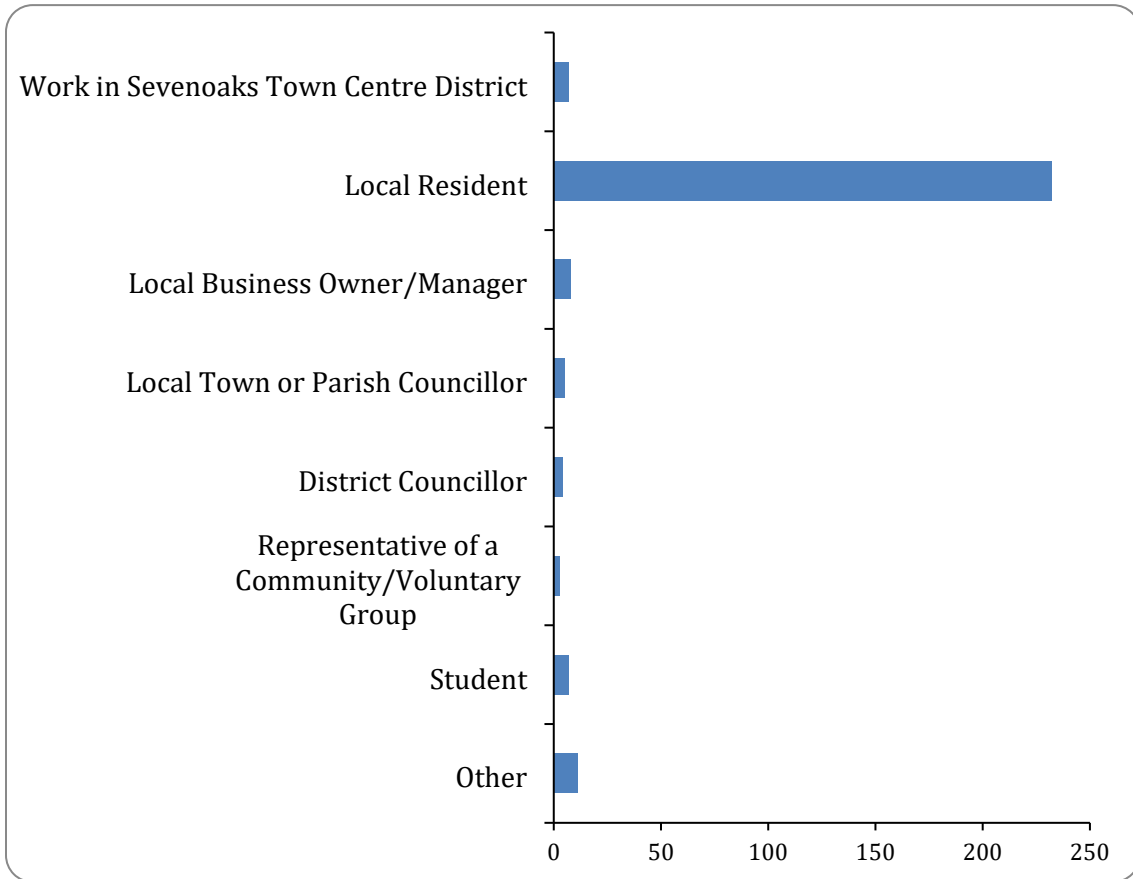


Option	Total	Percent
Yes	244	96.44%
No	9	3.56%
Not Answered	0	0.00%

Agenda Item 12

2: Who are you responding as?

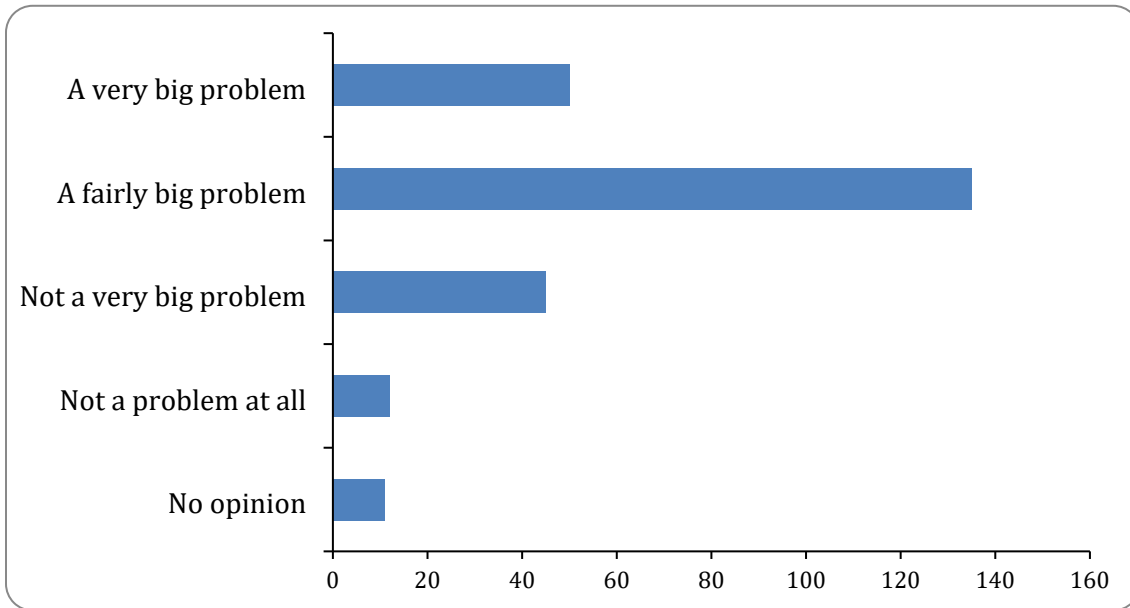
There were 253 responses to this part of the question.



Option	Total	Percent
Work in Sevenoaks Town Centre District	7	2.77%
Local Resident	232	91.70%
Local Business Owner/Manager	8	3.16%
Local Town or Parish Councillor	5	1.98%
District Councillor	4	1.58%
Representative of a Community/Voluntary Group	3	1.19%
Student	7	2.77%
Other	11	4.35%
Not Answered	0	0.00%

3: Thinking about The Vine overall how much of a problem do you think anti-social behaviour (ASB) causes in the area? Is it...

There were 253 responses to this part of the question.

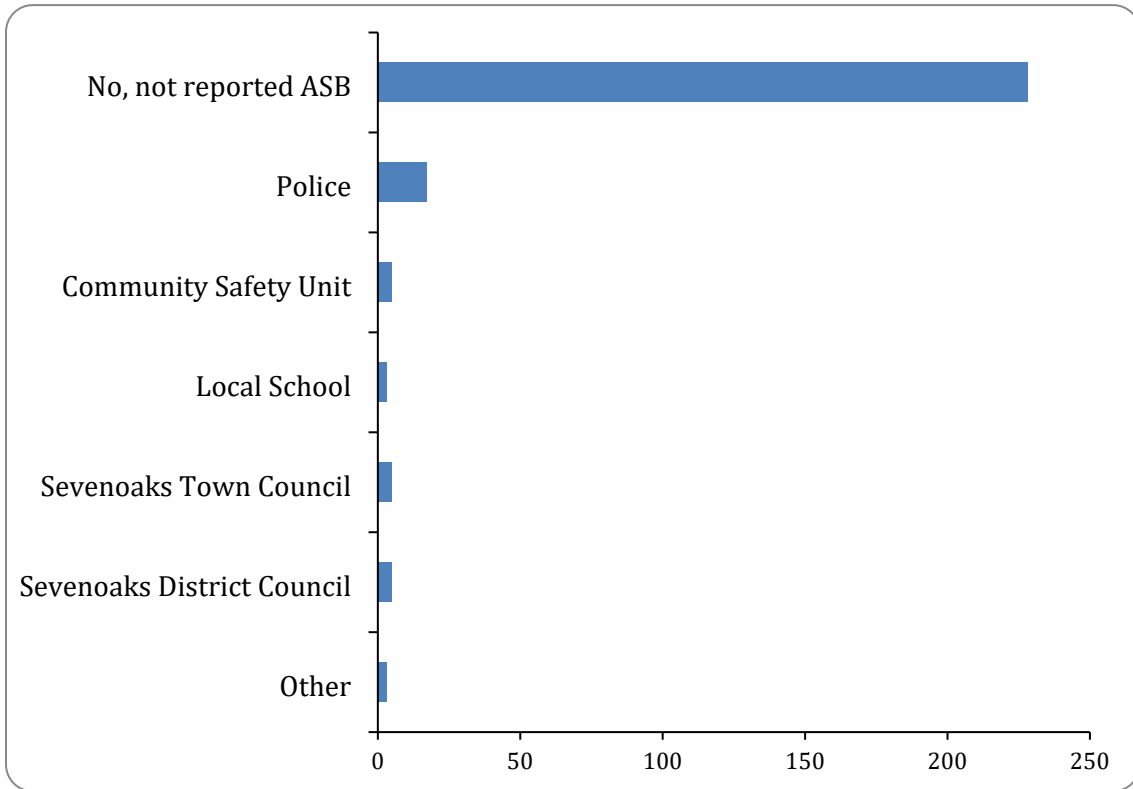


Option	Total	Percent
A very big problem	50	19.76%
A fairly big problem	135	53.36%
Not a very big problem	45	17.79%
Not a problem at all	12	4.74%
No opinion	11	4.35%
Not Answered	0	0.00%

Agenda Item 12

4: Have you reported ASB regarding The Vine and who did you report to?

There were 253 responses to this part of the question.



Option	Total	Percent
No, not reported ASB	228	90.12%
Police	17	6.72%
Community Safety Unit	5	1.98%
Local School	3	1.19%
Sevenoaks Town Council	5	1.98%
Sevenoaks District Council	5	1.98%
Other	3	1.19%
Not Answered	0	0.00%

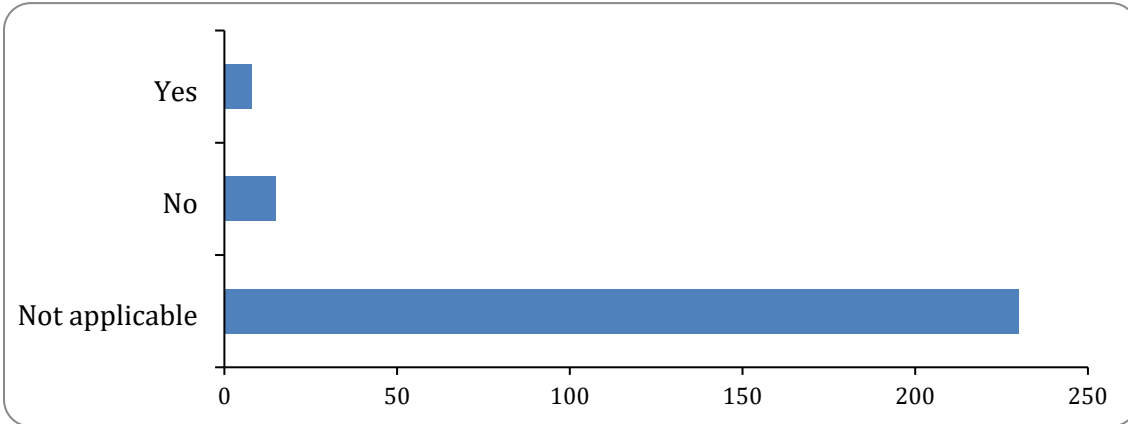
If you have selected other please specify

There were 3 responses to this part of the question.

Not at the vine but in Bat and Ball
Councillor
Discussed problems with CSU at SDC.

5: Do you feel you received a satisfactory response after reporting concerns?

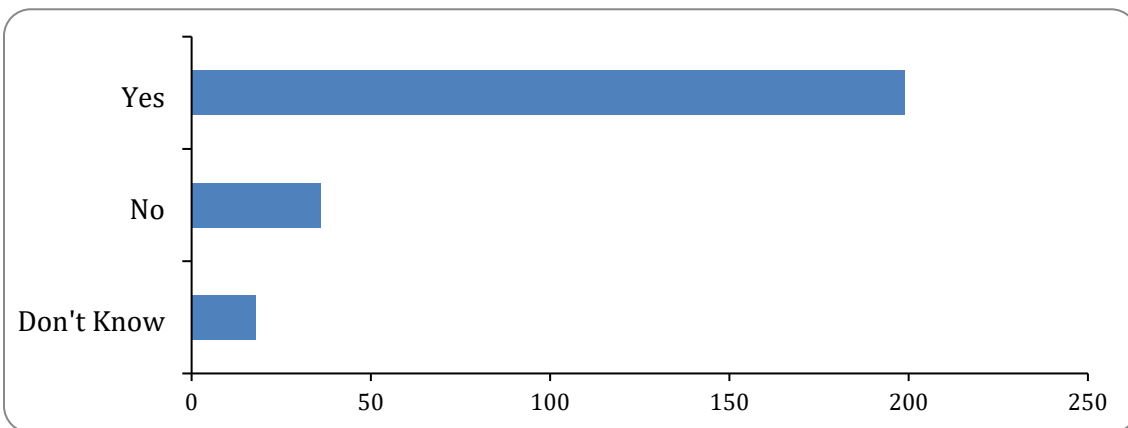
There were 253 responses to this part of the question.



Option	Total	Percent
Yes	8	3.16%
No	15	5.93%
Not applicable	230	90.91%
Not Answered	0	0.00%

6: Do you agree with the proposal to introduce a Public Space Protection Order (PSPO) to deter Anti-social behaviour (ASB) at The Vine, Sevenoaks?

There were 253 responses to this part of the question.



Option	Total	Percent
Yes	199	78.66%
No	36	14.23%
Don't Know	18	7.11%
Not Answered	0	0.00%

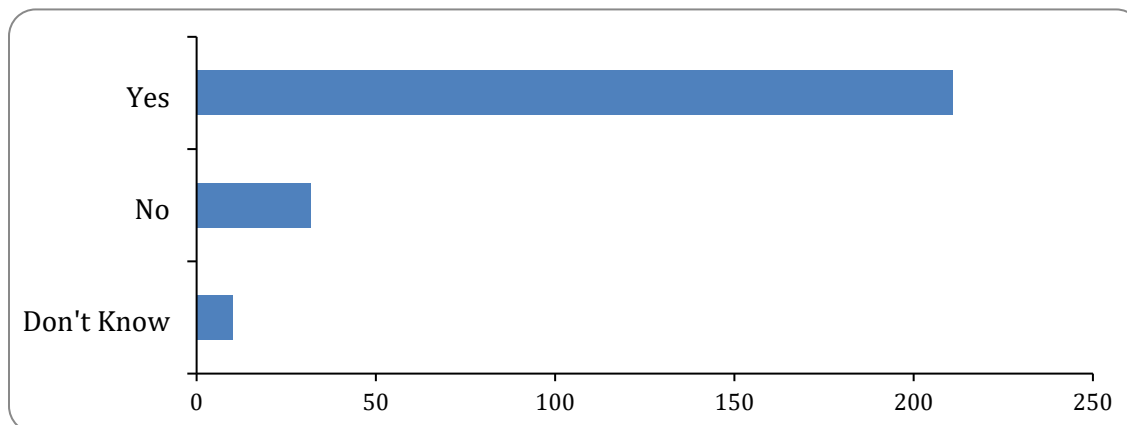
Agenda Item 12

7: The following activities would be prohibited by the proposed PSPO:

- i. Engaging in anti-social behaviour which is likely to cause harassment, alarm and distress to those persons in the locality.
- ii. Returning to the area within 24 hours after being asked to leave.

Do you support the activities proposed above?

There were 253 responses to this part of the question.



Option	Total	Percent
Yes	211	83.40%
No	32	12.65%
Don't Know	10	3.95%
Not Answered	0	0.00%

8: Are there any other activities relating to ASB, which you would like to see included in the PSPO for The Vine, Sevenoaks?

There were 253 responses to this part of the question.

<p>These could be included in the first point above, but I'd like specifically for the following to be called out: public drinking and leaving broken glass and metal bottle caps behind; the playing of amplified music by anyone without specific permission; and vandalism of the cricket pitch equipment and enclosure. I see all of this almost every week.</p>
<p>Please add prohibitions on:</p> <p>Playing amplified music or making other loud noise after 10 PM. This should be included so that there is no debate over whether this behaviour is anti-social. It should also be clear in the order that noise before 10 PM may also be covered by the prohibition on anti-social behaviour.</p>

Setting off fireworks.
Leaving rubbish or disposing of it improperly. Rubbish, broken glass, and metal from bottle caps and cans is a big problem.
7 is not worded well. I think 'activities' in the question should read action. I do not support the listed activities: I do support their prohibition.
Any activity which affects the enjoyment of others of the Vine should be prohibited, especially noise or rowdyism. Currently, there is no restraint on either.
Drinking
Underage drinking , vaping and smoking to be stopped
Banning of alcohol use on The Vine Banning of playing loud music Restriction in the numbers comprising large groups
I would like the council to take measures to ensure that buildings are not damaged ie restricting the access to the roof of the vine
No alcohol after specific hours and no laughing gas or no gases prohibited
Offenders banned from the area
BBQ Racism
Climbing on the building and on to the roof being included as anti-social behaviour. Damaging the cricket square. Drinking alcohol on The Vine, after a certain time curfew (unless has been purchased from Vine clubhouse) - I.e. something in place that deters late night drinking on the vine.
A ban on public drinking should be brought in.
Damage to property and public spaces (eg flowers, ponds, leaving toilets in an unusable state)
Bicycles (not toddlers on kid's bikes) should be banned though I don't know if this is a problem really.
Bicycles (not toddlers on kid's bikes) should be banned though I don't know if this is a problem really.
Believe these steps should be taken at first and then reviewed after a period of time.
Drinking and littering should be punishable by ban and fine
As residents of the locality, we have been witness to instances of antisocial conduct that arise when groups of adolescent individuals congregate near the vineyard. Our fellow residents on St. Botolphs Road have encountered instances of property damage, and it is our unequivocal endorsement that the implementation of a public space order be pursued without reservation.
I'd just like to have some sort of definition of what constitutes ASB - for example I might see children having a happy noisy kick around as a good healthy activity but someone who lives right by the Vine might see it as a noise nuisance.
The previous question is ambiguous. I support blocking all of the ASB activities proposed above
Realistically, a PSPO will do nothing. There are sometimes hundreds of kids on The Vine - trying to disperse this is borderline impossible.
More protective measures should be put in to protect the buildings - too many

Agenda Item 12

occasions kids are on the roof of the pavilion causing damage.
You realistically need police offers manning each Friday and Saturday evening in the summer.
Police to be supported by everyone and for the police to be tough with those who are causing disruption and/or breaking the law.
Leaving trash everywhere
loud music
Drug-taking/ supplying. Vandalism
Also to included at Bat and Ball station
No smoking
There is a lot of underage drinking and soft drug use going on. So I think those behaviours should be addressed
I'm not in favour of ASB.
ASB at 'The Vine' has not directly affected me personally. I do have concerns with the amount of rising ASB generally within the district.
Suffolk way car park + area outside the leisure centre is also problematic on top of the vine
Large gatherings (whether anti-social or not) should be dispersed
Drug taking /selling of drugs
I do not feel there should be large groups gathering for parties and drinking on the Vine.
Sort out greatness skate park too
Safety for all, but more importantly a deterrent to those who could follow the bad behaviour
I have seen people sitting with trolleys stacked with cases of lager - I assume to sell to underage people. This needs to stop.
Underage drinking, drug dealing
Yes dropping litter
Ban on alcohol on the Vine unless at an organised event (eg Beer festival). This would help with the litter problem as well. Question 7 is badly worded - I presume that you mean do I support the ban on the activities listed, not the activities themselves!?
Groups of teenagers on grass, smashing bottles, climbing on the roofs and being intimidating to passers by.
I have seen underage children purchase alcohol from shop by the lights.
Drug dealing Alcohol Littering
Large crowds of teenagers from out of town, drinking, using nox canisters etc and harassing locals.
Teenagers need a place to gather. I don't know whether the Asb is caused by locals or people travelling in to sevenoaks from surrounding areas to cause trouble. If the latter then this should be policed rather than restricting locals.

Just being present
Existing police powers for dispersement should be enough assuming the police are present
Throwing objects Loud music Littering Fighting Shouting and screaming after 8pm Drinking alcohol
Under age drinking
With the expansion of off road buggies and Quad bikes getting cheaper areas like the Vine are going to seem attractive to invade; I therefore think a sign banning such vehicles with a hefty fine should be displayed.
Drinking alcohol in public areas other than recreational spaces. For example on roads, public transport.
Leaving litter (particularly drugs paraphernalia, drink bottles etc.)
Destruction to property
It will be hard to enforce 24 hour ban. Is it possible to stop drinking outdoors?
Drinking alcohol and taking legal highs
The definition of ASB appears to be comprehensive, but I would suggest identifying drinking alcohol as an activity.
I feel as a Senokian having lived my life close to The Vine I found it really sad that this situation. In my youth there were Police patrolled all the open spaces twice an evening. If they found young couples in the huts we were told to leave in no u certain terms, lack of Police presents surely is a factor.
Please Ensure it includes land to the East of the Vine (bordering Seal Hollow Road) the Pavilion Gardens and land to North of and around the War Memorial. Otherwise, for the notices issued by the CSU in Spring 2023 relating to the Vine ASB the gangs of youths exit the Vine and linger on these adjacent areas which they deem to be 'safe'
Drug taking and drinking
It isn't just the vine, it also occurs up and down at Botolphs road between the vine and the train station as it appears those coming in from outside of Sevenoaks are often the offenders and create an unpleasant environment on the road that connects these two points.
Graffiti.
People should not be permitted to let off fireworks or play loud music
They should also be required to move on after 11 pm
Inclusion of Holly Bush Park/ area We have noticed that the kids in the vine are simply now moving down to the holly bush park area - music and groups in the evening and we have had graffiti to the house on holly bush lane and litter / fly tipping of shopping carts etc in the park area
I would like to see citizens of all ages treated with dignity and respect at all times
Police support needed on St Botolphs road after these gatherings (after gcse and a levels finish and results days)
Cameras put up at the vine

Agenda Item 12

Ensure whole Vine area is included, not just the cricket pitch.
No alcohol allowed on the vine when there is no event taking place
Underage drinking. Large gatherings
Drinking alcohol Loud music
Exclusion zone on bonfire night and roundtable fireworks night
Removal of their alcohol and / or drugs
I would like proof of anti-social behaviour before such drastic measures
Please can we just police the Vine area on the weekend nights, walking into and back from town for/after a drink or something to eat is fairly intimidating when these groups congregate.
Fines for littering and underage drinking
No. This is an intermittent problem for which there are existing tools for dispersal. Cooperation between authorities and agencies has proved effective when done well.
Police presence to enforce
Noise disturbance and mess
Aggressive behaviour
Meeting in groups over 5 people after 8pm
The problem of drugs has to be addressed as this results in even worse behaviour, anything the police can do to deal with this would be appreciated. Support for the police from local shops selling alcohol in bulk to young people would also help, possibly reminding of the age limits for selling it would also help!
Not to cause damage to property or the ground at the Vine.
Many of the issues are caused by kids travelling into Sevenoaks from other areas by train. When the police disperse groups of youths, the problems just move to other areas. This needs to be considered. Can the order include the confiscation of alcohol from people without ID?
Many of the issues are caused by kids travelling into Sevenoaks from other areas, often by train. When the police do disperse people, the problems often move to other areas and this needs to be considered. More than once, we have seen resulting disruption of rail services.
Damage/vandalism and especially anti-social behaviour affecting the nearby residents in a lovely area.
No apart from general noise, litter , intimidating nature of groups gathering and walking and blocking pavements and roads near the vine
There should be no PSPO, there should be police or wardens to reassure young people who meet on the vine. Youth is not catered for in Sevenoaks.
A
Alcohol drinking
Try to put in place some measures to deter youths from hanging out there later in the evenings so constant patrolling of area and an easy community reporting of real time issues would help
Excessive noise/music in evenings from youths gathering even when not behaving badly
I do not think is a PSPO is appropriate
Partying and drinking in the Vine

Littering! Noise esp after 11pm. Concerned that the anti-social activities may move to Judd place. Can that be included please?
The above proposals are vague, presumably in order to cover as many aspects of ASB as possible. I assume cycling, littering (including gas canisters), drug taking, and damage to the cricket pitch (howsoever caused) are included in the term antisocial behaviour.
Police patrol
No. But does the remit of this PSPO limit community events such as the lions club beer festival and cricket match enjoyment?
Regular police presence in Sevenoaks town centre from Thursday and over the weekend
I don't like the idea of giving Councillors powers to fine. We need more police officers, not to empower Councillors.
Noise
Most teenagers are just having fun socialising with friends. I live by the Vine & it's nice to see everyone meeting up on Friday eves. It's only a few that ruin it. Young people need somewhere to meet - they'll move on s'where else if it's not the Vine. Obviously aggressive or rude behaviour & drugs are not acceptable but I hope young people will still be able to enjoy meeting up there in the future - just without those who have spoilt it.
Ban on drug/gas taking Littering
No open alcohol and those breaching the order be searched for illicit drugs. The smell of cannabis is appalling and the behaviour is terrible.
The size of groups congregating to be controlled
Alcohol and other substances banned.
Consumption of alcohol
Sevenoaks town should not allow shops that sell alcohol and/or vapes near the Vine
The definition given above is quite wide and would cover excessive noise and rowdy behaviour. Also there are no toilets open on the vine in the evening so the kids often go on to private property in the surrounding areas to relieve themselves.
The seating area in the wood just off The Vine on the opposite side of Holly Bush Lane is also subject to anti-social behaviour and underage drinking. This wooded area should also be included in the PSPO.
Checks on under age drinking
No alcohol
No drugs
Fly tipping and binge drinking in public spaces. Littering public spaces with beer cans etc.,
A lockdown on vaping/drinking and checking the local off licenses aren't selling underage.
Unknown
Driving of vehicles with noise exhausts.
Why the focus on the Vine? There's regular anti-social behaviour in the Riverhead area, with little or nothing done to manage it.
I think the proposals if followed through should be effective

Agenda Item 12

Riding bikes carelessly on the paths and green.
Damage to trees and plants
Damage to the physical environment specifically
Dogs
Dogs off their leads
I think the question above is confusing. I fully back any actions taken to stop anti-social behaviour. I think those outlined should suffice as long as police attend when called.
Drinking Drugs Vandalism Violence
Prevent large gatherings of youths
Drinking alcohol outside of a formal / organised event.
Littering and damage to property
What happens when they move off the vine and cause trouble elsewhere?
underage drinking
Music to have a time and volume restriction.
Bikes and e-scooters being ridden on pavements.
If it is considered necessary installing cctv could be a deterrent
Littering and Barbeques
These young people need somewhere to go and a way to entertain themselves in a way that is safe for everyone. Just making them leave one area is going to create a problem in another. Find ways to get the youth occupied and entertained in other ways. Perhaps they don't have the cash to do any activities themselves, perhaps their parents didn't teach them how, not everyone is lucky with their parents. Just to view them as monsters without offering alternative is not helpful.
That should be sufficient though a ban on drinking on the Vine might be considered.
Large groups gathering making a lot of noise and being abusive.
No or Don't Knows x 116 responses

9: Please write down any further comments you may have about the PSPO.

There were 253 responses to this part of the question.

I fully support anything that will allow the majority of the public to use this space without having a dog's paw cut by glass, without having to see (and eventually help pay to fix) vandalism, without being subjected to other people's loud music, and without fearing large groups of people suddenly turning up and acting rowdy.
I wholly support some action. The Vine is one of the Town's greatest assets. It is to be enjoyed by all residents and visitors. Further, local residents, who are prepared to accept 'legitimate' evening events at the cricket club, should not be expected to have to contend with noise levels which intrude on the enjoyment of their own homes.
Welcome it
Stopping underage activities

<p>Alcohol plays a large part in the anti-social behaviour on The Vine, particularly with large groups of young people.</p>
<p>The playing of loud music which is a common occurrence during the summer months from both small and large groups is a major problem for residents and for other visitors' quiet enjoyment of the area.</p>
<p>Litter is also a problem. The Council are good are clearing this but consideration should be given to more bins on the area.</p>
<p>It should not impact the use of the space by younger children wishing to play</p>
<p>The Vine should be a peaceful area for residents and visitors.</p>
<p>It is important that people respect the right of the people of all colour, religion and age</p>
<p>It is a great idea</p>
<p>The children gather there as there are no other safe spaces for them to go. This also needs to be addressed. Also better lights and cctv on the vine might help also.</p>
<p>The young people causing problems on the Vine do not represent the behaviour of most of the teens in the community, and should not be allowed to tar the reputation of the majority.</p>
<p>Some Parents seem to avoid responsibility for the actions of their youngsters: I think they should be subjected to a 'meeting' with the officials concerned so they can be 'made aware'.</p>
<p>Some Parents seem to avoid responsibility for the actions of their youngsters: I think they should be subjected to a 'meeting' with the officials concerned so they can be 'made aware'.</p>
<p>Fully support making the town a safer space</p>
<p>Good plan - hope it works for Sevenoaks</p>
<p>We are talking about managing children.</p> <p>I see no need to give the Police extra powers in order to preserve calm on the Vine. I am sure that if the Police were to turn up when there is unruly behaviour, the unruly behaviour would abate.</p> <p>I am also clear that the solution to this is not to do with policing. It is to do with looking at the causes of the problem and - in particular - fining other activities for the children to do.</p> <p>I am against using a PSPO to manage children's behaviour.</p>
<p>The time and money devoted to this proposed PSPO would be better spent funding recreational and community activities at other venues in the vicinity that would be of interest to teenagers, so they had some other things to do and places to go, rather than congregate on the Vine. A PSPO should be a last resort, not the first choice, otherwise Nimbyism will simply transfer the perceived problem elsewhere.</p>
<p>I am the County Council Representative for Sevenoaks Town. No resident has written to me concerning this issue. But I am aware of some of the issues that have occurred. They seem to have been dealt with adequately within current provisions. I am concerned that if the order is enforced we are simply going to displace the problem</p>

Agenda Item 12

<p>and not provide a solution. I would be happy to work with all stakeholders to find such a solution.</p>
<p>I need more information - for example while I would definitely not want young people dealing drugs in the area I wouldn't want to stop teenagers just 'hanging out' with their mates - better on the Vine even if they are a bit noisy and maybe even drop a bit of litter than trying to sneak into a pub underage.</p>
<p>Tougher action needs to be taken to stop all ASB in the town. Including targeted shoplifting but youths & general intimidating behaviour of a handful of young people beyond the Vine. Stopping the proliferation of vape shops & off licenses would help</p>
<p>See above</p>
<p>Fully support this - Sevenoaks is a wonderful place but can easily go downhill if allowed to by not being tough with ASB issues.</p>
<p>well done</p>
<p>The opening of a vape and alcohol shop across the road is encouraging the anti-social behaviours and shouldn't have been allowed.</p>
<p>I believe that the police already have adequate powers to deal with misbehavior at The Vine. This has been demonstrated in recent weeks. The bigger picture is whether there is enough police in the town to nip this type of behaviour in the bud.</p>
<p>Unsociable behaviour by teens at Bat and Ball station.</p>
<p>Twice reported youngsters on the roof of Bat and Ball station</p>
<p>Vi haven't experienced any ASB but I'm generally only in town in the daytime</p>
<p>Surely anti-social behaviour and underage drinking is already illegal and law enforcement has the requisite powers to enforce this.</p>
<p>If the children aren't on the vine they will be somewhere else and the vine is probably a safer place than most.</p>
<p>This sounds like a politicised effort and I would rather see positive efforts than victimisation.</p>
<p>Consideration should be given to providing spaces and facilities where teenagers can get together and socialise in the local community. I'm worried this order would just move the problem to somewhere else and doesn't address the underlying issues.</p>
<p>Ridiculous policy - no real ASB happening in sevenoaks</p>
<p>Suffolk way car park + area outside the leisure centre is also problematic on top of the vine</p>
<p>Lots of areas by Suffolk way car park are poorly lit</p>
<p>The pavement on the vine side of the street and the vine itself is poorly lit makes the whole situation way more intimidating.</p>
<p>Only effective if the area is policed between 7pm and 10pm</p>
<p>I support the application on behalf of those Residents who regularly use or live close to the Vine.</p>
<p>Pandemic summer of 2020 the Vine was a wonderful space for local teenagers to meet. It was a post lockdown open space refuge for many young people from the local market town of Sevenoaks.</p>

<p>Subsequently it has become a magnet for south London teens who walk there from Sevenoaks station. This has changed the atmosphere and sadly the lovely Vine is not the haven it was.</p>
<p>I have always found the Vine to be a peaceful place to sit and enjoy the surroundings in the past and would not hesitate walking through it at night. I avoid the area in the evenings now especially on the weekends as feel intimidated by large non cricket gatherings. I am also concerned about the damage on the Vine and the cost to us as a community in the clearing up of the mess left.</p>
<p>This has been going on since I was a child and I'm nearly 50 the skate park at greatness is just as awful, we need more policing these areas, kids are drinking, smoking weed and then causing havoc, stealing people's bikes and scooters then trashing them</p>
<p>Great for something to be done to deter it</p>
<p>Whilst I agree that some of the behaviour has been unacceptable - my daughter has also met friends there on a summers evening. There are very few facilities in Sevenoaks for the young people and the vine feels a safer place to meet than tucked away in Knole park</p>
<p>I think it is very positive that the police are taking this action</p>
<p>More needs to be done, ASB will just occur in another location</p>
<p>A good idea.</p>
<p>It seems to me that the police have had sufficient powers to deal with the trouble so far. The Vine is this year's gathering place and we know where they are likely to be. If this order was implemented they would simply move elsewhere. The problem will probably diminish as the weather gets worse</p>
<p>Think it's about time something's done</p>
<p>It's more needed at Bat and Ball station and station road Greatness And Tesco riverhead car park</p>
<p>Speeding cars on both sides of Vine also are a harassment.</p>
<p>Its bit necessary to disperse well behaved kids, they need somewhere to hang out, but when kids come looking for trouble, that needs to be dealt with and deterred.</p>
<p>Applying restrictions to one area will just move the problem elsewhere. Better to address the causes.</p>
<p>Again being seen to be present</p>
<p>Potentially it will just spread ASB to other areas in the district.</p>
<p>This is pointless unless you provide decent leisure and social facilities and spaces for young people to congregate. What is available right now is derisory yet you charge a huge amount of council tax.</p>
<p>Common sense policing is all that is needed. Sometimes it's just an explanation and a hint that is needed - sometimes it's much more it's just dependent on the culprit. I have every confidence in the policing I have seen.</p>
<p>One person alone may not be sufficient.</p>
<p>We need proper policing and punishment</p>
<p>The proposed PSPO is long overdue at the Vine. Putting it in place sends a clear message that the Police and the Council mean business. It also sends the message that if a PSPO can be applied to The Vine it can be applied anywhere.</p>
<p>We in Sevenoaks would like a Station open in the town</p>

Agenda Item 12

See above
There is a lack of policing almost entirely on Friday and Saturday evenings and nights which is resulting in the anti-social behaviour. This needs to be addressed through presentation of the police.
I have answered 'don't know' to questions 6 and 7 as I live opposite Holly Bush recreation ground and am worried that your PSOP will move the ASB further my way. If you included Holly Bush in this PSPO then I think it is a good idea, for both areas. I have recently had my front wall daubed with paint as has my neighbour, we live on Holly Bush Lane opposite the vehicular entrance to the recreation ground. We feel alarmed and distressed by young people congregating in this entrance.
Inclusion of Holly Bush Park/ area We have noticed that the kids in the vine are simply now moving down to the holly bush park area - music and groups in the evening and we have had graffiti to the house on holly bush lane and litter / fly tipping of shopping carts etc in the park area
Risk moving problem from a fairly confined space to other locations across Sevenoaks then having unhappy groups walking around less secure areas
This measure will tend to demonise young people. I believe that there are sufficient existing police powers to mitigate occasional criminal behaviour
The biggest problem is the local teenagers (and others who get the train to Sevenoaks and walk up the hill) who congregate at the vine and drink smoke vape drugs. They can be fairly intimidating and leave lots of rubbish. A few months ago, after gcse exams had clearly finished, we had a group walking back to the station and one boy ran into our drive (St Botolphs road) and tried to kick our front door down as a dare.
It's a good idea and about time
This is obviously in relation to young people gathering there at the weekend. Please can we think more inclusively and try to find a way to entertain these youngsters rather than deter them. There is literally nothing in Sevenoaks for teenagers under the age of 18. After lockdown, the majority are just looking for a place to hang with their friends. Can we please find a way to support them to do this safely?
I feel sad this is required and hope another area in Sevenoaks doesn't now have the same problem.
Trouble is also caused by people walking down Dartford Road towards St John's Hill on a Friday & Saturday night: litter in gardens, pulling up estate agent signs, removing bricks from a neighbour's wall.
Great idea and important for the area
It will need to be policed properly More CCTV cameras are needed down there
If it is only applied to the Vine, would the people causing the behaviour not be expected to target other local open spaces, such as Hollybush Rec and Greatness Rec, where it will be less immediately visible but just as unwanted?
The ASB is caused by drinking alcohol and smoking weed so they need to be made to surrender what they have on them. This will discourage returning.
This is outrageous & where is the proof of such anti-social behaviour before enforcing such drastic measures
Living within a short walk of The Vine, I've never seen any anti-social behaviour so if any does occur it's likely very rare. If there is any anti-social behaviour then the current tools available to the local police will suffice. The Tory MP Trott is likely to follow her

<p>government's lead in using this as an excuse for suppression or restriction of enjoyment of open spaces by the wider community, and this is simply a low common denominator method of trying to win votes in the next election.</p>
<p>How will it be policed?</p>
<p>Making an issue of complete non-issue</p>
<p>I am unclear how consultees can respond to the proposal without more detail. Residents are being consulted without knowing the methods, penalties, implications of the order. What restrictions would there be on the use of the space? What would trigger action? Would it criminalise young people? How does this deter ASB? Is there evidence that such orders are effective? This consultation is too broad brush and risks damaging consequences to the young people whose socialising is being addressed.</p>
<p>Rubbish is left every weekend. Disgraceful mess</p>
<p>ASAP</p>
<p>This is a good idea but young people do need an alternative safe space where they can positively engage such as the switch in Maidstone. They need a cool place to hang out not the place under the stag! But somewhere new and inviting with young mentors that engage with them but also let them enjoy the space independently.</p>
<p>Any additional support in order to assist the police who have to deal with this issue should be supported, they cannot deal with this on their own - parents must be involved also - perhaps some kind of sanction might encourage them to take more interest in the behaviour of their children.</p>
<p>The council should not have the power to enforce any fines or enforcement they are not under oath.</p>
<p>We should let young kids such as teenagers enjoy their social time. Unfortunately, there no places in Sevenoaks for the kids. Just because they sit in the evening on the Vine it doesn't mean they're the troublemakers. Make some space for young generation please.</p>
<p>I personally passed over or by the Vine 4-5 times weekly in last 20 Years that I live here and I have never experienced any problem.</p>
<p>Many thanks</p>
<p>The same issues impact Hollybush Park area also and this needs to be taken into account as well.</p>
<p>The same issues impact the Hollybush Park area and this should be included within the scope of the order.</p>
<p>I assume the police would have (or already do have) the power to confiscate alcohol from people who do not have ID?</p>
<p>Everything should be protected around this area of The Vine. Respect is what is required here, both for the memorial at The Vine, the walled gardens with seats for people to use - somewhere peaceful away from the hurly burly of traffic and parking etc. This area represents the town of Sevenoaks, its character, the trees etc. A quiet place to sit in and enjoy, or watch the cricket. Anti-social behaviour should not be tolerated here.</p>
<p>If this is enacted, the anti-social behaviour will move elsewhere, probably to Knole Paddock rugby club where it will be even less visible.</p>

Agenda Item 12

<p>A concern that there is nowhere else suitable for young people to meet in sevenoaks. I understand that they want to congregate and socialise and for many this is harmless fun but for some I have a concern that there seems to be a large number of underage youths drinking alcohol, vaping, and smoking</p>
<p>Definitely not needed. If people are breaking the law then arrest or caution them. Young people need a place to meet friend that is not a family home. They also need a toilet after 6pm! They will be driven into Knole Park where there can be no adult help to hand. They are youths who live here and cannot be at risk of a record or being vilified for meeting friends on the Vine. Adults did it on round table's beer festival!</p>
<p>No but I am concerned that activity may move to the Plymouth Drive rugby pitches as has been seen before.</p>
<p>Good idea</p>
<p>I think this is a great initiative and should be considered for other areas in the district too</p>
<p>Large gatherings and behaviour have deteriorated enormously in 2023 and causing major disruptions to residents around the vine. New local shop it's also selling alcohol/e-smoking stuff to under-age youths fueling disorder.</p>
<p>I do not think is a PSPO is appropriate</p>
<p>Good idea</p>
<p>Teenagers are anti-social when they stay at home on social media and they're anti-social when they go out and socialise. What do you want?</p>
<p>A PSPO for the Vine is long overdue. This historic heart of the town, which used to be treated with respect, has been disgracefully abused over the past few years, especially during Covid lockdowns. Those who live nearby have my particular sympathy.</p>
<p>Punish and fine parents</p>
<p>I believe that this could and should be resolved by a strong presence of the police. Two or more very visible police patrolling the Vine all evening for as long as it takes. The trouble makers would eventually drift away. This is what the police are for. If SDC need to help fund "extra" police presence this would be acceptable.</p>
<p>Can we have some clarity on what constitutes "anti-social behaviour which is likely to cause harassment, alarm and distress to those persons in the locality?"</p>
<p>I would like to see a clearer definition of what actions may be considered As anti-social. Children should be allowed to gather there and socialise as it is a public space. I worry the residents would view innocent gatherings and socialising as anti-social even if no harm was caused. I do appreciate that there have been clear problems but I would be interested to know to what extent just using the public space would fall under this umbrella</p>
<p>I appreciate it may be a different aspect however I do see the aspect of creating space(s) for young people in Sevenoaks to be able to meet - which in turn potentially can keep things more in "check". I have found that it is not just at The Vine young people are beginning to congregate but at other "spots" around town. Again this is an "extension" of the discussion around anti-social behaviour which I do agree needs to be addressed and handled along the lines as outlined in the proposal.</p>
<p>Much ado about nothing?</p>
<p>We need more police officers to deal with anti-social behaviour. Not Councillors issuing fines.</p>
<p>An excellent idea</p>

<p>Please ensure that individuals under the age of 18 who take part in the antisocial behaviours covered by the PSPO, and their families, are given relevant support to ensure the behaviours do not reoccur. The young people in this area need more emotional and relational support than they are currently being given. We are not going to be able to eliminate the behaviours unless we address the underlying causes- and that requires full family support, not just a warning or conviction from the police.</p>
<p>Do you have a plan for where the youth of Sevenoaks should go to spend their time?</p>
<p>If you don't, then the proposed PSPO is an even more stupid idea than it first appears.</p>
<p>I am totally unsupportive of this proposed approach.</p>
<p>Good if it means it's clear what is acceptable & what is not</p>
<p>Is there a danger that asb will be displaced from the Vine to other areas eg Knole Park, car parks in town centre, station etc. what will be done to monitor and ensure that this doesn't happen or if it does that it is dealt with.</p>
<p>If they breach these orders, can criminal proceedings be made please!</p>
<p>It would be nice to have a safe space for teenagers developed in the area.</p>
<p>Will it move the kids somewhere else. Many come from out of area.</p>
<p>I think this is totally unfair and unnecessary. Sevenoaks offers young people no indoor or outdoor spaces in which to socialise, something which is critical to their well-being. To restrict access to the Vine would be to restrict their mental health so I am completely opposed to this. Let's support our young people rather than limit them.</p>
<p>I feel anti-social behavior is becoming increasingly problematic and having measures in place to curb it are essential.</p>
<p>I think this is a disgrace and perhaps you ought to consider how you can support the youngsters by providing spaces for them to socialise whether indoors or out. Our youngsters need to be able to have the ability to socialise safely and respectfully so a real consideration should be a what can we do for them attitude, not to brandish them as a nuisance.</p>
<p>I would like to hear how this can be achieved by the council and the police.</p>
<p>I do think that teens should be able to enjoy outdoor spaces in reasonably sized groups and I don't think that the terrible behaviour of a few should spoil the enjoyment of local spaces for others as there are very few areas for teens to go</p>
<p>It's a shame that some feel its ok to behave like this, when many young people of the area would love to use the space just to meet friends...and relax!</p>
<p>Or use the space for a specific activity aimed at teens... eg festival/ concerts/skills hub?</p>
<p>An alcohol free zone</p>
<p>There should be a stricter control on shops that agree to sell alcohol and/or vapes to under aged students</p>
<p>How will it be enforced? The problem gatherings seem to occur randomly on Friday evening with the occasional Saturday evening. There are periods when there are no large problematic gatherings.</p>
<p>This proposal really concerns me both as a resident and a parent. It worries me about power like this being given to local Councillors. I really don't think we have a huge issue with anti-social behaviour and in instances where it occurs I feel it is more appropriately dealt with by the police who are trained properly and have an understanding of the law.</p>

Agenda Item 12

<p>Whilst I agree that the ASB needs to be dealt with, I just hope that it won't stop all teenagers from using the space responsibly. It would be a shame if the behaviour of a few ruin it for everyone else. But enabling it to be a safe space to be used would be good. I currently wouldn't let my children go there at the moment due to the reputation of what has been going on.</p>
<p>I support the pspo but there is a lack of suitable places and activities for young people to meet and do in the sevenoaks area. The introduction of a pspo should be part of a wider plan to improve facilities for young people in the area.</p>
<p>Gypsies must be prevented from staking pitches in public spaces.</p>
<p>It can be a very threatening space even as an adult. We have stopped using it for our evening dog walks.</p>
<p>Why the focus on the Vine? There's regular anti-social behaviour in the Riverhead area, with little or nothing done to manage it.</p>
<p>It would be reassuring if a councilor/member of the police responded to this statement.</p>
<p>Good luck!</p>
<p>I think it needs careful and firm policing.</p>
<p>Hope it's successful. Then you can look at sorting out the behaviour in Riverhead Tesco car park.</p>
<p>No reason not to have it as a tool to use</p>
<p>Any kid found to be causing anti-social behaviour shouldn't just be asked to leave, they should be arrested and only released once their parents have collected them and given a warning.</p>
<p>I fully back protecting the Vine which is an important historical and social space for the town. When large gangs of disruptive young people congregate that it deters other users and often they leave litter and even damage to the area.</p>
<p>Report back to parents and have them take responsibility for their child's behaviour</p>
<p>It's a great idea and important to make residents feel safe. Also important for the security of local businesses.</p>
<p>The key is to provide the CSU and the Police with the flexibility to apply common sense for the Community so that they can't hide behind small print leading to delay and inaction frustrating the Community they serve.</p>
<p>It should cover the multistory car park/gym car park/playing field next to gym which also collects similar activity</p>
<p>Need to see more of a presence in all areas of the District</p>
<p>I encountered no anti-social behaviour and only vaguely heard of any. But I do get my dog off the lead on the cricket ground and so do countless dog walkers. This is the only place near we can let them run freely. A PSPO would take away that freedom. Does the basic law not give power to the police to prevent anti-social behaviour without needing a PSPO? Is the problem really that big? Isn't this just going to displace the problem to another location in Sevenoaks instead of addressing it?</p>
<p>It is unfortunately, in these difficult times to consider all possible ways to help in making Sevenoaks a safer place in which to live.</p>
<p>This should cover the disgraceful damaging activities which youths do on the green. But shouldn't prevent dog walkers letting well trained dogs off of lead on cricket</p>

ground where so many dogs play together when no cricket on. Such a shame to be banning dogs off lead in so many places
Please can we continue to let our dog off the lead
A super above
Disturbance anywhere at night when residents are trying to sleep affects quality of life. Not only that it will also put people from living in the locality. It is therefore unfair to ignore the problems as they will only increase.
Ensure the people are disbursed and do not return and are arrested and punished if they ignore the order
Ensure the situation is policed accordingly
Unfortunately it is a shame it is necessary
No or N/A x 107

This page is intentionally left blank

SDC Comments Swanley Neighbourhood Plan Regulation 14

PROPOSED NEIGHBOURHOOD PLAN POLICY Sustainable development	SDC Comment
<p>NP Policy SwSD1 – Green Belt Developments on Green Belt Land as defined by Sevenoaks are not supported. Developments on previously developed brown field sites on Green Belt land are supported.</p>	<p>This policy is less nuanced than the NPPF. PDL in the Green Belt can be acceptable but where it meets the criteria set down in the NPPF.</p>
<p>NP Policy SwSD2 – Swanley Town Centre Development proposals that result in a net loss of retail and other service-related spaces (Use Class E) classes on sites in Swanley Town Centre (see Town Centre Map), other than those which are permitted development will not be supported.</p>	<p>Terminology needs to reflect terminology used in the Use Classes Order so it should state 'Commercial, Business and Service'. Should the word 'net' be deleted? Should it say something around subject to marketing etc.</p> <p>SDC Town Centre Strategy is now available on the SDC website. Plan 2040 also includes an emerging Swanley Town Centre policy informed by Evidence Base.</p>
<p>NP Policy SwSD3 – Preventing the merging of Swanley Village with Swanley Town Development proposals which result in the physical or visual merging of Swanley Village with Swanley Town will not be supported.</p>	
PROPOSED NEIGHBOURHOOD PLAN POLICY Community Infrastructure	SDC Comment
<p>NP Policy SwC1 – Health Facilities in Swanley Development proposals for health facilities in Swanley will be supported where they are: <ul style="list-style-type: none"> A. Located in Swanley Town Centre B. Have adequate parking for visitors, patients and staff Provide facilities for social interaction for patients and visitors and health related education for patients and health professionals.</p>	<p>It may help if the policy refers to the map showing the town centre boundaries and if the last sentence is set down as two separate bullet points.</p>
<p>NP Policy SwC2 – Open Space Development proposals that result in any loss of existing public green spaces as shown on the map, across all types within the Neighbourhood Plan area will be supported only where</p>	<p>As noted in our previous comments, if these Open Spaces are already designated then there is no need to</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>replacement green spaces are provided for public use which are suitably located and equal or superior in terms of size and quality</p>	<p>designate them again. If new sites have been identified, you may wish to designate them as Local Green Spaces. LGSs have to be assessed against the NPPF tests (para 102) and require consultation with landowners.</p> <p>It is necessary to consider whether this policy does anything different from current policy. Policy SP10 seeks to retain open space etc, only allowing its loss in exceptional circumstances where replacement provision of at least equivalent value to the local community is provided.</p> <p>Plus need to be consistent in terminology, as it refers to open space and public green spaces.</p> <p>May need to specify which map for clarity.</p>
<p>NP Policy SwC3 – Indoor Sport facilities. Development proposals that provide indoor dry sports facilities are supported, subject to other policies in the Neighbourhood Plan</p>	<p>What's meant by dry? Does this mean without swimming pools? Presumably it should say something about being accessible to the public and more about the location.</p>
<p>NP Policy SwC4 – CIL Investments. The provision of a multifunction Indoor sports facility is strongly supported by the Neighbourhood Plan for further investigation and implementation and should be a priority for investment of Community Infrastructure Levy by Swanley Town Council and should be for Sevenoaks District Council</p>	<p>Should the title of this be changed? This doesn't read as a planning policy used in the determination of planning applications. It could be listed as a project where the Town Council supports investigation and implementation, with a separate list setting down what Swanley TC will either direct their CIL funding</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

	towards or which they will seek to influence with respect to Sevenoaks.
<p>NP Policy SwC5 – Community Buildings. Proposals that result in the loss of existing community buildings will not be supported unless there is clear evidence that:</p> <p>a) There is no need for the facility (in terms of the current capacity of existing provision, its opening times, location, accessibility, and range of facilities available to local people and businesses) or suitable alternative facilities of a similar size and quality are re-provided as part of the proposal.</p> <p>b) proposals offer alternative benefits to the community in terms of access to space to assemble, worship, participate in educational activities and personal or civic celebrations</p>	It needs to be made clear whether proposals need to meet both criteria or just one of the criteria. It should also probably include something around being in an appropriate/accessible location.
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Conservation and Heritage</p>	<p>SDC Comment</p>
<p>SwDC&H1 Tall buildings Development proposals for tall buildings should take account of the definitions provided in the Neighbourhood Plan for the different character areas of Swanley. Such proposals should:</p> <ul style="list-style-type: none"> • Have good access to public transport • Contribute to improving the permeability of the site and wider area, wherever possible • Relate well to the form, proportion, composition, scale and character of surrounding buildings, urban grain and public realm (including landscape features), particularly at street level • Incorporate publicly accessible amenity space and local play areas within the site area. • Where appropriate, provide additional green spaces in the form of roof gardens for residents of the development • Have ground floor activities that provide a positive relationship to the surrounding streets • Incorporate the highest standards of architecture and materials, including sustainable design and construction practices • Should not affect their surroundings adversely in terms of microclimate, wind turbulence, overshadowing, noise, reflected glare, aviation, navigation and telecommunication interference • The impact of tall buildings proposed should be given particular consideration in relation to their impact on local or strategic views both from the designated Green Belt land which surrounds Swanley and from Swanley to designated Green Belt land. 	Should the policy include the definition?
<p>Policy SwDC&H2: Swanley Village Design Guidelines</p>	Could a reference to the location of the map be given or a map be included.

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>Development proposals for Swanley Village, should demonstrate how the overarching design and architectural design principles in the Design Guide have been applied to proposals within both the New Swanley Village area and, where applicable, the Conservation area as defined in the Guide.</p>	<p>Could it just stop after Design Guide have been applied?</p>
<p>Policy SwDC&H3 – Heritage Asset Protection and Enhancement It is proposed that the murals of William Mitchell, located in Swanley Town Centre are allocated as non-designated heritage assets to ensure their protection into the future</p>	<p>There is nothing in this policy about enhancement, so the title needs changing. Has an assessment been undertaken to identify non-designated heritage assets and what criteria has been used. If this has been undertaken, and there are other assets, it may be beneficial to list and map these rather than listed buildings which are already identified and protected.</p>
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Housing</p>	<p>SDC Comment</p>
<p>SwH1 Energy Efficient and Healthy Homes All new housing developments shall be built to the highest standards of thermal insulation, air tightness, and with double glazing as a minimum requirement. New homes should be designed to meet an Energy Performance Certificate rating of A to reduce costs in use and contribute to reducing climate change impacts associated with the use of energy. Ventilation needs careful design with high air tightness building fabric construction. Wherever feasible all homes (including areas of circulation), should have the maximum possible natural ventilation via openable windows. Where mechanical ventilation is used measures should be incorporated to prevent: • External noise transfer from outside the building. • Cross talk between internal rooms. • Ventilation Plant noise</p>	<p>As noted previously, as this goes beyond the requirements for Building Control, it should be supported by evidence and tested for viability.</p>
<p>SwH2 Housing Space standards Homes should meet the Government’s nationally described space standards (NDSS) guidelines as a minimum. Extensive tree and shrub planting shall be incorporated into all developments to provide a healthy and visually pleasing environment. Designs shall be inclusive for all members of society and cater for those with disabilities and the infirm wherever feasible. Housing layouts must demonstrate how homes meet the storage requirements in the NDSS without being impacted by plant for mechanical ventilation and heating kit</p>	<p>What is the justification for this? As previously, it will need to be caveated – so ‘where appropriate/feasible – unless overriding reasons’. Second sentence doesn’t appear to be relevant to housing space standards and the last sentence is slightly unclear.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>SwH3 Private Amenity Space for New Homes All new homes where feasible should have access to outdoor space in the form of a private garden, balcony or patio. These should be additional to the Gross Internal Floor Area minimum spaces sizes provided in the NDSS</p>	<p>The second sentence doesn't seem particularly relevant.</p>								
<p>SwH4 Homes for Work and study All homes should, where feasible, have dedicated working space with natural light.</p>									
<p>SwH5 Housing Density Housing developments in the Neighbourhood Plan area are expected to deliver the following densities where feasible subject to meeting the other policies in the Neighbourhood Plan.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Location</td> <td>Density</td> </tr> <tr> <td>Swanley Town centre</td> <td>100 DPH</td> </tr> <tr> <td>Rest of Swanley</td> <td>50 DPH</td> </tr> <tr> <td colspan="2">Edge of Swanley (sites adjacent to the Green Belt Boundary) and Swanley Village 30 DPH</td> </tr> </table>	Location	Density	Swanley Town centre	100 DPH	Rest of Swanley	50 DPH	Edge of Swanley (sites adjacent to the Green Belt Boundary) and Swanley Village 30 DPH		<p>Could more clearly reference Swanley Town. Overriding consideration in policy SP7 is that it should not compromise the distinctive character of the area. This policy may benefit from having a similar line. May also need to be clearer about the evidence base underpinning the proposed higher densities.</p>
Location	Density								
Swanley Town centre	100 DPH								
Rest of Swanley	50 DPH								
Edge of Swanley (sites adjacent to the Green Belt Boundary) and Swanley Village 30 DPH									
<p>NP Policy SwH6 Public Amenity Space New housing developments should include Publicly accessible Amenity Green Spaces based on 0.60 Ha of area per 1000 new residents to be accommodated within the development. Amenity green spaces/roofs shall be provided for all commercial and community infrastructure developments. There is a deficit of AGS in Swanley and therefore further developments on AGS land is not supported</p>	<p>Terminology needs to be used consistently, this refers to Public Amenity Space and Publicly accessible Amenity Green Spaces. Need to think about how this policy would work, particularly on smaller sites.</p>								
<p>NP Policy SwC7 – Children and Young Peoples Play Space Swanley has a deficit of play space for children and young people. All new developments in excess of 5 dwellings must include a Local Area for Play (LAP) and all developments in excess of 10 dwellings a Locally Equipped Area for play (LEAP)</p>	<p>The first line essentially comprises justification and may sit better in the supporting text.</p> <p>Policy SP10 only requires xx where there is an existing shortage or where the proposal would result in a shortfall. Is it justified to ask for this where neither of these triggers exist? Is it also justified in terms of viability?</p> <p>In terms of the wording of the policy, is it requiring LAP for schemes of 5-10 dwellings but above 10, it is requiring</p>								

SDC Comments Swanley Neighbourhood Plan Regulation 14

	<p>LEAP or is it asking schemes which are 5 and above and more than 10 dwellings to provide both? Does this need to include reference to the need to provide details of its maintenance? Should it be requiring provision on site or allow for contributions to off-site provision where more appropriate?</p>
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Employment and Economy</p>	<p>SDC Comment</p>
<p>NP Policy SwEE1: Improving and increasing employment on existing employment sites Proposals to upgrade, intensify or extend the employment sites on Maps EE1-1 and EE1-2 are supported</p>	<p>Some of these sites are located in the Green Belt, so their expansion is likely to comprise inappropriate development. Goes further than LP policy EMP1 which sets out that sites will be retained, intensified and regenerated for B1-B8 uses.</p>
<p>NP Policy SwEE2: Loss of Employment uses Proposals for the redevelopment or change of use of land or buildings in employment use shown on Map EE1-1, EE1-2 and EE2 to non-employment uses, other than those which are permitted development, will only be permitted when: a) Marketing of the site over a period of a minimum of 12 months demonstrates that there is no realistic prospect of the use of the site for employment purposes; or b) The strategic need for the proposed use clearly exceeds the need for continued use for employment purposes.</p>	<p>As per our previous comments, this needs to be evidenced and more detail provided e.g. what would be required for marketing. Adopted policy EMP5 only asks for 6 months, so what is the justification for asking for longer.</p>
<p>NP Policy SwEE3: Small employment sites Proposals for other smaller employment sites will be permitted where they do not conflict with other policies in this Plan and provided that all the following criteria are met so that proposals: a) Do not involve the loss of dwellings b) Contribute to the character and vitality of the local area c) Are well integrated into and complement existing clusters of activity d) Protect any neighbouring residential amenity e) Do not adversely impact upon road safety f) Enhance the overall development and provision of employment and self-employment space g) Do not adversely affect the attractiveness of the local countryside</p>	<p>Perhaps re-word as it requires both employment and self-employment space but this could be addressed by adding 'including'.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>NP Policy SwEE4 Proposals for hotel accommodation and visitor facilities within the Neighbourhood Plan area will be supported where they do not conflict with other policies in this Plan and provided that all the following criteria are met so that proposals: a) Do not involve the loss of dwellings b) Contribute to the character and vitality of the local area c) Are well integrated into and complement existing clusters of business activity d) Are well provided with parking and located close to public transport connections e) Protect any neighbouring residential amenity f) Do not adversely impact upon road safety g) Enhance the development and provision of employment and self-employment h) Do not adversely affect the attractiveness of the local countryside</p>	<p>Title is missing. As mentioned in our previous comments, should this be directing this type of development to the town centre boundary. As currently written it relates to the whole of the parish. How can hotel accommodation enhance self-employment?</p>
<p>PROPOSED NEIGHBOURHOOD PLAN POLICY Transport</p>	<p>SDC Comment</p>
<p>SwT1 – Planting of Trees All new developments close to main transport corridors, indicated in AQ16, (see Map of Transport Study proposals) where pollution is a problem shall incorporate extensive tree planting as part of the development</p>	<p>The mapping indicates two points; clarity may be needed as to where precisely this policy applies. Also what is meant by extensive? This has to be balanced with providing parking spaces and useable amenity space etc.</p>
<p>NP Policy SwT2 – Road Improvements The road improvements indicated in HI12 to HI92, CR12 and TM12 are supported measures to be funded by Swanley Town Council and Sevenoaks District Council via Community Infrastructure Levy:</p> <ul style="list-style-type: none"> b. A new all movement junction on the A20 to the west of Swanley to help alleviate congestion within the town centre by providing an alternative route to western Swanley and areas to the north such as Dartford, without having to route through Swanley Town Centre or double back from Sidcup. c. New link road from Birchwood Road to the B2173 to avoid narrow section at the southern end on approach to junction with B2173. This measure would be designed to alleviate congestion and improve safety at the Birchwood Road/B2173 signalised junction d. Improving wayfinding including signing to car parks, Swanley Park and other key attractions e. All pedestrian crossings to be upgraded to meet all current DDA requirements. f. Upgrade the pelican crossing to the high Street g. Re-surface and improve the lighting and feel of Azalea drive as the gateway to Swanley station 	<p>It may be better to set these road improvement projects out in a separate section, as opposed to within a policy. A number of the projects fall outside of planning e.g. providing yellow box marking and/or outside of SDC's control. In addition, it may be better to set out separately the types of projects/schemes that Swanley TC will contribute funding towards from their CIL receipt.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>h. Provide yellow box marking at the Goldsel Road/High Street roundabout junction</p> <p>i. Introduce physical measures on Salisbury Avenue to prevent through movement and thus rat running from B2173 London Road</p> <p>j. Move no entry signage on Nightingale Way to adjacent ASDA access to clarify that there is no vehicular access on Nightingale Way and the pedestrianised area</p>	
<p>SwT3 – Cycling</p> <p>Cycling is encouraged as an alternative mode of transport to the motor car on safe, designated cycle routes whenever possible to reduce pollution and traffic congestion. All new developments should incorporate segregated cycle access ways and adequate storage for bicycles in accordance with Policy SwT6.</p> <p>New cycle routes recommended in the SWECO report are supported:</p> <ol style="list-style-type: none"> 1. Cycle link from existing London Road cycle lane to St Mary's Road (along Oliver Road, Ruxton Close and existing path) - SDC Cycling Strategy Route 14 2. West-east cycle route to the north of the town centre (along Hilda May Avenue, Northview and Woodlands Rise) - SDC Cycling Strategy Route 16 3. Cycle link between Woodlands Rise and town centre (upgrade existing public footpath 0262/SD81/2) - SDC Cycling Strategy Route 17 4. Cycle link from Swanley to Hextable (through Swanley Park and along existing footpath 0305/SD69/1) - SDC Cycling Strategy Route 18 5. West-east cycle link from station to London Road (along Salisbury Avenue, restricted byway 0262/SD88/1; Glendale; Pinks Hill; Cranleigh Drive; Existing cycleway; Goldsel Road; Azalea Drive and Station Road) - SDC Cycling Strategy Route 20 6. East-west cycle route to the station from London Road (along Salisbury Avenue, St George's Road, London Road, Goldsel Road and Station Approach) - SDC Cycling Strategy Route 21 A <p>A new Cycle Hub at Swanley station should also be provided as recommended by the SWECO report</p>	<p>Cycle routes support - sits outside of planning but could be set out in a section outlining other aspirations. As mentioned in previous comments, this may be better supported by producing a LCWIP. Are segregated cycle ways achievable or necessary on all sites? Perhaps think about the wording.</p> <p>You may be aware that SDC have received some funding towards an LCWIP for Swanley. Further details will follow.</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

<p>SwT4 – Walking Development proposals should incorporate safe pedestrian footpaths throughout the development and link with other existing pedestrian routes where appropriate and relevant.</p>	<p>As noted previously, this is supported but you may want to expand to include applying active travel principles for all ages and abilities, rather than just walking.</p>
<p>SwT5 – Car and Cycle Parking Development proposals for new residential development that require their parking needs to be met on street are not appropriate in Swanley. Car and cycle parking for residential development in Swanley should as far as possible provide: a) Off street vehicle parking to be contiguous with and part of each property rather than as part of a shared arrangement Car and Cycle Parking b) Shared parking areas are to be designed to Secure by Design standards and each space clearly visible from the property is serves wherever possible. c) Parking provision will be required to meet the standards set out below unless there is a clear justification for the application of a lower standard to achieve sustainable development: Car Spaces * Cycle Spaces * • 1 bed house/apartment 1.5 + 1 • 2 bed house/apartment 2 2 • 3 bed house/apartment 2 2 • 4 + bed house/apartment 3 2 d) Car and Cycle spaces should be provided for visitors at a rate of 1 space per 8 homes. e) All car parking spaces should have access to electric vehicle charging points. f) A garage will be acceptable as a parking space provided that its internal dimensions are at least 3 m wide x 6 metres long. Tandem Parking should only be permitted where there is no suitable alternative. Space dimensions should be 4.8 m x 2.4 m for cars, and 2 m x 0.75 m for cycles. * Off road + Rounded down</p>	<p>As mentioned in our previous comments, these will need to be considered in relation to KCC’s standards and they should be consulted. If these do not accord with KCC standards, then a clear justification will be needed.</p> <p>Link to evidence base which supports these standards?</p>
<p>SwT6 Access for Vehicles, Pedestrians and Bicycles Development proposals should provide adequate width roadways to cater for domestic traffic as well as emergency vehicles such as ambulances, fire engines and refuse collection vehicles. a) Residential premises with more than 50 dwellings shall have minimum of two access roads onto the main carriageways. b) All developments shall have well-lit artificial lighting to roads and footpaths using energy efficient LED lighting. c) Combined road and footpaths are only acceptable in smaller developments of not more than 10 dwellings. d) All developments should have dedicated cycle ways.</p>	<p>As mentioned above and before, many of these are covered by KCC.</p>
<p>SwT7 – Transport Infrastructure Planning The proposals indicated in below, are supported by the Neighbourhood Plan for further investigation and feasibility of implementation and are offered as a project for investment of Community Infrastructure Levy by Swanley Town Council and Sevenoaks District Council: A</p>	<p>The proposals listed could be added to a section outlining projects that the TC support, with a separate section outlining the type of things this NP would like to put</p>

SDC Comments Swanley Neighbourhood Plan Regulation 14

corridor Study of the lanes around Hextable Swanley and Crockenhill to establish where improvements can be made to facilitate the safe movement of vehicles along these roads for existing and future users

forward for funding contributions from CIL. Needs to replace 'investment' with 'funding'. Note that this corridor study extends beyond Swanley's area.

ORDER

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by the SEVENOAKS DISTRICT COUNCIL (the 'Council') and shall be known as the **Public Spaces Protection Order, The Vine, Sevenoaks 2023**.

PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality, and that:

- the effect, or likely effect, of the activities:
- is, or is likely to be, of a persistent or continuing nature,
- is, or is likely to be, such as to make the activities unreasonable, and
- justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

3. The Council has had regard to the rights and freedoms set out in the European Convention on Human Rights. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

THE ACTIVITIES

4. The Activities prohibited by this Order are:

- i. Engaging in anti-social behaviour which is likely to cause harassment alarm and distress to those persons in the locality
- ii. Returning to the area within 24 hours after being asked to leave.

Agenda Item 12

THE PROHIBITIONS

5. A person shall not engage in any of the Activities listed at paragraph 4(i) and 4(ii), anywhere within the Restricted Area known as “The Vine, Sevenoaks” and marked on the map at Schedule 1 of this order and labelled “The Vine Restricted Area and surrounding grass areas”.
6. This Prohibition is subject to the Exception stated below.
7. Not to return within 24 hours after being asked to leave.

THE REQUIREMENT

8. A person who is believed to have engaged in a breach of this Order is required to give their name and address to a police officer, police community support officer or other person designated by the Council.

THE EXCEPTION

9. Nothing in this order shall apply to a person who is consuming alcohol on premises listed in section 62 of the 2014 Act, the full text of section 62 appears at Schedule 2 of this Order.

DEFINITIONS

10. In this Order the following words or phrases are defined as follows:

‘Anti-social behaviour’ means conduct that has caused or is likely to cause nuisance, annoyance, harassment, alarm or distress to any person.

‘Authorised Officer’ means an employee or agent of the Authority who is authorised for the purpose of giving directions under this Order.

‘Council’ means Sevenoaks District Council.

‘Restricted Area’ means the The Vine and surrounding grasslands, Sevenoaks as shown on the maps at Schedule 1 of this order and labelled “The Vine, Sevenoaks Restricted Area” and shaded with a red boundary line.

'2014 Act' means the Anti-Social Behaviour, Crime and Policing Act 2014.

PERIOD FOR WHICH THIS ORDER HAS EFFECT

11. This Order is made on **insert date** and will come into force at midnight on **insert date** and will expire at midnight on **insert date**.
12. At any point before the expiry of this three-year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

Dated **insert date**

**THE COMMON SEAL OF
SEVENOAKS DISTRICT COUNCIL**
was here unto affixed in the
presence of:

Martin Goodman
Head of Legal Services
Authorised Signatory



insert seal

WD/374

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

CRIMINAL OFFENCE

Section 67 of the Anti-Social Behaviour Crime, and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse:

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order.

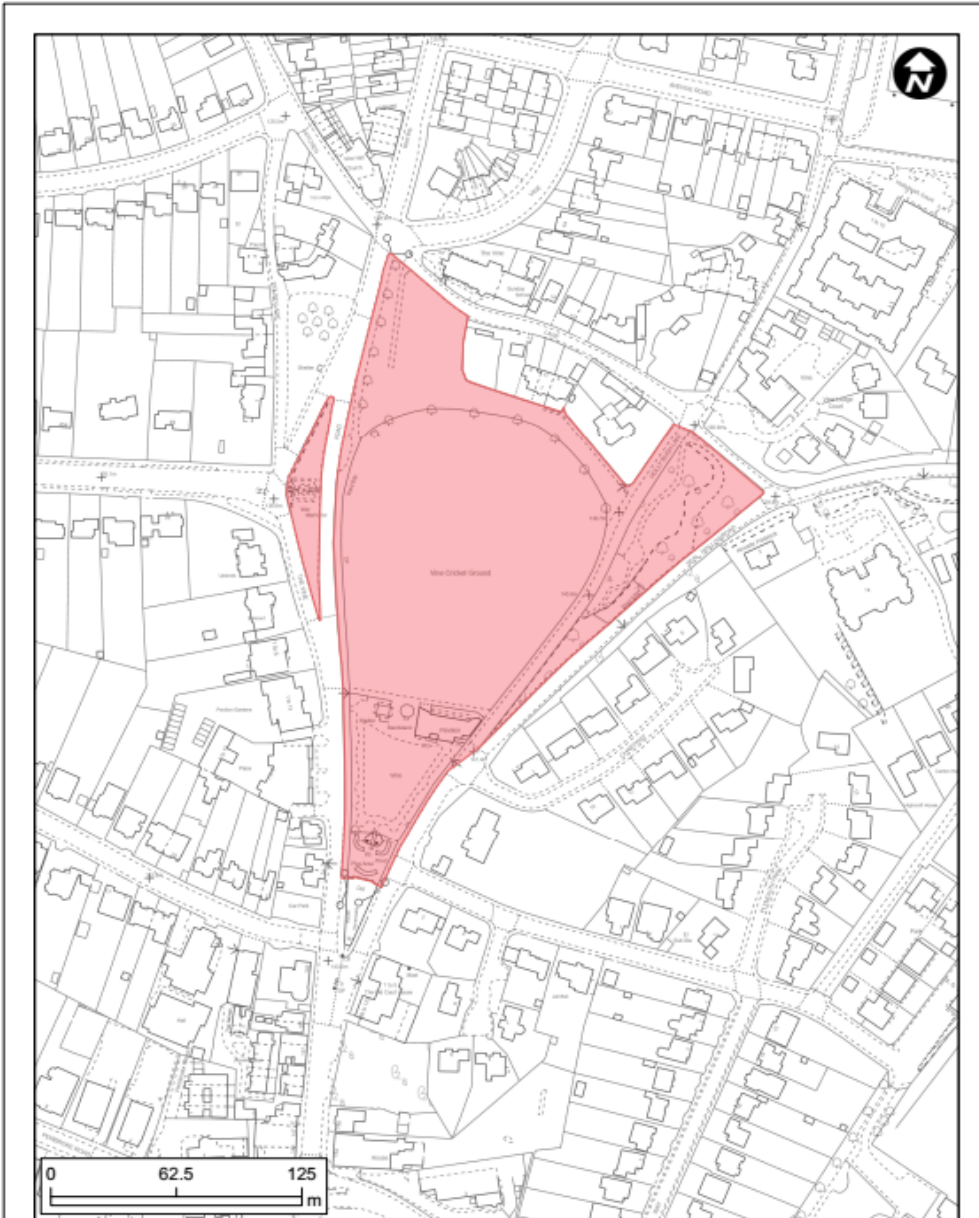
PENALTY


A person who is guilty of an offence under this Order shall be liable to a £100.00 Fixed Penalty Notice, or upon summary conviction to a fine not exceeding level 3 (currently £1000) on the standard scale.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interest person is someone who lives in, regularly works in or visits the Restricted Areas. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council. Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with. When an application is made the High Court can decide to suspend the operation of the order pending the court's decision, in part or in totality. The High Court has the ability to uphold or quash the order or any of its prohibitions or requirement

Map of the Vine and Grass Areas - PSPO Outline



 © Crown copyright and database rights 2023 Ordnance Survey 100019428	The Vine	Scale: 1:2,500 @ A4 Date: May 2023
	Any Aerial Imagery is © Copyright Getmapping PLC or © Copyright Getmapping PLC and Bluesky Ltd	

Map generated from SIC GISMO.
Produced by the GG Team, Sevenoaks District Council

Schedule 2 - LEGISLATION

Offences

67 - Anti-Social Behaviour, Crime and Policing Act 2014 Offence of failing to comply with order

- (1) It is an offence for a person without reasonable excuse—
 - (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order.
- (2) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale

This page is intentionally left blank

**Item 13 – Public spaces protection order – London Road, Halstead, Orpington
By Pass Badgers Mount and the M25 Spur Road**

The attached report was considered by the People & Places Advisory Committee on 30 November 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

**PUBLIC SPACES PROTECTION ORDER – LONDON ROAD, HALSTEAD,
ORPINGTON BY PASS BADGERS MOUNT AND THE M25 SPUR ROAD**

Cabinet – 14 December 2023

Report of: Chief Officer People & Places

Status: For Approval

Also considered by: People & Places Advisory Committee – 30 November 2023

Key Decision: Yes

Executive Summary: The Community Safety Unit working alongside Kent Police, Met Police and Bromley Council would like to propose a Public Spaces Protection Order (PSPO) for 3 years at London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road. The area proposed is managed by KCC Highways. This report is for the 4 week public consultation to go ahead online that then the proposed PSPO would then go through the Councils Committee process. The roundabout comes under Bromley.

This report supports the Key Aim of: Community & Corporate Plan

Portfolio Holder: Cllr. Dyball

Contact Officer(s): Kelly Webb, Ext. 7474

Recommendation to People & Places Advisory Committee

To approve the report for the consultation to take place

Recommendation to Cabinet

That the consultation, be approved to take place.

Introduction and Background

- 1.1.1 The Anti-social Behaviour, Crime and Policing Act 2014 placed a new duty on the Council to tackle Anti-social Behaviour (ASB), working co-operatively with the Police, social landlords and other agencies. The Act put victims at the heart

Agenda Item 13

of the response to ASB and was intended to give professionals the flexibility they needed to deal with any given situation.

- 1.1.2 Public Spaces Protection Orders (PSPOs) were one of a number of new tools contained within the Act and were intended to deal with a particular nuisance or problem in a particular area that was detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They were designed to ensure the law-abiding majority could use and enjoy public spaces, safe from anti-social behaviour.
- 1.1.3 Councils are responsible for making the new PSPO. District Councils will take the lead in England with county councils undertaking the role only where there is no district council. The new power is not available to parish councils or town councils.
- 1.1.4 The PSPOs have replaced dog control orders, designated public place orders (also known as Alcohol Control Zones) and gating orders.

1.2 The requirements of a PSPO

- 1.2.1 The council can make a PSPO on any public space in its own area. The definition of a public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission, for example a shopping centre. It does not just apply to land owned by the District Council but to any open space anywhere in the borough (even land owned by Parish Councils or Kent County Council).
- 1.2.2 Before making a PSPO the council must consult with the local police. This is an opportunity for the police and council to share information about the area and the problems being caused as well as to discuss the practicalities of enforcement. In addition, the owner or occupier of the land should be consulted as well as community representatives as appropriate.
- 1.2.3 The test for a PSPO is designed to be broad and focus on the impact anti-social behaviour is having on victims and communities. A PSPO can be made by the council if they are satisfied on reasonable grounds that the activities carried out, or likely to be carried out, in a public space:

- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- is, or is likely to be, persistent or continuing in nature;
- is, or is likely to be unreasonable; and
- justifies the restrictions imposed.

- 1.2.4 The Statutory Guidance for frontline professionals on the Anti-social Behaviour, Crime and Policing Act 2014 advises that

'the council should give due regard to issues of proportionality: is the restriction proposed proportionate to the specific harm or nuisance that is being caused? Councils should ensure that the restrictions being introduced are reasonable and will prevent or reduce the detrimental effect continuing, occurring or recurring. In addition, councils should ensure that the Order is appropriately worded so that it targets the specific behaviour or activity that is causing nuisance or harm and thereby having a detrimental impact on others' quality of life. Councils should also consider whether restrictions are required all year round or whether seasonal or time limited restrictions would meet the purpose.'

- 1.2.5 In relation to groups hanging around/ standing in groups/ playing games, the guidance advises as follows

'It is important that councils do not inadvertently restrict everyday sociability in public spaces. The Public Spaces Protection Order should target specifically the problem behaviour that is having a detrimental effect on the community's quality of life, rather than everyday sociability, such as standing in groups which is not in itself a problem behaviour.'

Where young people are concerned, councils should think carefully about restricting activities that they are most likely to engage in. Restrictions that are too broad or general in nature may force the young people into out-of-the-way spaces and put them at risk. In such circumstances, councils should consider whether there are alternative spaces that they can use.

People living in temporary accommodation may not be able to stay in their accommodation during the day and so may find themselves spending extended times in public spaces or seeking shelter in bad weather. It is important that public spaces are available for the use and enjoyment of a broad spectrum of the public, and that people of all ages are free to gather, talk and play games.'

- 1.2.6 A single PSPO can include multiple restrictions and requirements in one order. It can prohibit certain activities, such as the drinking of alcohol, as well as placing requirements on individuals carrying out certain activities, for instance making sure that people walking their dogs keep them on a lead.

- 1.2.7 The maximum duration of a PSPO is three years but they can last for shorter periods where appropriate. At any point before expiry the council can extend a PSPO by up to three years if they consider that it is necessary to prevent the original behaviour from occurring or reoccurring. If a new issue arises in an area where a PSPO is in force the council can vary the terms of the order at any time. This can change the size of the restricted area or the specific

Agenda Item 13

requirements or restrictions. As well as varying the PSPO, a council can also seek to discharge it at any time.

1.3 The proposed PSPO for London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road

1.3.1 Officers from agencies such as Sevenoaks District Council, Kent Police, Met Police and Bromley Council have used evidence and professional judgement to develop this proposed PSPO and have considered all issues/areas against the stated test process. Over the past 18 months following other PSPOs introduced in areas such as Dartford and Southend car meets have unfortunately moved into the Sevenoaks District/Bromley Border of Hewitts Roundabout and London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road.

1.3.2 From 1 October 2022 to 12 October 2023 there have been 20 reports to Police regarding car meets and nuisance vehicles at London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road and the CSU have received over 15 reports including 6 in the last 2 months. The incidents occur sporadically and late at night into the early hours making the Policing of the location difficult.

1.3.3 From Met Police, especially Hewitts Roundabout they have supplied the following:-

With regards to reports this is a tricky one due to it being on the border of KENT and the way the 101/999 calls are routed and also the different locations given by everyone that calls in. Going back through emails and the What's app group we set up with the local residents I would take an educated guesstimate based on the following.

Despite the Met seemingly closing down the larger gatherings due to the operations our team has put together there is still a hard-core few who attend this location on a regular basis.

Based on our intel apart from a short period in the summer when they were completing the road works we have received a steady flow of calls and reports to the location mainly on a Friday, Saturday or Sunday evenings.

Met Police have had approx. 260 calls from multiple residents

Met Police have issued 172 - Section 59s and 232 CPWs to drivers and passengers all with restrictions not to return to the area. This is based on video footage sent in and also officers in attendance.

Met Police and Bromley Council have been trying to get a Camera installed for many months but seem to have hit a wall over ownership of the lampposts and weight of the cameras, plus power supply issues.

Both Kent and Met Police do routinely deploy units to visit the area on a Thursday, Friday and Saturday evenings.

- 1.3.4 A multi-agency meeting was set up to address the concerns that was raised by residents reporting to Sevenoaks District Council, Kent Police, Met Police and Bromley Council. A report of issues was sent to Bromley Council and Sevenoaks District Council by a resident which is attached as Appendix A and includes the area concerned.
- 1.3.5 We would need to do a public consultation for a 4 week period if the agreement to do this goes ahead and this would be online.
- 1.3.6 The restrictions proposed for the PSPO are to include:
- 1.3.7 a) Engaging in, promoting, encouraging or assisting in the carrying out of any anti-social behaviour connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event* (see definition below) in or on London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road. The activities include but are not limited to:
 - a) (1) Sounding horns or playing loud music
 - (2) Revving engines
 - (3) Causing danger to other road users (including pedestrians)
 - (4) Causing damage or risk of damage to property
 - (5) Exceeding the permitted speed limit or racing
 - (6) performing stunts (including but not limited to performing doughnuts, skidding, handbrake turns, wheel spinning)
 - (7) Being verbally abusive, swearing or intimidating members of the public.
 - (8) Causing obstruction of a public highway or publicly accessible place (whether by moving or stationary vehicles or otherwise)
 - (9) Parking on a footway
 - (10) Sudden and harsh acceleration and braking

Agenda Item 13

- b) Engaging in, promoting, encouraging, or assisting in the use of mechanically propelled vehicle which causes or is likely to cause danger to the public in or on London Road, Halstead, Orpington by Pass Badgers Mount and the M25 Spur Road
- c) (1) Promoting, organising, or publicising the occurrence of Car Cruising* to take place in or on London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road (including but not limited to the use of email, the internet, social media, or any publication or broadcast medium); or

(2) attending any meeting in or on a London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road either as a mechanically propelled vehicle owner, driver, passenger or spectator where a reasonable person would consider that Car Cruising was taking place or was likely to take place.

1.3.8 Definition of Car Cruising Event

**Although most people attend these meetings in their cars, the definition of car cruising relates to any 'mechanically propelled vehicle, whether intended or adapted for use on a road'. Therefore, meetings using off road motorbikes or quadbikes are also included.*

It is two or more mechanically propelled vehicles collecting on the public highway or a publicly accessible place and those people associated with the collecting vehicles acting in an anti-social way. It can be either planned or unplanned.

Anti-Social Behaviour includes:

- Obstructing highways, residential or business properties
- Dangerous driving or inconsiderate driving
- Excessive noise caused by an engine, horn or amplified music
- Verbal abuse, swearing or intimidation of members of the public

1.4 Enforcement processes and penalties

1.4.1 It is an offence for a person, without reasonable excuse, to:

- do anything that the person is prohibited from doing by a PSPO
- fail to comply with a requirement to which the person is subject under a PSPO.

- 1.4.2 If a person fails to adhere to the PSPO they may be issued with a Fixed Penalty Notice (FPN). Where the FPN is not paid within the required timescale, court proceedings may be initiated.
- 1.4.3 Fixed Penalty Notices will be issued by authorised District Council staff and that the fixed penalty notice fine be set at £100, with immediate effect.

Summary of timelines

1.4.4 The latest timeline for the process is set out below:

- 30 November 2023 – People & Places Advisory Committee
- 14 December 2023 – Cabinet decision to on whether the consultation is granted
- If granted 15 December – Consultation Goes live until 4 January
- 5 March 2024 – People & Places Advisory Committee
- 14 March 2024 – Cabinet decision to on whether is granted and order signed off.
- 1 April 2024 - New PSPO implemented in place and communications plan in place and new signage designed based on the feedback.
- April 2026 - PSPO will be reviewed after 2 years, but can remain in place for up to 3 years

Key Implications

Legal Implications and Risk Assessment Statement.

- 1.4.5 The power to make a PSPO is contained in section 59 of the 2014 Act. A local authority can only make a PSPO if it is satisfied on reasonable grounds that the conditions set out at paragraph 1.2.3 have been met.
- 1.4.6 In deciding whether to make/ extend/ vary or discharge a PSPO, the Council is required to have particular regard to the rights or freedom of expression and freedom of assembly set out in Articles 10 and 11 of the European Convention on Human Rights.
- 1.4.7 Once the final PSPO measures are agreed the PSPO will need to be published in accordance with the regulations made by the Secretary of State.

Financial

Although there are no direct costs associated with the establishment of the PSPO, there will be a resource implication for the District Council for issuing Fixed Penalty Notices and the work associated with this.

Agenda Item 13

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

Wellbeing

This document supports wellbeing and looks at this throughout the document.

Conclusions

For the Committee to approve the report and to approve that the 4 week consultation takes place from 15 December 2023.

Appendices

Appendix A - Report from Residents

Appendix B - Map outline of proposed area

Appendix C - Draft Survey

Sarah Robson

Deputy Chief Executive and Chief Officer – People & Places

Request for Anti-social behaviour case review / Community Trigger

Car Cruising

BR6 7QS TN14 7DX

- COURT ROAD, CHELSFIELD
- A21 / HEWITTS ROUNDABOUT / M25 J4 SPUR ROAD
- COURT ROAD, BADGERS MOUNT / LONDON ROAD / CROW DRIVE / POLHILL



Request to:

- London Borough of Bromley Anti-Social Behaviour Unit
- Sevenoaks District Council Community Safety Unit

Request by:

- [REDACTED] (author of this document)

email: [REDACTED]

Tel: [REDACTED]

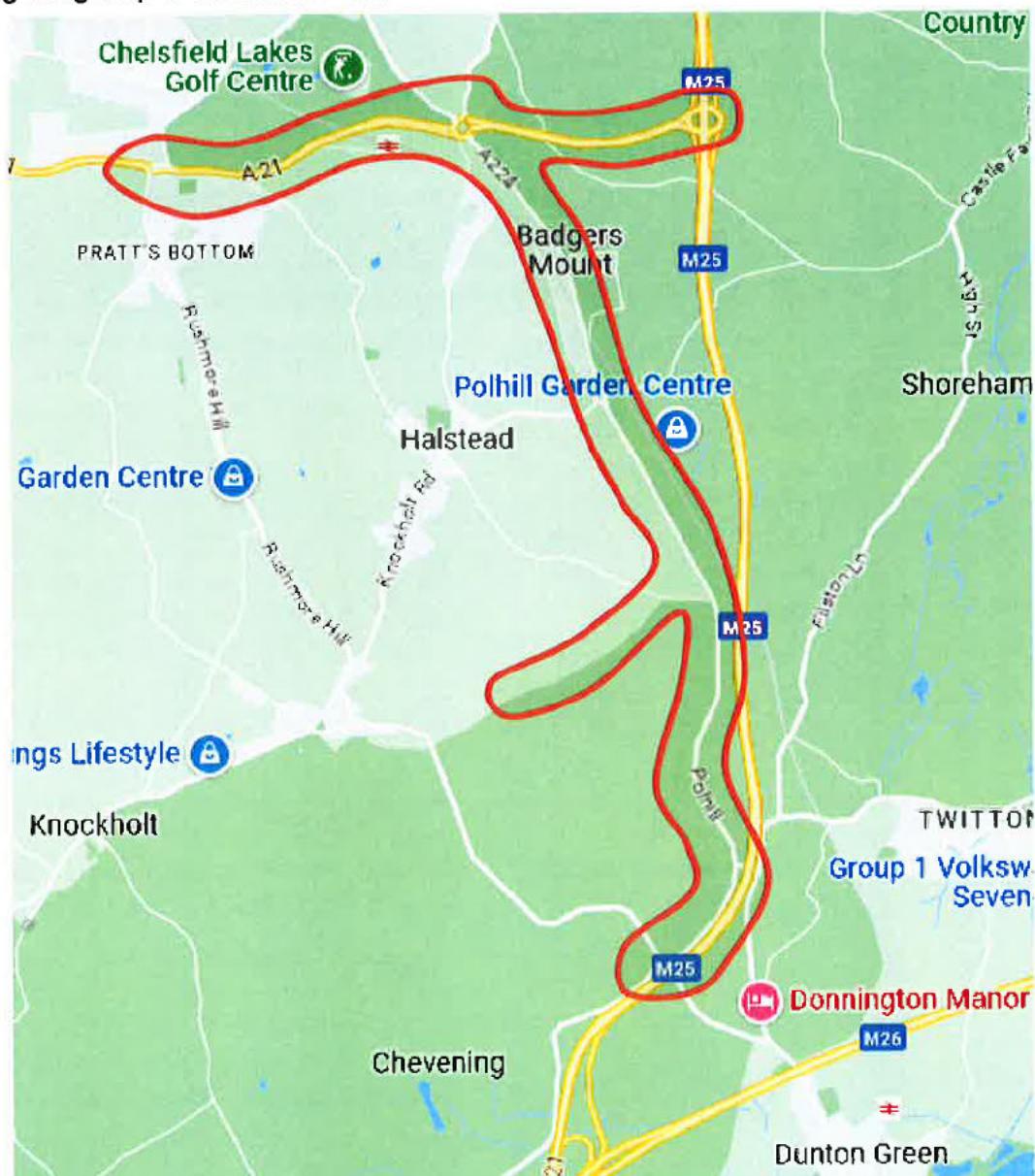
Introduction

Background

The issue of cars and bikes speeding around this area has been around for some years. Since late 2021 / early 2022, the problem increased to such proportions that there are organised Car Meetings centred around Hewitts roundabout late at night, typically between 23:30hr and 03:00hr if not dispersed. They occur up to three times a week, usually with over 100 cars and many spectators on the roads. The events are a high risk to the safety of the general public due to the careless driving of those taking part. Several people avoid driving in the area at night out of fear of being caught up in the action. The

noise of cars with modified exhausts and engines whose fuel-air mix is adjusted to make it run roughly and backfire, is highly intrusive and is causing a detrimental effect on the local residents' wellbeing causing stress and lack of sleep.

This request for an Anti-social behaviour case review / Community Trigger has been unanimously supported by the Parish Councils and Residents' Associations of Halstead, Badgers Mount, Knockholt, Chelsfield and Pratts Bottom.



Car cruising area outlined in red

Community Action to date

The Metropolitan Police (Met) gave a presentation to our local communities of Halstead, Badgers Mount, Knockholt, Pratts Bottom and Chelsfield in February 2023 to inform of the growth of car meets in the London area.

A leaflet advising how to report these incidents was distributed to the communities of Halstead, Badgers Mount, Chelsfield and Pratts Bottom. Halstead Parish Council (HPC) intends to meet with the Kent Police Commissioner in the near future.



Police Action to date

The Met engaged with and provided advice to Kent Police who now also attend meetings which disperse the meetings.

In February 2023, the Met contacted their local Traffic Management Officer to request a mobile motorway matrix board on the Hewitts roundabout to flash up warning signs around car meetings of plain clothes officers on patrol and seizure of vehicles.

In June 2023, the Met increased patrols together with Kent Police and is in contact with the local Neighbourhood Policing Team. Met Police traffic vehicles are tasked with patrols in the area from 1700-0100hr. Other traffic cars respond outside these hours.

The Police stress the importance of reporting incidents at the time, as only then can they be aware of them and know the impact on the community. Patrol units endeavour to attend but this depends on how the call is graded and what other calls are outstanding.

The Met's Road Safety Engineering Unit worked with the council and the contractors;

the new road surface on Hewitts roundabout is a high friction surface course (68PSV), chosen to prevent drifting at the location.

The Met advised HPC in June 2023 that London Borough of Bromley (LBB)-installed CCTV cameras would be installed on selected lamp-posts for the best views. They would be monitored 24 hours a day from LBB's control room. The cameras would record meetings gathering and LBB would pass the information to the Met's Proactive Safer Roads Team for investigation. The lamp-posts identified are the responsibility of TfL who has not responded to requests for permission to use them. LBB has offered the use of one of theirs which they believe would provide an acceptable view. The Met has also contacted LBB's Road Safety Team and is in regular contact with Kent Police regarding the situation. As at September, there appears to be no progress regarding the CCTV and the matter is ongoing.

The current situation

As at September 2023, car meetings continue unabated with measures taken so far appearing not to have had the desired effect. The most recent incidents were on 26/27 August and 3 September. At a meeting of around one hundred cars in July, about thirty registrations numbers were captured by an observer. All those car owners were served with Section 59 notices. Cars have been observed racing at high speed, side by side on Crow Drive.

Four sample incidents of car cruising have been reported by email to LBB ASB and SDC Community Safety units and the Met with a view to requesting a Community Trigger.

Speeding, loud vehicles are not restricted to night time car meetings. There is a trend for tuning engines and modifying exhausts that means that a growing number of cars are illegal in configuration and noise levels (over 72db). The noise of these cars causes stress to local residents and happens day and night on the major roads in the area.

The Request for a Anti-social behaviour case review / Community Trigger

Evidence

The Anti-social behaviour case review / Community Trigger is a process to ask the local council or other agencies to review the response to anti-social behaviour incidents that have been reported.

By means of this document, a multi-agency review of how this issue is dealt with is now requested.

As mentioned above, four sample occurrences have been reported to the Councils and the Met for incidents on 10, 13, 15 June, 1/2 July, 21/22 July, 26/27 August and 3 September 2023. Please see Appendix 1 for transcript of the emails to LBB and SDC following these events, together with photographic evidence captured at the time.

Despite local residents being urged to report car meetings to the Council and Police, a disappointing number actually do, possibly due to the fact that the situation has not improved many months after they first tried reporting. Calls to the Police on 101 regularly mean a wait of 20-30 minutes and some people are reluctant to call 999 or report to various agencies after the event.

When events occur, local residents seem keen to report them on social media, such as Facebook, Instagram, WhatsApp and Next Door. In the absence of large numbers of residents reporting incidents to the agencies, please see some snips of social media comments in Appendix 2.

Possible action to be considered – feedback from other district councils

Some other district councils have effective injunctions in place, banning car cruising. LBB and SDC could do likewise. However, these require a lot of resource and expense and may still fail in court. Southend City Council has found that a Public Space

Protection Order area, that enables on-the-spot fining of £100 to the offender, has so far proved more effective than their three year injunction but these too require appropriate resourcing to capture vehicles' registrations.

Action Requested

These car cruising events take place in an area that spans two local councils in different districts, LBB and SDC. This causes difficulties in the collection of evidence as this may be split between the two districts. It has also led to delays in police attending, or not attending at all, especially when the police call advisor responds that the event is not in their area but will "pass the message on to the neighbouring police force".

Events have been reported to both Councils and the Met, who have "adopted" the area as lead agency, working with Kent Police.

As mentioned above, it would be appreciated if several courses of action are considered for investigation, including:

- Multi-agencies from both districts to work together
- Prompt installation of CCTV cameras around Hewitts roundabout
- Installation of matrix board on Hewitts roundabout
- Apply for injunction banning car cruising
- Place a Public Space Protection Order on the area, and consider its resourcing and operation

Appendix 1

Emails sent to Anti-Social Behaviour Unit of London Borough of Bromley and Community Safety Unit of Sevenoaks District Council

REPORTING OF SAMPLE INCIDENTS OF CAR CRUISE MEETINGS

First email 16 June 2023, reporting incidents on 10, 13, 15 June 2023

From: [REDACTED]
Sent: Jun 16, 2023 at 6:58 PM
To: community.safety@sevenoaks.gov.uk, community.safety@bromley.gov.uk
Subject: Anti-Social Behaviour - Car Cruising - Hewitts roundabout and Surrounding Area

Dear Sir / Madam,

I am sending this email to both Sevenoaks and Bromley Councils as the anti-social behaviour we have been experiencing for more than a year spans both councils, the issue straddling the boundary between the two districts.

Since 2021, but mainly since Spring 2022, there have been car cruising meets centred around the Hewitts roundabout at the end of the spur road off the M25 J4. These meets typically take place around midnight and, if not dispersed by the Police, will continue until around 3 am. The cars are very loud with tuned engines to make them backfire, there are typically over 100 of them and they race on the A21 from Pratts Bottom to the Hewitts roundabout. From there, either towards Orpington or Badgers Mount on the A224 or up the spur and on to the M25. Some continue from Badgers Mount to Polhill and as far as Morants Court roundabout towards Dunton Green.

We are in contact with Met Police since last Winter and provide evidence where possible to their Proactive Safer Roads Team. Several residents call the Police when a meet is occurring.

The Met Police have flagged this area as a hotspot for this ASB and are working with LBB to install CCTV cameras and warning notices on the roundabout. We are aware that the Met Police is liaising with Kent Police to encourage them to patrol the area.

The reason I am writing this email now is partly due to the fact that the meets are becoming more frequent, two or three times a week (in fact 10, 13 and 15 June just this week), and that is in addition to the individual loud backfiring cars that race up and down the A-roads at all times of day and night.

Most importantly though is the safety and wellbeing of the local communities of Halstead, Badgers Mount, Knockholt, Dunton Green, Chelsfield, Pratts Bottom and Orpington. It is terrifying if one inadvertently finds oneself being over and under-taken by these cars when innocently using the roads. I have heard that some people will not drive into the area at night now and someone who was too scared to pull out on to the roundabout due the cars racing round. The residents' wellbeing is affected as, not only is the noise horrendous, it also causes lack of sleep - even when the event is finished some cannot sleep due to the stress. I have heard from several people that they are at the end of their tether and really cannot take this much longer. I am one of those people. I know I am not the only one who tries to get to sleep in the quietest room in the house (in my case the dining room, under the table!) - we should not have to do this.

I know I represent our communities when I request that you do whatever possible to stop this ASB. Others in our communities may also contact you. We are monitoring this issue and may inform you every time there is a car meet so you can appreciate the scale of the problem. If we feel nothing is being done to resolve the matter, we may use the Community Trigger to request multiple agencies review this case. I truly hope it will not need to come to this.

Thank you for your attention to this matter and I would welcome your comments.

Kind regards,
[REDACTED]
[REDACTED]

Second email 3 July 2023, reporting incident on 1/2 July 2023

From: [REDACTED]
Sent: Jul 3, 2023 at 12:08 AM
To: [REDACTED] community.safety@bromley.gov.uk, community.safety@sevenoaks.gov.uk
Subject: Re:Anti-Social Behaviour - Car Cruising - Hewitts roundabout and Surrounding Area -Second Email 2 July 2023

This email is the second one to report the same ASB in our area. Loud cars racing around the Hewitts roundabout area day and night is becoming the norm with the late-nighters going on till 2:30 am and the early-mourners starting around 4:30 am.

But to report "the same ASB" I am reporting organised late night car cruising, where groups of people gather and spectators and their cars block the carriageways, in addition to highly dangerous driving. This occurred again last night from around midnight and was still going on at 2:35 am today 2 July. I am aware that there were 999 calls made to the police at midnight as there was risk to life in the manner of the drivers' behaviour. At that time there were about 15 cars that were waiting around for others. Normal meetings in this area attract about 100 cars. It seems the police were unable to attend on this occasion, or at least for more than two and a half hours.

The effect is that residents of parts of Halstead and Badgers Mount are unable to sleep due to the noise and stress, plus the fear of using the roads late at night and the worry that there will be a horrendous accident where innocent drivers could be seriously injured, or worse.

I would be grateful if you would record this as a second occurrence of the same ASB as reported in 16 June 2023 for the purpose of building up a log for use when we utilise the community trigger to request a review of how this issue is dealt with.

Kind regards,
[REDACTED]
[REDACTED]
[REDACTED]

Third email 23 July 2023, reporting incident on 21/22 July 2023

Subject: Re:Anti-Social Behaviour - Car Cruising - Hewitts roundabout and Surrounding Area - Third Email 23 July 2023

From: [REDACTED]
Date: 23/07/2023, 08:22
To: community.safety@bromley.gov.uk, community.safety@sevenoaks.gov.uk

Dear Sir, Madam,

This is my third email to report the same ASB in the same area, Car Cruising in the Hewitts roundabout and surrounding area. I have described the incidents and their effect on the community in my previous emails and the purpose of contacting you is to add to the log of same ASB as those reported on 16 June and 2 July to use towards utilising the Community Trigger to request a multi-agency review on how the issue is dealt with.

The most recent incident took place on 21/22 July 2023 from around 23:15 hr on 21 July. About 100 cars gathered around Hewitts restricting the approaches and spectators lined the verges and roadsides. The police were contacted by several local residents and two Met Police patrol cars dispersed the meeting at 00:08 hr on 22 July. Police ref: 94-220723.

LBB has stated that a camera will be temporarily fitted to a lamppost in order for the location to be monitored and the police contacted as soon as a gathering begins to form but I have not heard of any progress of this matter.

I would be grateful if you would record this as a third occurrence of the same ASB in the same location for the purposes of initiating the Community Trigger.

Kind regards,
[REDACTED]
[REDACTED]

Fourth email 16 September 2023, reporting incidents on 26/27 August and 3 September 2023

Subject: Re:Anti-Social Behaviour - Car Cruising - Hewitts roundabout and Surrounding Area - Fourth Email 16 September 2023

From: [REDACTED]

Date: 17/09/2023, 00:55

To: community.safety@bromley.gov.uk, community.safety@sevenoaks.gov.uk

Dear Sir, Madam,

This is my fourth email to report the same ASB in the same area, Car Cruising in the Hewitts roundabout and surrounding area. I have described the incidents and their effect on the community in my previous emails and the purpose of contacting you is to add to the log of same ASB as those reported on 16 June, 2 July and 21/22 July 2023 to use towards utilising the ASB Case review / Community Trigger to request a multi-agency review on how the issue is dealt with.

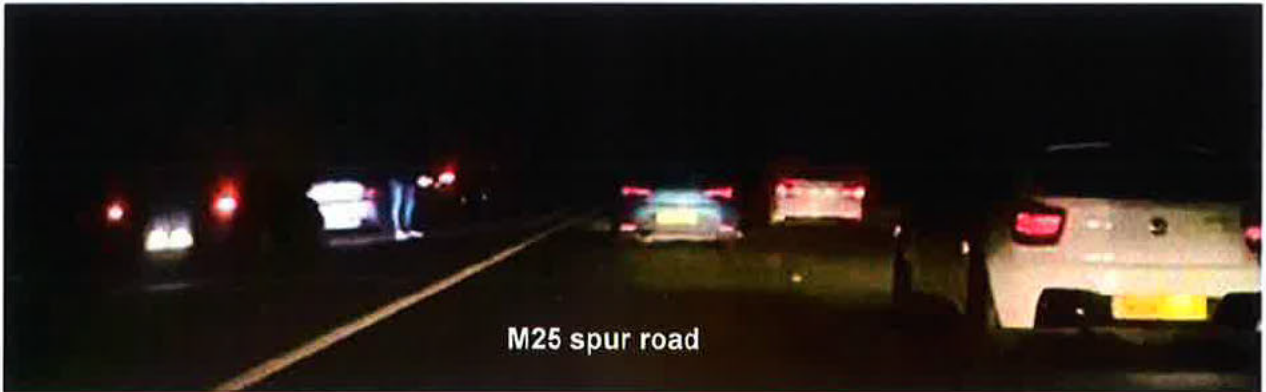
The most recent incidents took place on 26/27 August from around 23:30 hr and 3 September 2023 from around 01:30 hr. The police were contacted by several local residents and I believe the councils have already been informed after the events. One resident driving home reported that she was nearly hit by one of the cars on 27 August. The Met Police were not able to attend on 3 September as they were attending a road traffic accident on the A2 at the time.

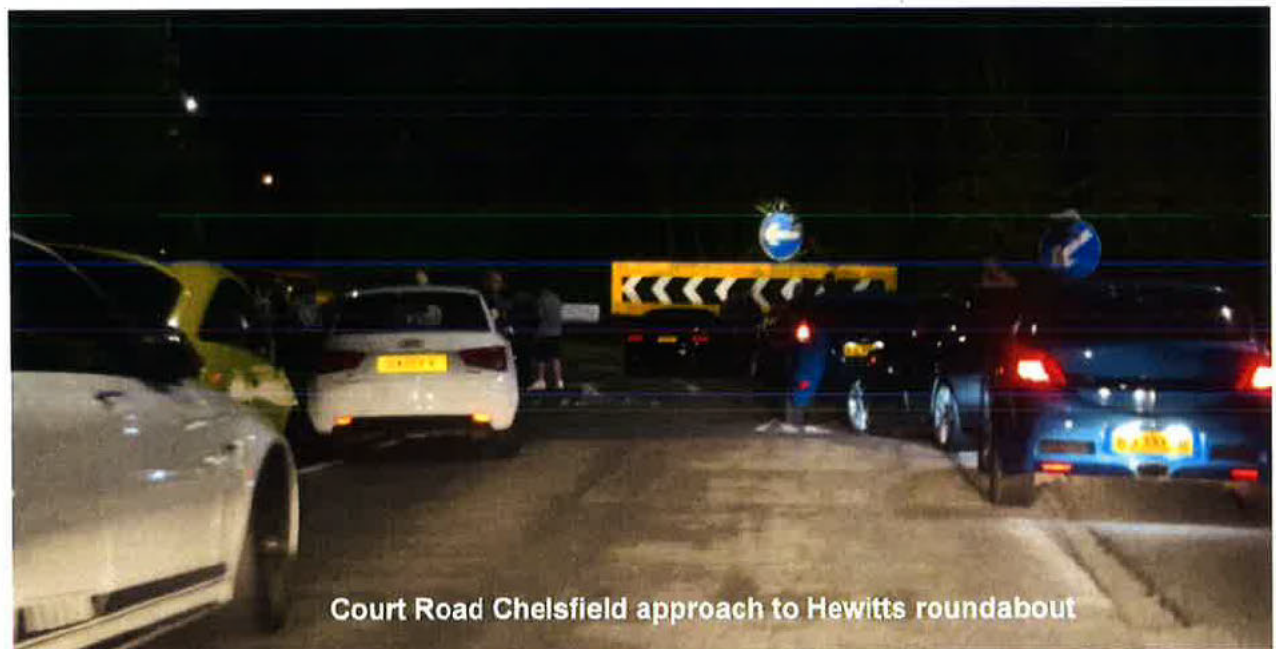
Unfortunately, I was not able to drive to the location to gather evidence on either of these latest two occasions.

I would be grateful if you would record this as a fourth occurrence of the same ASB in the same location for the purposes of initiating the ASB Case review / Community Trigger, which will follow in the near future.

Kind regards,

[REDACTED]
[REDACTED]





Appendix 2

Emails, social media posts and comments during car cruising incidents.

Below are snips from emails and social media platforms, Facebook, WhatsApp and Next Door. The content below is far from exhaustive but demonstrates the general attitude and frustration of the local communities.

Most of the posts are from the last six months but a few date as far back as October 2022 to demonstrate the length of time that this anti-social behaviour has been commented on amongst local residents.

Laura Trott MP ●
9 Feb · 🌐

UPDATE ON CAR RACING AT JUNCTION 4 M25 SPUR ROAD

I have received a number of emails recently from concerned locals about dangerous car racing meetings taking place on the border of the London Borough of #Bromley and #Halstead, at Junction 4 of the M25 spur road leading to the Hewitts roundabout.

Following the emails I raised the concerns with the police, and am pleased they have now started attending the race meetings to put the drivers off from taking part. Whilst I am still hopeful the events will cease, I am happy to follow up with the police over any further reports of issues, so do not hesitate to get in touch.

The brilliant Parish Council have also arranged for the Metropolitan Police to speak to local residents about this issue on Wednesday 22 February 2023, 7:00 pm at the Parish Room, Church Road, Halstead, TN14 7HG. At this meeting they will explain the car culture of noisy exhausts, vehicle modifications and number plate offences, and give an insight into the Police's tactics and operations to protect public spaces and stop these offences. Please do attend if you are interested.

Halstead, Knockholt & Badgers Mount Community ...

Top contributor [REDACTED]

Another night of no sleep, I would hate to need to drive on that Rd at night, so scary.

👍👎🗨️ 7 23 comments

👍 Like 🗨️ Comment 📄 Send

[REDACTED]

1 🗨️ Like Reply 1 📄

[REDACTED] yes it's the current "must have" trend to make the engine run so lean that it backfires. It's moron little boys who are inadequate and this is the only thing they can think of that might impress. Doesn't do any good to the engine either and I hope the engine blows up.

1 🗨️ Like Reply 1 📄

[REDACTED] Write a reply...

[REDACTED]

I came through hewitts roundabout at about 12:45 last! There was about 20-30 cars all parked up and looked like they were racing on the strip towards the M25!

K [REDACTED]

Anyone else fed up with the illegal street racing at the end of Court Road? ...happening across police boundaries that they are reluctant to do anything. They go from Court Road to Hewitts Roundabout quite often; I hear them in Otford (it just sounds like extra loud motorway traffic here)...

[REDACTED] 1 July · 🌐 ...

Just phoned in a car meet to 999, not sure how long it was going on but there were about 15 cars parked/waiting when we passed through just now. I could hear in the background noise from the control room that someone else was also reporting it.

👍 You and 1 other 5 comments Seen by 14

Agenda Item 13

00:17

North Crofton · 20w · 🌐

Just drove round Hewitt roundabout coming towards Orpington and there must be around 50 cars parked at all the exits of the roundabout, along the street, up in the banks and even in the middle of the road with the young drivers standing in the street. A young guy in a gold BMW nearly forced me off the road trying to overtake me at speed on the inside. Looks like kids have found a new place to hang out, be careful if driving anywhere near there!

👍👎👤 17 neighbours Like Comment Share

See 10 previous comments

Halstead

Please report this, there was a meeting not long ago about this happening. The police need to know every time before it really is too late and some gets killed!!

19w ❤️ 1 Like Reply Share

North Crofton

I have to say that anyone who uses public open roads to to race any vehicle is asking for trouble. I was a motorcycle racer in the 1970's and raced for 10 years on circuits and on the roads (Closed) The isle of... See more

19w ❤️ 1 Like Reply Share

Badgers Mount

Here we go again with the midnight racing 🏎️ why are the police not stopping these idiots?

5 comments

👤 Angry Comment 📧 Send

👤 You and 5 others

Top comments ▾

👤

I did hear sirens so hopefully they are doing something to stop it

18w Like Reply 1 🗨️

👤

Most probably be back tonight. They all need hefty fines.

Subject **FW: FW: Car Racing Hewitts roundabout**

From: [Redacted]

Sent: 01 June 2023 16:01

To: [Redacted]

Subject: RE: FW: Car Racing Hewitts roundabout

Hi [Redacted]

I got back from holiday late last night. My daughter left our house at about 11.15 pm. She went up wheatsheaf hill to go to Orpington. She was unable to get on the roundabout. She said there were four BMW cars sliding and wheelieing round and round the roundabout This is so dangerous and we cant even use our own roads. My daughter said that when she was staying at our house she was sleeping in the back bedroom but could very plainly hear the cars at night.

I wonder if you would like to add this information to your files.

Best wishes

[Redacted]

Sent from [Mail](#) for Windows

Halstead, Knockholt & Badgers Mount Community

8 h 🗨️

Is anyone doing anything about the Cars screeching on the roundabout?????

👍 Like 🗨️ Comment

Rules

So they were at it again last night 🏎️🏎️🏎️ and still nothing is being done.

[Redacted]

👤 Top contributor

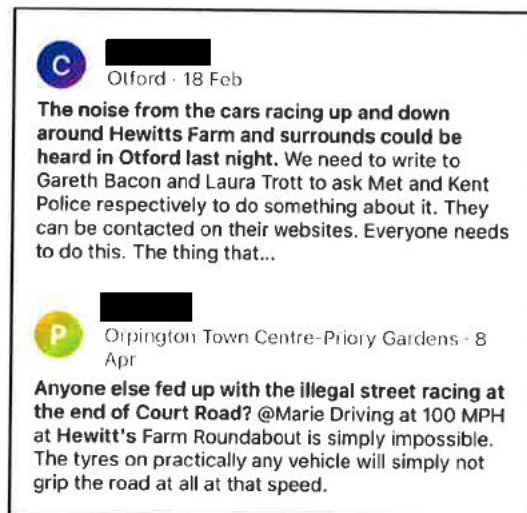
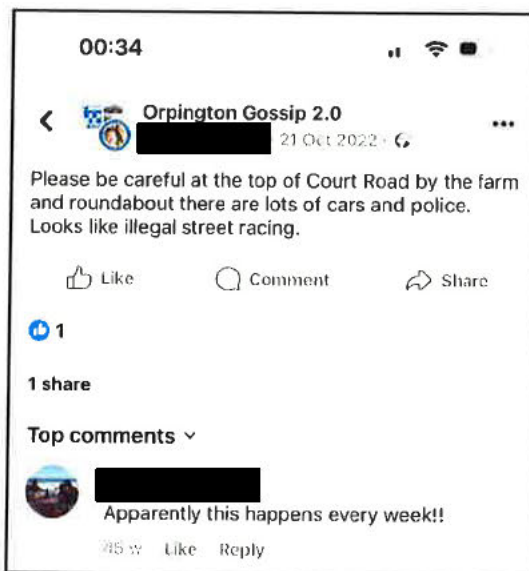
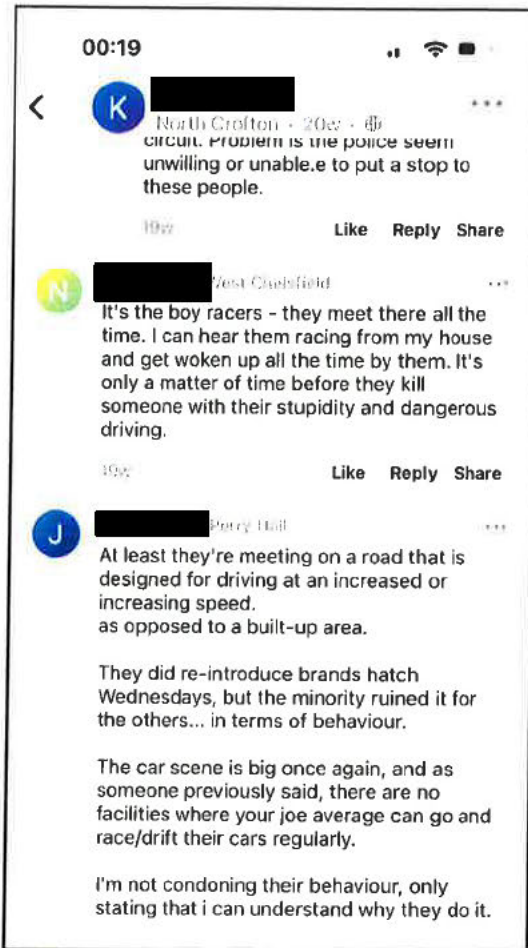
Nearly got hit by it .

8 h Like Reply

👤

Call 999 and report it as dangerous driving

7 h Like Reply



Agenda Item 13

██████████
A few cars parked up near the round about again. My son's just asked them to move their F**** cars as he couldn't even get past them as they were blocking the road coming from the Bo Peep. Has been reported.

I heard loud cars tonight but sadly that's the norm these days now the A21 dual carriageway Hewitts-bound starts at the bottom of the hill giving drivers more road for them slam their foot down on the gas and reach a higher speed before the roundabout.

Mon 7 Aug

██████████
I've heard them since 14:00hrs today. Went out but yet again I could not locate them. On a good note, our 5am phantom seems to have disappeared but we now have a 15:00hrs idiot m-f. Starts on top of Rushmore hill and spends an hour just being anti social driving

00:23

Chelsfield Park · 21w · 🌐

Anyone else fed up with the illegal street racing at the end of Court Road? It's a regular occurrence but the Police and local authorities seem to be completely uninterested in stopping it! It's on again tonight and has been since around 11.30, now 01.16 with no sign of it stopping. Totally fed up with my sleep being disturbed, but more importantly, it won't be long before someone is killed or seriously injured by these idiots. Reported it again to the Police but may as well not bother. Has anyone else reported it?

10 neighbours Like

See 22 previous comments

██████████ Author · Chelsfield Park
I understand that were at it again last night (Friday 21/4) but I took a sleeping pill and put some ear plugs in so didn't hear anything

00:22

Chelsfield Park · 21w · 🌐

██████████ · Goddington Park
A couple of weeks back I was driving home very late and ended up on the "racetrack" how I am still alive still to tell the tale I really don't know.

I had to come off M25 to go along to courts road.
There were lots of cars doing excess of 100 mph+
No concern for the "normal" road user.

I am out late next Saturday so rather than take a chance, I will go home via swanley

██████████ Author · Chelsfield Park
that must've been very scary for you, how they haven't killed or seriously injured an innocent road user with their reckless behaviour is beyond me. They best thing to do if you experience something like this is to report it.

██████████ · Goddington Park
yes it was.
Even with 30 years driving experience you don't expect the last part of your journey home to be on a race track.

I have reported, and will continue to do so if I come across it again.

Sunday

Yet again lots of racing. Tried 101, pointless long delays as operators dealing with emergencies. All previous reporting appears to vanish into a black hole. Clearly the police do not have the resources to deal with the asb. Any ideas on next steps?

Try 999. I hear them too refer to Met police proactive safer roads team. Hewitts roundabout BR6 7QS. I really don't want to have to drive over there now to get evidence.

Thanks [redacted] likewise. Went out earlier at 17:00 as they were warming up but too much traffic to id specific vehicles. It just seems we are wasting our time with the police and their inappropriately named "proactive" safer road team.

North Crofton · 20w · 🌐

Just drove round Hewitt roundabout coming towards Orpington and there must be around 50 cars parked at all the exits of the roundabout, along the street, up in the banks and even in the middle of the road with the young drivers standing in the street. A young guy in a gold BMW nearly forced me off the road trying to overtake me at speed on the inside. Looks like kids have found a new place to hang out, be careful if driving anywhere near there!

17 neighbours Like Reply Share

Goddington
That's not new. Been like that for ages, sadly.
20w Like Reply Share

Foots Cray & North Cray
Where's the police?! Surely that dangerous and illegal
20w 8 Like Reply Share

West Chelsfield
Accident by Locks Bottom Esso garage roundabout A21. Police and road blocked (edited)

South Hayes

It has been going on to my knowledge since at least last September if not before. The police have been looking at it but it involves two different police forces, Kent and the Met as it is in part of the M25 slip road. We found ourselves in the middle of a race and it was really frightening.

20w Like Reply Share

Author · North Crofton
It's just a matter of time before there's a serious accident
20w 3 Like Reply Share

Goddington Park
and sadly it will be an innocent motorist that gets caught up in it.
20w 5 Like Reply Share

Author · North Crofton
that's always the way

South Orpington

Sounds like an illegal road race coming up... let the Police know...

20w Like Reply Share

Cockmannings
They have been using the roundabout for ages
20w Like Reply Share

Halstead
Please report this, there was a meeting not long ago about this happening. The police need to know every time before it really is too late and some gets killed!!
20w 1 Like Reply Share

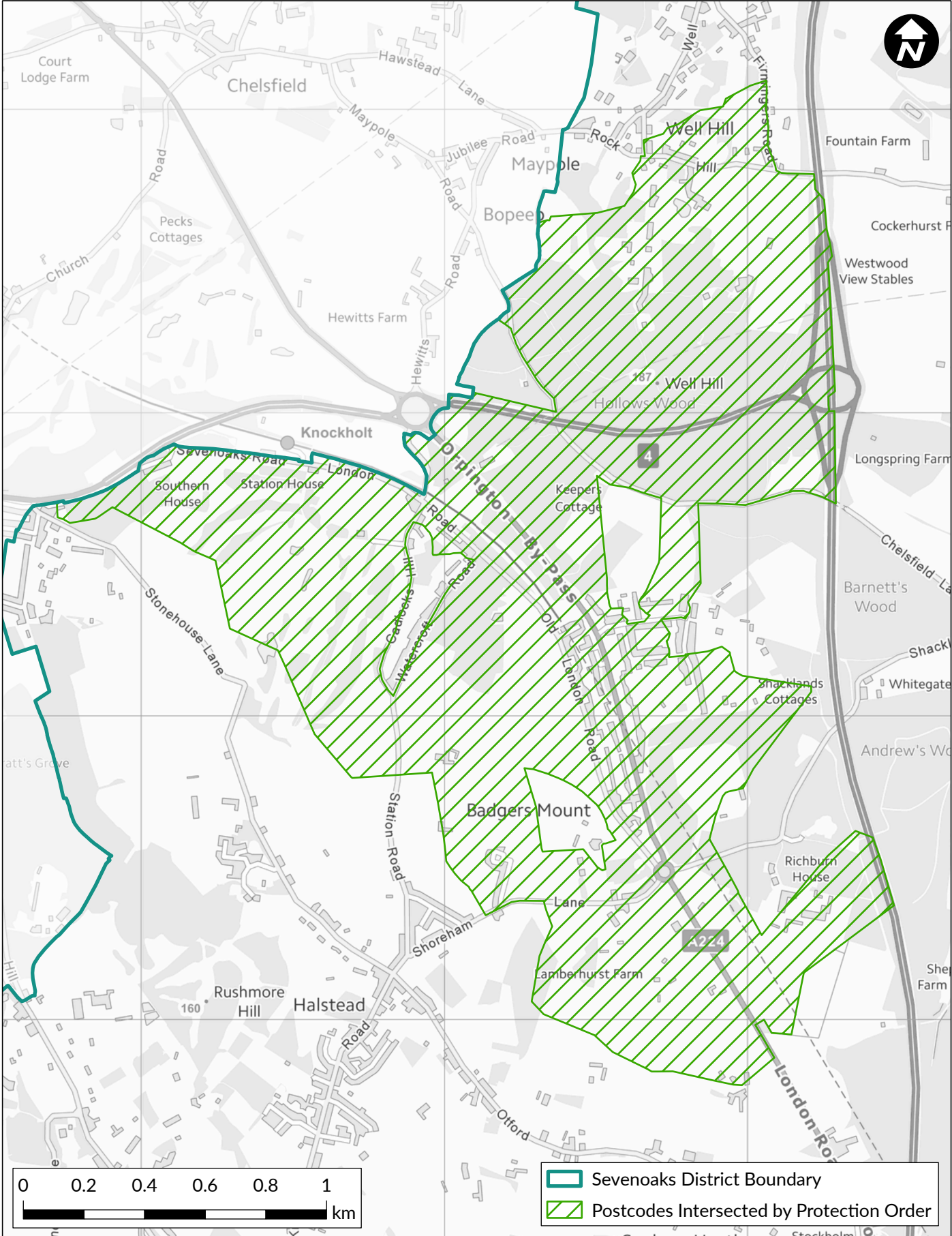
North Crofton
I have to say that anyone who uses public open roads to race any vehicle is asking for trouble.

Halstead
Been going on for months !!!
20w Like Reply Share

Crofton Heath
My daughter-in-law reports them every time it happens, nothing is ever done. They race each other.

West Chelsfield

It's the boy racers - they meet there all the time. I can hear them racing from my house and get woken up all the time by them. It's only a matter of time before they kill someone with their stupidity and dangerous driving.
20w Like Reply Share



Public Spaces Protection Order

Badgers Mount

Scale: 1:17,000 @ A4
Date: October 2023

This page is intentionally left blank

Consultation Draft Questions Public Spaces Protection Order

Sevenoaks District Council is considering making a Public Spaces Protection Order to address the excessive level of noise, nuisance, annoyance, danger or risk of harm or injury caused by motor vehicles to members of the public at London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road. The Council is responding to residents in Halstead and Badgers Mount. Your feedback would be appreciated

Q1 Do any of the following activities caused by a motor vehicle create excessive noise, nuisance, annoyance, danger or risk of harm to you? *(Respondents will be given 3 choices of answer: YES (frequently); YES (occasionally); NO*

- Motor cycles, quadbikes and other mechanically propelled vehicles that are ridden off road on land other than a road (e.g parks, woods and countryside)
- Gathering and/or Causing obstruction on a public highway or in a publicly accessible place or private land, whether moving or stationary for the purpose of displaying vehicles
- Speeding
- Driving in Convoy
- Racing
- Performing Stunts
- Sounding Horns (as to cause public nuisance
- Revving Engines
- Wheel Spins
- Playing Music (as to Cause public nuisance
- Recording any of the listed activities on any device
- Using threatening, intimidating behaviour towards another person
- Creating excessive noise
- Creating a danger or risk of injury to road users including pedestrian
- Creating significant public nuisance
- Creating significant annoyance to the public
- Committing any traffic offence covered by legislation
- Congregating to spectate the above activities
- Engaging in any other activity that a reasonable person would consider to be “car cruising”.

Q2 If there are other activities related to noise, nuisance, annoyance, danger or risk of harm caused by a motor vehicle, please specify them below;

Q3 If you have answered, yes to the above question, then please indicate below the day and time of day when excessive noise, nuisance, annoyance, danger

Agenda Item 13

or risk of harm from motor vehicles is an issue

(Respondents will be able to specify the day: Monday - Thursday; Friday; Saturday; Sunday along with a time period: being sub-divided (06:00 - 09:00; 9:00 - 12:00; 12:-16:00; 16:00-19:00; 19:00-23:00; 23:00-06:00.

- Q4 Do you think there is a need for the Council to control excessive noise, nuisance, annoyance, danger or risk of harm caused by motor vehicles by using a Public Safety Protection Order?
(Respondents will be given 3 choices of answer: Yes; No; Don't Know
- Q5 The proposed control zone will cover London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road: what is your view on the size of the proposed control zone?
(Respondents will be given 3 choices of answer: Its about right, it covers the area of where the issue is; It's too large; It's too small)
- Q6 Do you agree with the below proposed restrictions for the PSPO
- 1.1.1 a) Engaging in, promoting, encouraging or assisting in the carrying out of any anti-social behaviour connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event* (see definition below) in or on London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road. The activities include but are not limited to:
- a) (i) Sounding horns or playing loud music
 - (ii) Revving engines
 - (iii) Causing danger to other road users (including pedestrians)
 - (iv) Causing damage or risk of damage to property
 - (v) Exceeding the permitted speed limit or racing
 - (vi) performing stunts (including but not limited to performing doughnuts, skidding, handbrake turns, wheel spinning)
 - (vii) Being verbally abusive, swearing or intimidating members of the public.
 - (viii) Causing obstruction of a public highway or publicly accessible place (whether by moving or stationary vehicles or otherwise)
- b) Engaging in, promoting, encouraging, or assisting in the use of mechanically propelled vehicle which causes or is likely to cause danger to the public in or on London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road

c) (i) Promoting, organising, or publicising the occurrence of Car Cruising* to take place in or on London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road (including but not limited to the use of email, the internet, social media, or any publication or broadcast medium); or

(ii) attending any meeting in or on a London Road, Halstead, Orpington By Pass Badgers Mount and the M25 Spur Road either as a mechanically propelled vehicle owner, driver, passenger or spectator where a reasonable person would consider that Car Cruising was taking place or was likely to take place.

- Q7 If you have any other comments about the restricted area please state them below
- Q8 If you have any further comments regarding noise and nuisance caused by a motor vehicle then please state them below
- Q9 What is your postcode?

The survey will also have the approved equality questions included.

This page is intentionally left blank

Item 14 – Citizen’s Advice Service Level Agreement 2024-27

The attached report was considered by the People & Places Advisory Committee on 30 November 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

SEVENOAKS DISTRICT CITIZENS' ADVICE SERVICE LEVEL AGREEMENT

Cabinet 14 December 2023

Report of: Chief Officer People & Places

Status: For Approval

Also considered by: People & Places Advisory Committee - 30 November 2023

Key Decision: Yes

Executive Summary: This report sets out details of the proposed Service Level Agreement for Citizens' Advice in the District and seeks approval for funding to support their work over the next three years.

This report supports the Key Aim of: Community & Corporate Plan

Portfolio Holder: Cllr. Dyball

Contact Officer(s): Kelly Webb, Ext. 7474

Recommendation to Cabinet:

That the draft Service Level Agreement for 2024-27 be approved.

Recommendation to People & Places Advisory Committee

That the report be noted.

Introduction and Background

1. The existing three-year Service Level Agreement (SLA) with Citizens' Advice North & West Kent and Citizens' Advice Edenbridge & Westerham was approved at the Cabinet meeting on 18 March 2021 with a subsequent approval of financial changes to the SLA on 1 March 2022.
2. The SLA three-year agreement started on 1 April 2021 and will finish on 31 March 2024.
3. Quarterly monitoring meetings are held between officers and Citizens' Advice Offices and an annual review meeting is held between the Portfolio Holder and Deputies, Chief Officer People & Places, Citizens' Advice Trustee Chairs and Managers.

Agenda Item 14

4. The information required from Citizens' Advice for quarterly meetings is set out in Schedule B of the Service Level Agreement 2024/27 and that required for the Annual Review Meeting is set out in Schedule C. The annual review period was historically from October to September each year but for this new three-year agreement will be from April to March each year. Review meetings and the Annual Review Meeting will be adjusted accordingly.

Details of Service Level Agreement (SLA) 2024-27

5. Discussions regarding the three year SLA to cover the period 2024-27 have taken place during 2023.
6. Suggested changes have been incorporated into the draft SLA set out at Appendix A. The key changes are set out below:
 - Some updates to the Housing Advice Service to account for changes in regulation.
 - Inclusion of a list of areas of the district that each of the Citizens' Advice covers.
 - The annual review period was historically from October to September each year but for this new three-year agreement will be from April to March each year. Review meetings and the Annual Review Meeting will be adjusted accordingly.
 - A provision has been added to allow for the Council to adjust the payment sums included by giving a minimum of three months' notice in writing to the Citizens' Advice. The Citizens' Advice will respond with any resulting changes in their service and a variation to the SLA will be agreed.

Key Implications

Legal Implications and Risk Assessment Statement.

Financial

7. The level of grant for the SLA in 2024-27 in the Council's budgetary financial plan is £98,540 per year for the General Advice Service and £18,000 per year for the Housing Advice Service and these sums are included in the draft SLA.

Legal Implications and Risk Assessment Statement.

8. This is a Service Level Agreement as opposed to a contract that has contractual liabilities. Accordingly, this is a statement of what is expected from Citizens' Advice and the Council with a requirement for the Citizens' Advice to provide performance data on the level and nature of advice given to clients.

9. The SLA covers statutory obligations, including Child Safety, Equalities and Safeguarding policies.

10. The SLA includes a requirement on the Citizens' Advice to maintain an up-to-date risk assessment relating to the provision of the service and make this available to the Council.

Equality Assessment

11. Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against	No	The SLA includes obligations on the Citizens' Advice to comply fully with the Council's commitment to ensuring that the service is non-discriminatory and that clients can access the service taking account of

Agenda Item 14

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
different groups in the community?		any vulnerability or other specific housing needs.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The SLA provides for the Citizens' Advice to work to reach and promote its services to those most in need. The Council will work with the Citizens' Advice to achieve this.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

This paper asks that you approve the Citizens' Advice Service Level Agreement for 2024-27.

Appendices

Appendix A - draft Citizens' Advice SLA 2024-27

Background

N/A

Sarah Robson

Deputy Chief Executive and Chief Officer – People & Places

Service Level Agreement between Sevenoaks District Council (SDC) and
Citizens Advice (CA) – 2024-27

Table of Contents

Service Level Agreement between Sevenoaks District Council (SDC) and Citizens Advice (CA) – 2024-27
.....1

1.0 Scope of the Agreement2

2.0 Service Standards2

3.0 Policies and Safeguarding3

4.0 Performance Review and Monitoring3

5.0 Payment and Financial Conditions4

6.0 Contact Officers.....4

7.0 Termination of the Agreement.....5

8.0 Undertaking.....5

A1 The Scope of the Housing Advice Service6

A2 Eligibility for the Housing Advice Service6

**A3 When the Provider refers a Client to the Purchaser for Housing Advice the following
 information is to be provided where possible**7

Schedule B8

Performance data required for quarterly monitoring8

Schedule C9

Information required for annual review by end May9

Schedule D.....10

The definition of ‘homelessness’10

Schedule E11

Areas of Sevenoaks district each of the Citizens Advice covers11

Agenda Item 14

1.0 Scope of the Agreement

- 1.1 This Agreement establishes the relationship between the **Purchaser** and **Provider** in the provision of independent advice and information Service and Housing Advice.
- 1.2 **The Purchaser** means Sevenoaks District Council (SDC), its employees and any person authorised to act on behalf of SDC.
- 1.3 **The Provider** means Citizens Advice North & West Kent and Citizens Advice Edenbridge & Westerham, acting together to provide a cohesive, District-wide, integrated service (CA).
- 1.4 **Clients** are residents and people working in the Sevenoaks District seeking information or advice and, for independent Housing Advice, any person who has ties to the District and falls within the scope of the Housing Advice eligibility conditions set out in Schedule A. It is recognised that the Provider may be required to provide a service to other callers but that is outside the scope of this Agreement.
- 1.5 **The Service** is the provision of the following, according to the Service Standards and other arrangements set out in this Agreement:
 - a) **General Advice Service:** free, confidential, impartial and independent advice to residents of the District on a wide range of issues including, but not exclusively, benefits, housing, money advice, employment, consumer relationships and relationship breakdown in line with the membership standards of Citizens Advice.
 - b) **Housing Advice Service:** a specialist approach to provide debt counselling and mortgage arrears advice and to prevent homelessness where possible. Eligibility conditions are set out in Schedule A. The definition of homelessness is taken from s.175 Housing Act 1996 as amended by the Homelessness Reduction Act 2017, an extract of which is attached at Schedule D.
- 1.6 **Period of the Agreement:** This is a three-year Agreement that will start on 1st April 2024 and finish on 31st March 2027 unless it is terminated or varied in line with the terms and conditions set out in this Agreement.

2.0 Service Standards

- 2.1 The Provider will operate to the requirements of the Advice Service Alliance and will comply with the Advice Quality Standards.
- 2.2 The Provider will provide a service to Clients using means that include email, face-to-face sessions (by appointment and/or 'drop in'), telephone and video calls. The Provider will ensure that the service is available via a combination of these means to Clients between 09:30 hrs to 15:30 hrs Monday to Friday. In accordance with Section 4, the Provider will keep under review the best means for assisting Clients and adapt as necessary. The Service will not be offered during the two weeks over the Christmas and New Year period or on Bank Holidays.
- 2.3 Clients requiring Housing Advice will be assisted within two working days of their approaching the Provider.
- 2.4 For Housing Advice, the Provider will keep a record of all discussions with the Client including the type of advice provided as set out in Schedule A to enable a seamless service to be provided to the Client.
- 2.5 The Provider will notify the Purchaser of the agreed hours and means of access in April of each year. Any changes to the hours of access will be undertaken only after consultation with

the Purchaser, unless it is for a part of the service funded wholly by other funders. This consultation must be undertaken in advance of any public notice of intention to make such changes.

- 2.6 The Provider will maintain an appropriate core of volunteer trained advisers covering the District.
- 2.7 The Provider will advertise the Service in local communities, Sevenoaks District Council premises, Sevenoaks District Council's website and from time to time in conjunction with the District Council, in "In Shape" magazine.
- 2.8 The Provider will consult the Purchaser annually about the content of a uniform client satisfaction survey which the Provider will undertake on an annual basis for each year of the Agreement, using a minimum random sample of 150 Clients evenly distributed between the three locations.
- 2.9 Where appropriate CA and SDC will share training sessions which benefit the CA staff and Housing officers and are cost effective.
- 2.10 The Provider will acknowledge the financial support of SDC in all its publicity and will display the District Council's logo in a prominent position at each of the three offices.
- 2.11 The Purchaser and Provider will work together to attract external funding for the work of the CA.

3.0 Policies and Safeguarding

- 3.1 The Provider will ensure that policies are in place so that the Service complies with existing and future legislation. This should include an Equal Opportunities Policy together with appropriate monitoring of BME groups to ensure fairness and equal access among those eligible for the Service. The Provider should embrace Sevenoaks District Council's Equality Scheme.
- 3.2 The Provider will ensure that the Service is covered by a Child and Vulnerable Adult Protection Policy, will adhere to Citizen Advice's Safeguarding Policies, that all staff have read and understand the Policy and that appropriate enhanced level DBS checks are in place. The Provider will have regard to the District Council's Safeguarding Policies.
- 3.3 The Provider will maintain an up-to-date risk assessment relating to the provision of the Service and make this available to the Purchaser.
- 3.4 The Provider will make arrangements to insure professional negligence, public and employers' liability.
- 3.5 The Provider will make available copies of the policies including safeguarding policies mentioned in this section if requested by the Purchaser.

4.0 Performance Review and Monitoring

- 4.1 Monitoring will be carried out on a quarterly basis with an annual service review. Payment for years 2 and 3 will be dependent upon the Provider's successful delivery of the Agreement in years 1 and 2.
- 4.2 The Provider will provide the Purchaser with a combined quarterly monitoring report by 21st of July, October, January and April of each year using the report headings set out in Schedule B, relating to the quarters April-June, July-September, October-December, January-March.
- 4.3 The Provider will provide the Purchaser with information for the annual service review by the end of May each year using the report headings set out in Schedule C.
- 4.4 The Provider agrees to meet the Purchaser quarterly to review progress.

Agenda Item 14

5.0 Payment and Financial Conditions

5.1 The Purchaser will pay the Provider in advance by April 10th the sums set out below subject to the variation terms in this Agreement and the Provider's satisfactory performance in delivering this Agreement.

Year	General Advice Service	Housing Advice Service	Total £ per year
2024/25	£29,562 for Edenbridge £68,978 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540
2025/26	£29,562 for Edenbridge £68,978 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540
2026/27	£29,562 for Edenbridge £68,978 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540

5.2 If the Purchaser needs to adjust the sums set out above it will provide a minimum of three months' notice in writing to the Provider. The Provider will respond with any resulting changes in The Service and a variation to this Agreement will be agreed and signed.

6.0 Contact Officers

6.1 The Purchaser's Contact Officers are as follows:

General Advice Service:

Sarah Robson, Chief Officer – People & Places

Kelly Webb, Health & Communities Manager

Housing Advice Service:

Alison Simmons, Head of Housing

6.2 The Provider's Contact Officers are as follows:

Citizens Advice Edenbridge

Colin Jones, Trustee

Sian Hiller, Chief Officer

Citizens Advice North & West Kent

Louise Bryant, Chairman

Angela Newey, CEO

7.0 Termination of the Agreement

- 7.1 If either party to this Agreement wishes to withdraw from the Agreement, at least 12 months' notice must be given in writing. Where termination is the result of the Provider not fulfilling the terms of the Agreement, a minimum of 6 months' notice should be given.
- 7.2 If the Provider cannot meet the commitments as set out in the Agreement, it will notify the District Council's Chief Officer for People & Places immediately the issue is identified. The Purchaser will review together with the Provider the ability to continue in the Agreement.

8.0 Undertaking

- 8.1 I agree to provide the Service identified in the Service Specification, and to meet the terms and conditions contained in this Agreement.

Signed

Chair, on behalf of the Trustee Board of Citizens Advice Edenbridge & Westerham

Date

Signed

Chair, on behalf of the Trustee Board of Citizens Advice North & West Kent

Date

Signed

Chief Executive, Sevenoaks District Council

Date

Agenda Item 14

Schedule A

A1 The Scope of the Housing Advice Service

- i. To provide an effective independent Housing Advice service to people who are eligible for Housing Advice as set out in A2 below. The principal aim of the Housing Advice Service is to prevent homelessness.
- ii. Where appropriate, in order to prevent homelessness, to undertake debt counselling and/or mortgage arrears advice and assist with budgets which may include negotiating on the client's behalf with external organisations.
- iii. To assess prevention duty owed and households eligibility and suitability for Sevenoaks Landlords Hub enabling households to secure affordable and safe private rented sector accommodation
- iv. To sign post suitable households for sheltered and extra care housing schemes provided applicants are eligible to join Sevenoaks District Council housing register.
- v. To signpost homeless or potentially homeless clients to relevant agencies. This will include, for example, advising and supporting people to advise/support those who are homeless or facing homelessness to contact Sevenoaks District Council as managers of the housing register, or suggesting contact with the Home Improvement Agency to have disabled adaptations undertaken with support.
- vi. To share information relating to specific cases where an applicant provides written permission/authorisation to the Council or Citizens' Advice in advance of the request.
- vii. To comply fully with Sevenoaks District Council's commitment to ensuring that the service is non-discriminatory and that clients can access the service taking account of any vulnerability or other specific housing needs. This includes consideration of reasonable preference categories (as defined in Part 6 of the Housing Act 1996) and protected characteristics (as defined in the Equality Act 2010), as well as clients being provided with a Statement of Choice through the Kent Homechoice System ([Further information available at Kent Home Choice](#)).

A2 Eligibility for the Housing Advice Service

- i. Eligible applicants must be:

People who will be homeless within 56 days of approach **or**

People who are potentially homeless within a maximum of 3 months of approach

and

Live or work within the District **or** can demonstrate that they have lived here for a continuous period of 3 years **or** applicants or close relatives must demonstrate a need to be rehoused in the District to provide or receive significant and ongoing care and support **or** are at risk of violence or harassment in another District.

A3 When the Provider refers a Client to the Purchaser for Housing Advice the following information is to be provided where possible

- i.** household composition, including gender, Date of Birth, nationality and National Insurance Number
- ii.** applicant's housing requirements
- iii.** applicant's special needs where they have been identified with the applicant
- iv.** applicant's request for low cost home ownership (if applicable)
- v.** applicant's financial details particularly savings and income details
- vi.** applicant's local connection to the District, using the information upon which the Client's eligibility for the Housing Advice Service is based.
- vii.** relevant medical information (if applicable)
- viii.** applicant's relevant past history, e.g. past evictions, debt problems, etc.

Agenda Item 14

Schedule B

Performance data required for quarterly monitoring

- B1 Number of advertised hours of opening each week for advice in Edenbridge, Westerham, Sevenoaks and Swanley.
- B2 The number of Clients assisted this quarter.
- B3 The number of issues raised this quarter.
- B4 A breakdown of those listed in B2 by type of enquiry, level of enquiry and ward of residence.
- B5 Percentage of the number of Clients who have received the Service and who are from Black and Minority Ethnic groups.
- B6 The total number of trained advisers, recorded on the last day of each quarter.
- B7 The number of benefits appeal, employment appeal and legal appeal cases opened this quarter.
- B8 A breakdown of how those set out in B2 were assisted, i.e. the number of telephone calls; emails; video calls; face-to-face sessions. Include a statement about any changes made to the means of delivering the service to Clients with reasons.
- B9 Exception reporting: Dates on which the full Service was not available in the District, excluding weekends, bank holidays or in the two weeks over Christmas.
- B10 Exception reporting: Number of Housing Advice Clients who could not be assisted within 2 working days of their approaching the Provider.
- B11 Total number of Housing Advice Clients benefiting from the Housing Advice Service.
- B12 A quarterly spreadsheet report showing issues leading to Actual or Threatened Homelessness, setting out: Citizens Advice office, short description and AIC elements completed as relevant for the case.
- B13 A quarterly spreadsheet report showing Clients at risk of Actual or Threatened Homelessness, setting out: Citizens Advice office, short description and AIC elements completed as relevant for the case.
- B14 Outcomes sheet setting out the number of cases where it is estimated that homelessness has been prevented for Clients and their households included in B12 and B13.

Schedule C

Information required for annual review by end May

- C1 A copy of the most recent Citizens' Advice Membership confirmation, updated every three years, including the CLS Quality Mark.
- C2 The results of the annual uniform customer satisfaction survey, which should separately identify Clients of the Housing Advice Service.
- C3 Total number of people assisted 1 April to 31 March.
- C4 Total number of Clients (see 1.4 for definition of 'Client') receiving the Service (see 1.5 for definition of the Service) 1 April to 31 March.
- C5 A synopsis of the publicity materials produced during the year with one example copy provided.
- C6 Copies of the most recent annual accounts
- C7 The average number of paid staff hours per week during the year
- C8 The number of voluntary staff hours worked during the year.
- C9 A summary of any changes in the way the Service has been delivered during the year.
- C10 A summary of any proposed changes to the Service in the ensuing year.
- C11 A statement of how the Service has assisted in the delivery of Sevenoaks District Community Plan objectives during the year.
- C12 A copy of the budget for the ensuing year.

Schedule D

The definition of 'homelessness'

Housing Act 1996 as amended by the Homelessness Reduction Act 2017, s175 Homelessness and threatened homelessness:

(1) A person is homeless if he has no accommodation available for his occupation, in the United Kingdom or elsewhere, which he—

(a) is entitled to occupy by virtue of an interest in it or by virtue of an order of a court,

(b) has an express or implied licence to occupy, or

(c) occupies as a residence by virtue of any enactment or rule of law giving him the right to remain in occupation or restricting the right of another person to recover possession.

(2) A person is also homeless if he has accommodation but—

(a) he cannot secure entry to it, or

(b) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it.

(3) A person shall not be treated as having accommodation unless it is accommodation which it would be reasonable for him to continue to occupy.

(4) A person is threatened with homelessness if it is likely that he will become homeless within 56 days.

(5) A person is also threatened with homelessness if –

(a) a valid notice has been given to the person under the Housing Act 1988 (orders for possession) in respect of the only accommodation the person has that is available for the person's occupation, and

(b) that notice will expire within 56 days.

The Domestic Abuse Act 2021 amends Part 7 of the 1996 Act to strengthen the support available to victims of domestic abuse. The Act extends priority need to all eligible victims of domestic abuse who are homeless as a result of being a victim of domestic abuse. The 2021 Act brings in a new definition of domestic abuse which housing authorities must follow to assess whether an applicant is homeless as a result of being a victim of domestic abuse.

Schedule E

Areas of Sevenoaks district each of the Citizens Advice covers

CANWK	EWCA
Ash and New Ash Green	Cowden and Hever
Brasted, Chevening & Sundridge	Edenbridge North and East
Crockenhill and Well Hill	Edenbridge South and West
Dunton Green and Riverhead	Leigh and Chiddingstone Causeway
Eynsford	Penshurst, Fordcombe and Chiddingstone
Farningham, Horton Kirby and South Darenth	Westerham and Crockham Hill
Fawkham and West Kingsdown	
Halstead, Knockholt and Badgers Mount	
Hartley and Hodsoll Street	
Hextable	
Kemsing	
Otford and Shoreham	
Seal & Weald	
Sevenoaks Eastern	
Sevenoaks Kippington	
Sevenoaks Northern	
Sevenoaks Town and St John's	
Swanley Christchurch and Swanley Village	
Swanley St Mary's	
Swanley White Oak	

This page is intentionally left blank

Item 15 – Interim Leisure Contract – Monitoring Review

The attached report was considered by the People & Places Advisory Committee on 30 November 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

This page is intentionally left blank

INTERIM LEISURE CONTRACT – MONITORING REVIEW

Cabinet – 14 December 2023

Report of: Deputy Chief Executive and Chief Officer – People and Place

Status: For Decision

Also considered by:

- People and Places Advisory Committee (30 November 2023)

Key Decision: No

Executive Summary: This report provides an update on the performance and monitoring of the interim leisure operator contract with Everyone Active for the period April to September 2023. The interim contract relates to the Edenbridge and Sevenoaks Leisure Centres and Lullingstone Park Golf Course.

This report supports the Key Aim of: the Community Plan and Health and Wellbeing Action Plan.

Portfolio Holder: Cllr. Lesley Dyball

Contact Officer(s): Sarah Robson and Kathryn Bone (x7219)

Recommendation to People and Places Advisory Committee

To consider Everyone Active's performance in delivering the interim leisure operator contract for the period April – September 2023 and to recommend a) to b) below to Cabinet.

Recommendation to Cabinet:

- To note the performance of Everyone Active in providing leisure facilities and services for the community and visitors of Sevenoaks District for the period 1 April 2023 to 30 September 2023.
- To agree for officers to bring a report to Cabinet providing an update on the provision and procurement process for the leisure facilities currently being managed under the interim leisure operator contract.

Reason for recommendation: Managing contractor performance is essential for delivering the interim leisure contract objectives and targets. Working jointly with Everyone Active to review performance regularly is essential in delivering high quality services to residents and value for money.

Agenda Item 15

Introduction and Background

- 1 Sevenoaks District Council (the Council) owns three leisure facilities and a golf course, which are operated and maintained under contracted lease agreements.
- 2 The new White Oak Leisure Centre has been operated under a 15-year leisure operator contract with Sports & Leisure Management Ltd (operating as Everyone Active) since 12 February 2022.
- 3 In March this year, the leisure trust, Sencio, ceased to trade when its management team and Board realised the trust could no longer meet its financial liabilities and obligations. As the contractual leaseholder of the Edenbridge and Sevenoaks Leisure Centres and Lullingstone Park Golf Course, Sencio closed public access to the buildings on Friday 17 March 2023, effectively ceasing to trade.
- 4 The first priority for the Council was to ensure the buildings could be reopened to the public at the soonest possible date to mitigate the impact of the closures on the community, the operation of the plant within the centres and the income receivable.
- 5 A detailed mobilisation plan was developed by officers, with members of the public being kept informed via the Council's website, a dedicated leisure inbox and regular communications.
- 6 Council approval was provided on 4 April 2023 to appoint an interim leisure operator to oversee the Council's leisure facilities at Edenbridge Leisure Centre, Sevenoaks Leisure Centre and Lullingstone Park Golf Course for a period of two years (or until the procurement of a new operator is completed).
- 7 A Deed of Variation was approved to the existing White Oak Leisure Centre contract with Everyone Active in order to support the earliest reopening of the leisure facilities. This meant the contract could operate within an agreed management contract and service specification document.
- 8 A budget of up to £1.83 million was approved by Council to support the interim contract, operations, maintenance and safety of Council owned leisure facilities at the three sites.
- 9 Deep cleans of the three facilities were conducted by Everyone Active, alongside a backlog of urgent compliance, health and safety testing, plant failures, repairs and redecoration works not completed by Sencio in their final few months of operations, to ensure the facilities could be safely reopened to the public.
- 10 The variation of contract with Everyone Active completed on 26 April 2023, with Lullingstone Park Golf Course reopening in late April and the two leisure centres on 1 May 2023.
- 11 Everyone Active started from a nil trading position and has therefore had to rebuild the leisure operations, resourcing and its customer base from nothing. Due to Sencio entering into liquidation, any staffing, contractor, membership, customer and club data could not be legally transferred to a new operator under data protection regulations. Therefore, for the purposes of this report, a

cautious approach should be taken to comparing performance between the two operators at the point of Everyone Active re-opening the facilities.

- 12 The resulting interim operator contract with Everyone Active runs from 26 April 2023 to 25 April 2025 on an open book accounting basis. Open book accounting is a procurement method, where contractors are reimbursed based on providing transparent records of the costs they have incurred. However, the trading risk remains with the Council.
- 13 Working on this basis enables the Council to work with the leisure operator in order to reconcile between the forecast and actual trading position each month. The net cost of the service is borne by the Council. Therefore, any deficit or surplus is apportioned to the Council.
- 14 The Council is also responsible for monthly utility, asset maintenance and repairs costs. As interim leisure operator, Everyone Active requires an allocation towards their central costs.
- 15 Managing Everyone Active's performance is essential for delivering the contract. The Council's leisure services are outsourced and officers have ensured a process of working with Everyone Active to monitor these services is in place. This includes monthly contract management meetings and fortnightly repairs and maintenance reviews between the Council and Everyone Active teams.
- 16 Working jointly with Everyone Active to review performance regularly is essential and enables the Council to measure the leisure operator's performance to highlight and resolve operational issues. It also helps manage risk more effectively and improve performance through action planning. The contract monitoring is measured against the contract's key performance indicators, which includes customer satisfaction, usage, attendance and memberships, alongside budgetary performance data (income and expenditure) and the Council's satisfaction as client.
- 17 Any proposed expenditure by Everyone Active over a £5,000 limit is considered by Council officers in consultation with the Chief Officer – People and Places before it can be approved. Any proposal for investment, for example, new plant, machinery or gym equipment is made via a Business Case, outlining how any investment impacts the two-year open book forecast.
- 18 A performance review of the interim contract will be presented to members via the People and Places Advisory Committee and Cabinet on a six-monthly basis during the 2-year interim contract period. This is the first of such reports.
- 19 It should be noted that Everyone Active attends the Council's Scrutiny Committee on an annual basis to provide a contract and performance update, including the Annual Balance Scorecard for all the sites it is currently contracted to manage and operate.

Annual Performance requirements

- 20 The following items are assessed annually:
 - The Authority's (Sevenoaks District Council) outcomes

Agenda Item 15

- Annual Balance Scorecard
- Quality management accreditation
- Annual service plan
- Physical Activity and Wellbeing Plan
- Marketing Plan
- Participation targets
- Benchmarking services

Service performance requirements

21 There are ten elements to the service performance requirements:

- Cleaning
- Environmental and energy management
- Customer service
- Catering and vending
- IT systems
- Property database
- Maintenance of buildings, plant and equipment
- Grounds maintenance
- Physical activity and wellbeing development
- Reporting
 - Major incident reporting
 - Other reporting

Performance standards and reporting requirements

22 Everyone Active is contracted to ensure that there is in place at all times a clearly defined responsibility chain for implementing, monitoring and reviewing service delivery.

23 For the duration of the interim report, the following reporting schedule has been contractually agreed between Sevenoaks District Council (SDC) and Everyone Active (EA) and includes:

Report Title	Frequency	Submission Date	RAG rating
Customer report, open book update and forecast and performance monitoring report	Six-monthly	Within fourteen days of the end of each period. <i>Presented to People and Places Advisory Committee (PPAC) and Cabinet.</i>	Green
Annual contract and performance report	Annual	Within one month of the start of the second Contract Year and annually thereafter. <i>Presented to Scrutiny Committee.</i>	Amber
Outcomes report and scorecard	Annual	Within one month of the start of the second Contract Year and annually thereafter.	Amber
Fire Risk Assessment	Annual		Green
Electrical Certificates	Annual		Green
Legionella Report	Quarterly		Green

- 24 Everyone Active attends monthly, quarterly and annual meetings with officers to discuss the performance of the facilities and to agree progress. The Portfolio Holder is updated on a monthly basis, as well as when matters may arise. Everyone Active attend People and Places Advisory Committee on a six-monthly basis and Scrutiny on an annual basis.
- 25 Centre monitoring visits consist of a mixture of scheduled and unscheduled visits by a Council officer. The officer will record any issues or faults witnessed on the visit, reporting them to Everyone Active’s management team, requesting details on the plan for rectification.

Six monthly performance monitoring report

- 26 The six monthly performance monitoring report requires Everyone Active to submit the following as a minimum:

Six monthly open book monitoring report
Open book forecast and actuals (see Appendix A)
Membership data
Member segmentation
Health and safety management
Major incident management
Maintenance of buildings, plant and equipment overview
Customer feedback
Community and sports activity
Health and wellbeing plan activity
Marketing Plan activity

- 27 The six monthly performance monitoring report is presented to People and Places Advisory Committee and Cabinet.

Key achievements – first six months

- 28 Key achievements and initiatives to date include:
 - Mobilisation and reopening of leisure centres and the golf course within 5 weeks of Sencio, the previous operator, ceasing to trade and entering liquidation.
 - During the above 5 weeks, Everyone Active offered all Sencio members free access and use of Everyone Active’s facilities, notably White Oak Leisure Centre, at no cost to the customer or the Council.
 - Lullingstone Park Golf Course opened on 22 April, with just the 18-hole Castle course available to play. On the opening day, the course welcomed its first fixture hosted by Lullingstone Park Golf Club with over 50 golfers playing across the day with 66 new members joining the course on a membership. The greenkeepers and course staff worked as quickly as possible to ensure the course was brought back up to the standard expected and reopened the 9-hole Valley course on the

Agenda Item 15

20 May. On early May Bank Holiday, Everyone Active reopened the Edenbridge and Sevenoaks leisure centres. The Centres opened with a community open day with free access to the facilities and activities on the day. 341 new fitness members and 141 swimmers were welcomed across Edenbridge and Sevenoaks on day one

- After a mix of traditional, social media and web marketing, new and returning customers were able to join for no joining fee throughout the first quarter.
- Staff transformation programme to minimise impact of closed centres and existing Everyone Active staff relocated and brought in to provide additional support and experience.
- Health and safety compliance procedures in place, up to date and regularly monitored.
- Strong health and fitness membership and swim school growth from reopening.
- Improvements to enhance the customer journey by allowed users to book classes and sessions via Everyone Active's mobile app.
- Cosmetic redecoration and gym equipment replacement at Edenbridge and Sevenoaks Leisure Centres to improve the look and feel of the facility to customers.
- Investment to increase gym equipment range at Edenbridge.
- New partnerships developed with local businesses, launching new fitness classes and personal training programmes alongside promotions.
- Sporting Champions scheme launched in the Edenbridge and Sevenoaks areas to support talented athletes the opportunity to make use of training support and mentoring sessions to further their burgeoning careers. Successful applicants receive a free annual membership to use our Everyone Active centres as well as receiving monitoring and support from Olympic athletes.
- General Managers and Partnership Managers remain very approachable and willing to help in all situations.
- Everyone Active's frontline team work well with Council officers and always support their work where required. This includes adjustments to general operational working.
- The Council's Asset Maintenance team has complimented Everyone Active's provision of an experienced and qualified asset maintenance team, which is providing support to review all essential repairs and works to be undertaken over the period of the interim contract period.
- Teams continue to work well to deliver joint projects including major works or funding applications, especially on carbon reducing schemes and building projects.

- Sevenoaks District Council negotiated the utility contracts from the Sencio supplier to the Council's contract.

Areas for improvement – first six months

- Recruitment and training of lifeguards in the first month resulted in swimming sessions and lessons taking time to recover. However, in April and May, Everyone Active hosted National Pool Lifeguard Qualification Courses across all three leisure centres. They also provided funded spaces for those looking to start their career in leisure and working for Everyone Active.
- Everyone Active's green keepers worked hard to bring the course up to a high standard. The team worked as quickly as possible, but with the length of the facilities closure and the lack of essential maintenance in that time it took longer than expected to bring the course up to standard. This impacted initial expenditure and ongoing costs.
- Timely receipt of finances to enable Council officers to track the Open Book accounts against the forecast plan provided as part of the £1.83m support package approved by Council.
- Some concerns remain regarding the Buildings Maintenance System and Air Handling Unit at Sevenoaks Leisure Centre, which impact water temperatures (pool and showers), which are currently being investigated.
- Everyone Active has developed a swimming strategy, as the numbers attending swimming lessons, specifically at Sevenoaks Leisure Centre, is much lower than they would expect to see.

Other impacts on contract performance and delivery

- 29 The Cost of Living crisis, notably rising energy costs for gas and electricity, has impacted contract delivery and created a significant economic and financial impact across the national leisure sector, particularly on sites with public swimming pools. Energy prices have been rising at an unprecedented rate, members of the public, government, councils, and business are all feeling the impact.
- 30 Sencio's utility supplier delayed the transfer of their account to the Council's contract, at the standard rate tariff, which came at the expense of the Council in the first 4 weeks of the new contract. Our Legal team intervened to progress the successful transfer under the Council's energy contract at more favourable tariffs.
- 31 Officers are working closely with Everyone Active to support with reducing this impact as much as possible. Following the Government's announcement of the Swimming Pool Support Fund (SPSF), the Council submitted a funding application to Round 1 to help alleviate cost pressures in this financial year relating to rising utility and chemical costs associated with operating public swimming pools. Our funding bid for £482,739 supported c.90% of the uplift in costs (the maximum funding bid per authority was £500k) to support the Edenbridge, Sevenoaks and White Oak centre pools.

Agenda Item 15

- 32 Due to the funding being over-subscribed, we were informed in mid-September this year, that £131,556 would be awarded, but only in support of Sevenoaks Leisure Centre's swimming pool offer.
- 33 A second tranche of funding was announced to support capital projects supporting energy efficiency projects for swimming pools. The deadline for funding submissions was 17 October 2023, with our bid for £700,000 submitted in support of solar panels at White Oak and pool covers for Edenbridge and Sevenoaks. Both bids were backed and supported by the MPs Laura Trott and Tom Tugendhat.
- 34 Officers and Everyone Active are continuing work to mitigate the rising energy costs by implementing measures across the centres to reduce levels of consumption. Initiatives already introduced alongside good housekeeping has resulted in reductions in electricity and gas consumption.
- 35 Since assuming the interim contract, Everyone Active has had to deal with a significant backlog of compliance, health and safety testing, plant issues and repairs not completed by Sencio in their final few months of operations. Much of the cleaning and repair works left outstanding by Sencio continues to have an ongoing impact on the leisure facilities, as they have become more complex and costly due to plant and equipment being previously left to deteriorate.

Membership segmentation, fees and utilisation data

- 36 The table below outlines member segmentation at Edenbridge and Sevenoaks Leisure Centres as at 30 September 2023.

Edenbridge Leisure Centre

Total Users/Members Category Analysis	Male	Female	Unknown
Young people throughput 5-10 years	60	66	3
Young people throughput 11-18 years	212	212	2
60+ throughput	247	439	0
80+ throughput	29	24	0
Black and Minority Ethnic (BAME)	9	10	0
Total Users	1568	2513	23

Sevenoaks Leisure Centre

Total Users/Members Category Analysis	Male	Female	Unknown
Young people throughput 5-10 years	81	94	0
Young people throughput 11-18 years	660	542	2
60+ throughput	322	457	1
80+ throughput	18	29	0
Black and Minority Ethnic (BAME)	14	23	0
Total Users	2542	3480	47

Membership fees

Membership fees - monthly	Everyone Active	Sencio
– Fitness and Swim Direct Debit Members (Any access to Sevenoaks Leisure Centre, White Oak Leisure Centre and national Everyone Active sites providing memberships at £34.99 and under)	34.99	47.00
– Fitness and Swim Direct Debit Members (Edenbridge Leisure Centre)	29.99	47.00

- 37 Concession membership is priced at £29.99 per month at Sevenoaks Leisure Centre and £24.99 per month at Edenbridge Leisure Centre with exactly the same accessibility as headline rates (see table above).
- 38 Everyone Active memberships are valid across all of Everyone Actives 200+ sites. Members within Sevenoaks District are already taking advantage of this benefit.
- 39 Everyone Active started from a nil trading position and has had to rebuild the leisure operations, resourcing and its customer base from zero. Due to Sencio entering into liquidation, any staffing, contractor, membership, customer and club data could not be legally transferred to a new operator under data protection regulations.
- 40 Everyone Active usage figures at Edenbridge Leisure Centre and Lullingstone Park Golf Course are encouraging and have seen a positive uplift in visits and memberships. Whilst Sevenoaks Leisure Centre usage figures have also seen an increase, it should be viewed in the context of many users moving to private gyms when Sencio ceased to trade. Users will be tied into lengthy contracts, which will present them returning until their contracts expire. It will therefore be of interest to compare membership and usage figures at Sevenoaks Leisure Centre in 12 months time.

Headlines

- 41 Lullingstone Park Golf Course and Edenbridge and Sevenoaks leisure centres opened on 26 April and 1 May 2023 respectively, therefore the Quarter 1 figures reflect two months of trading.

Headlines: Edenbridge Leisure Centre

Note: all performance figures are currently up to 30 September 2023.

- Edenbridge Leisure Centre had an overall total usage of 19,685 visits in Quarter 1 and 54,222 visits in Quarter 2.
- Health and Fitness recorded 4,340 visits in Quarter 1 and 10,509 in the following quarter.
- Swim recorded 10,093 visits in Quarter 1, compared to 32,313 in Quarter 2.

Agenda Item 15

- Dry side activity recorded 313 visits in Quarter 1, with 6,259 visits in the following quarter.
- The centre had a total of 253 leavers across the two quarters, with the main reasons including relocation outside of the District, leaving for university and faulty equipment.

Headlines: Sevenoaks Leisure Centre

- Sevenoaks Leisure Centre had an overall total usage of 23,695 visits in Quarter 1, compared to 77,358 visits in Quarter 2.
- Health and Fitness recorded 5,987 visits in Quarter 1 and 14,607 in the following quarter.
- Swim recorded 12,608 visits in Quarter 1, compared to 44,790 in Quarter 2.
- Dry side activity recorded 633 visits in Quarter 1, with 12,062 visits in the following quarter.
- The centre had a total of 291 leavers across the two quarters, with the main reasons including going on holiday, leaving for university and fluctuating pool hall temperature.

42 Headlines: Lullingstone Park Golf Course

- Lullingstone Park recorded an overall total usage of 4,570 visits in Quarter 1 and 11,635 visits in Quarter 2.

Fitness Membership Base	Quarter 1 Apr-Jun 22/23	Quarter 2 Jul-Sep 22/23
Edenbridge Leisure Centre		
– Fitness Direct Debit Members	840	1184
– Fitness Paid in Full Members	43	75
– Leavers during quarter	65	124
– Total Members	818	1259
Sevenoaks Leisure Centre		
– Fitness Direct Debit Members	927	1448
– Fitness Paid in Full Members	122	200
– Leavers during quarter	42	149
– Total Members	1,007	1648

Swim Fitness Membership Base	Quarter 1 Apr-Jun 22/23	Quarter 2 Jul-Sep 22/23
Edenbridge Leisure Centre		
– Swim Fitness Direct Debit Members	47	60
– Leavers	0	7
– Total Members	47	60
Sevenoaks Leisure Centre		
– Swim Fitness Direct Debit Members	115	141
– Leavers during quarter	0	17
– Total Members	115	141

Swimming Lessons	Quarter 1 Apr-Jun 22/23	Quarter 2 Jul-Sep 22/23
Edenbridge Leisure Centre		
– Direct Debit Members	159	245
– Leavers during quarter	8	24
– Total Members	151	245
Sevenoaks Leisure Centre		
– Direct Debit Members	210	349
– Leavers during quarter	12	25
– Total Members	198	349

Golf Attendance	Quarter 1 Apr-Jun 22/23	Quarter 2 Jul-Sep 22/23
Lullingstone Park Golf Course		
– Adults	4,322	10,518
– Juniors	19	51
– Seniors	229	1,066
– Total	4,570	11,635

Golf Memberships	Quarter 1 Apr-Jun 22/23	Quarter 2 Jul-Sep 22/23
Lullingstone Park Golf Course		
– Monthly Members	182	203
– Paid in Full Members	11	12
– Total	193	215

Agenda Item 15

Comparative membership data

Membership Type	Sencio Jan 2023			Everyone Active Sep 2023		
	SLC	ELC	LPGC	SLC	ELC	LPGC
– Fitness	2,054	948		1,682	1,221	
– Resident Card Holders	235	134		298	212	
– Swimming Lesson	277	257		324	227	
– Golf			257			214

- 43 The new year and notably January is the busiest and most income generating month for the leisure industry. The comparative data provided in the table above shows the membership data for January (Sencio) against the most recent September data provided by Everyone Active.
- 44 Everyone Active continues to review where it is performing well and where it has seen a drop by considering what is working well, customer feedback, its marketing plan, competing leisure offers and trends in the leisure sector, alongside any asset or maintenance issues.

Clubs and community organisations

- 45 The reopening of the leisure facilities has seen the return of the following clubs and organisations return:

Edenbridge Leisure Centre

- Gymspire Academy Ltd
- Oaks Martial Arts
- Piranhas Swim Club
- Holcot Charitable Trust
- Emfitmassage
- Atlantis Entertainment Kent - Roller Disco
- Hever Primary School
- Edenbridge Primary School

Sevenoaks Leisure Centre

- Atlantis Entertainment Kent - Roller Disco
- Fusion Cheerleaders
- Dad's 5-a-side Football
- Sunday Badminton
- Rugby Tots
- Sevenoaks Swim Club
- 7Oaks Tri Club
- The Granville School
- Oaks Martial Arts
- Little Kickers
- Lady Boswells School

- Sevenoaks Shoshinkan Aikido
- Weald Primary School
- Sevenoaks Primary School
- Dunton Green Primary School
- White Tiger Martial Arts
- Dia Giles Pole Fitness
- Russell House Primary School
- Seal Primary School
- Sevenoaks Son's Basketball
- Baby Ballet

46 Everyone Active has also attracted new users to the facilities including:

Edenbridge Leisure Centre

- Edenbridge Cricket Club - Ladies
- Involve Kent

Sevenoaks Leisure Centre

- Shin Sei Do Karate Club
- Leigh Primary School

47 Sadly, some clubs and organisations have not returned since Sencio closed its doors in March this year, including:

Edenbridge Leisure Centre

- Edenbridge Spitfires FC

Sevenoaks Leisure Centre

- Charlton Athletic
- Sevenoaks Day Centre
- Halstead Primary School
- Sevenoaks Prep Primary School
- St Thomas' Primary School

The reason for not returning is due to clubs and organisations immediately securing an alternative venue to continue their activity upon Sencio closing its doors in March.

Annual Balance Scorecard: Key Performance Indicators (KPIs)

48 In line with the contract variation, the KPIs will have annual targets to assess the contractor's performance.

49 The first set of KPI targets are set at the end of Year 1 and then reviewed and reported on an annual basis so that areas of success and concern can be raised, discussed and actioned accordingly.

50 Given Everyone Active started from a zero position, on the back of the recovery from the pandemic, it would be hard to estimate KPI's each month, especially during the initial 6 months where the speed and extent of the recovery was largely unknown. However, they are still required to record their performance in the first year, as this is imperative for the open book

Agenda Item 15

monitoring and two-year forecast. Setting the targets at the end of year one will give all parties a meaningful baseline to work from.

- 51 The Annual Balanced scorecard consists of annual KPI targets, including membership and usage, satisfaction levels, reductions in water, electricity and gas consumption, accidents and incidents, staff vacancies and budgetary and income performance etc.

Customer Satisfaction

- 52 Since Everyone Active's commencement of the interim contract, much of the positive feedback now focuses on how clean the centres are, the helpfulness of staff, the leisure offer provided and the ability for customers to use their membership across all Everyone Active sites both in and outside the Sevenoaks District.
- 53 The highest positive feedback included value for money, cleanliness, staff helpfulness and improvements to the facilities including new parking system.
- 54 Initial booking issues, lack of food and beverage offer (at Sevenoaks) and pool temperature at Sevenoaks Leisure Centre had the highest negative comments in the first few months of opening.

Customer satisfaction	Quarter 1	Quarter 2
	Apr-Jun 22/23	Jul-Sep 22/23
Number of customer feedback reports	25	32
Number of customer complaints	13	12

- 55 Everyone Active gathers customer feedback via its online feedback facility <https://www.everyoneactive.com/legal-policies/feedback-policy/>. Any feedback drops directly into their Single Customer View platform where it is recorded against a customer's account and passed onto relevant department manager to respond to.
- 56 The Single Customer View platform collects membership data, feedback and attendance to create intelligence for marketing and PR campaigns.
- 57 Customers can provide onsite feedback to the Customer Service Advisors or Duty Managers, which is added to a customer's account and drops into their Single Customer View platform where it is recorded and passed onto relevant department manager to respond to.
- 58 Meet the Manager sessions are held every quarter where customers can meet with the leisure facility's General Manager and department heads to raise any concerns directly.
- 59 An Annual Customer Satisfaction survey is sent out to Everyone Active's database to engage customers in providing satisfaction ratings and feedback.
- 60 Everyone Active also receives feedback via social media, notably Facebook, which is reviewed and responded to by Everyone Active's social media champion.

Community and sports activity

- 61 Everyone Active has dedicated Community Development Manager (CDM) whose focus is to develop participation opportunities for a diverse range of target groups that included:
- Children and young people
 - Older people
 - Woman and girls
 - Black, Asian and minority ethnic groups
 - Concession users
- 62 In addition, the CDM will work closely with the Council's Health and Communities team to develop the target activities, sports and programmes identified in the Everyone Active Health and Wellbeing Plan that supports the goal of the Council's own Health and Wellbeing Action plan.
- 63 Community Open Days were well attended with a range of exercise classes, gym sessions, swimming sessions and sporting activities on offer. Also in attendance were Gold medal winning Team GB Olympians and modern pentathletes Kate French MBE and Joe Choong. The two Olympians visited both leisure centres and got involved with the activities on offer as well as posing for photos with customers throughout the day. The feedback from the community was very positive and highlighted the importance of reopening these facilities to the local communities.
- 64 Colleague recruitment day held on 20 April to ensure the facilities were fully staffed prior to reopening. Everyone Active welcomed former employees from the facilities previous operator as well as people looking to start a career in leisure. The day was well attended and saw the majority of employees that previously worked at the facilities rehired and join Everyone Active, bringing with them invaluable experience of the facilities and knowledge of the customers and local community. Many of Sencio's staff sought new employment once Sencio closed its doors. However, over 80% of ex-Sencio staff have since been employed by the Everyone Active team.
- 65 Everyone Active has become a member of the Sunflower Network, a simple tool to help people voluntarily share that they have a disability or condition that may not be immediately apparent - and that you may need a helping hand, understanding, or more time. Everyone Active aims to make sport accessible to everyone and to maintain a healthy balanced lifestyle. Customers and staff that visit or work at any Everyone Active Centre can choose to wear the sunflower to discreetly indicate that they may require help, time or kindness.
- 66 In May, Everyone Active commenced a new Leisure Team Member Apprenticeships with Lifetime across all three Leisure Centres. The apprenticeship includes fitness instructing, lifeguarding, swim teaching and leading group activity sessions.

Agenda Item 15

- 67 Following the reopening of Sevenoaks Leisure Centre changes were made to how customers access parking at the centre. Free parking is still available, although now via a cash free system with customers redeeming two hours free parking by registering their vehicle details on a tablet at the reception desk. Edenbridge parking remains free of charge.
- 68 Throughout April to June, Everyone Active has sought to recruit more level 2 swimming teachers to join its team in Sevenoaks Leisure Centre to help grow swimming lessons throughout the week. There is currently a nationwide shortage of swimming teachers and Everyone Active continues to recruit new teachers as well as upskill existing colleagues.
- 69 In May, Everyone Active held Personal Trainer events to promote the benefits of a training session with an Everyone Active Personal Trainer and how customers can use them to enhance their fitness journey by learning more about their health, body and fitness and setting achievable goals. To promote the benefits of personal training, Everyone Active offered 4 sessions for the price of 3 saving customers up to £37.
- 70 The popular Roller Disco sessions run by Kent Roller Disco returned to Sevenoaks Leisure Centre every Saturday and once a month at Edenbridge Leisure Centre. These sessions were historically well attended and were sorely missed during the closure of both centres.
- 71 On the first weekend of opening, Sevenoaks Leisure Centre hosted 7-Oaks Tri Clubs annual triathlon event. The event ran very smoothly and team successfully delivered its first event since re-opening.
- 72 Everyone Active has joined the Sevenoaks Town Council Sports Strategy Group and attended the first meeting of the reformed group.
- 73 Sevenoaks Leisure Centre hosted two club Championship Gala swimming events in September, which were well attended by competitors and spectators.
- 74 Edenbridge Leisure Centre hosted a Macmillan Coffee morning raising over £200 for cancer support.

Health and Wellbeing Plan

- 75 Everyone Active understands the important role it plays in delivering increased participation across the leisure service in Sevenoaks District Council.
- 76 It has a Health and Wellbeing Action Plan in place, which aligns with the Council's own Health and Wellbeing Action Plan, whilst taking into consideration key national, regional and local objectives outlined by stakeholders such as Sport England and Community Leisure UK.
- 77 Everyone Active's plan will strive to deliver and increase participation through the following themes:

- Wider determinants of health
- Health behaviours
- Places and Communities
- Volunteers/workforce
- Community projects
- Funding

78 Activity in the first two quarters included:

- Provided a concessionary rate to increase the opportunity for disadvantaged groups to access facilities.
- Fitness teams offered a basic health MOT including blood pressure, basic exercise advice and signpost to classes and activities.
- Swimming crash courses held throughout school holidays
- Parent and baby swimming lessons run throughout the day and weekends.
- Promoted activities and events to increase over 65s memberships. Introduced a social activity once a week for those over 65 to attend
- Used Sport England #ThisGirlCan campaign to promote all women only activities within the centre; Get back to Netball, Zumba, Bootcamp, Athletics.
- Provision of a free 12-week exercise referral programme for people referred to the leisure centre through GP services.
- Promoted all EA challenges such as 'Swim the Channel'.
- Provide sessions working with partners where appropriate to offer adult social care activities such as walking football, walking netball etc.
- Held a 'swimathon' event.
- Provided opportunities for local residents to get into employment, including an apprenticeship programme, work experience and volunteering.
- Re-established links with local schools to create a pathway between school, Everyone Active coaching programmes and club access.
- Provided discounted and fully funded qualifications and courses including National Pool Lifeguard Qualification (NPLQ), Swim England teaching qualifications and sports coaching courses.
- Promoted Sporting Champions Programmes, supporting a minimum of 6 local talented athletes each year.
- Created a funding tracker to monitor all successful and unsuccessful bids. Everyone Active supported the Council to submit bids to the Swimming Pool Support Fund for revenue and capita funding.

Marketing Plan

79 Everyone Active has put in place a Marketing Plan, which aims to help understand the customer in order to deliver the best possible service. The Marketing Plan sets out the marketing strategy for the interim contract.

Agenda Item 15

- 80 Everyone Active has the following vision, mission and values that form the fundamentals of managing Sevenoaks District Council's leisure facilities. These are:
- **Vision:** To be everyone's first choice for activity.
 - **Mission:** To get everyone doing 30 minutes of activity 5 days a week, two of which are in our contracts and online.
 - **Values:** Inclusive, Supportive, Progressive and Progressive
- 81 Everyone Active partnered with The Revenue Club to implement a dynamic pricing model at Lullingstone Park Golf Course to increase casual usage. Dynamic pricing is based on customer demand, competition and other factors. This partnership has increased usage across the golf course during off-peak hours. Taster sessions and the promotion 'Reward Yourself' increased golf memberships over the summer period.
- 82 Everyone Active ran a £1 Joining Fee promotional offer during September, which was promoted through Royal Mail leaflet drops in targeted post code areas (based on centre usage by members) in the first two weeks of the month. The campaign also made use of social media platforms and Google ad.
- 83 The campaign generated an additional 369 fitness sales in September combined between Sevenoaks Leisure Centre and Edenbridge Leisure Centre.
- 84 Throughout July and August, Everyone Active offered Free Guest Passes to generate membership leads. Social media platforms were used to promote improvements in the gyms and free month membership was offered to members to generate referral.
- 85 Everyone Active membership at Sevenoaks Leisure Centre and Edenbridge Leisure Centre grew by 715 memberships between Quarter 1 and Quarter 2 as a result of these targeted marketing campaigns.
- 86 Everyone Active offered free water confidence sessions and a number of crash courses at Edenbridge and Sevenoaks leisure centres throughout the summer holidays. This has resulted in 111 new swimming lesson joiners in September.
- 87 Everyone Active has implemented a targeted Swimming Lesson strategy to continue to grow its 'Learn to Swim' programme across the Sevenoaks District.
- 82 The Everyone Active website and social media sites are regularly updated, alongside leafletting and promotional activities and taster sessions, including regular articles in the Council's district wide magazine InShape.

Health and Safety management

- 88 Operational documentation has been set up under Everyone Active's internal Health & Safety Management policy. This covers Risk Assessments, Control of Substances Hazardous to Health Regulations (COSHH), and Safe Systems of Work. The Management team has an on-site Site Safety Co-ordinator to

manage and oversee the day to day issues that arise under the direction of the Contract Manager and the Regional Health, Safety and Quality Manager.

Major incident management

- 89 During the Quarters 1 and Quarter 2, Everyone Active had nil reportable incidents (RIDDOR), but has seen 36 minor accidents reported in Quarter 1 and 46 minor incidents in Quarter 2, which are reviewed and include bumps, bruises, sprains and cuts.
- 90 Edenbridge Leisure Centre averaged at 0.6 accidents per 10,000 visits for Quarter 2 2023-24. The corporate target is 5.0 accidents per 10,000.
- 91 Sevenoaks Leisure Centre averaged at 1.6 accidents per 10,000 visits for Quarter 2 2023-24. The corporate target is 5.0 accidents per 10,000.
- 92 White Oak Leisure Centre averaged at 3.5 accidents per 10,000 visits for Quarter 2 2023-24. The corporate target is 5.0 accidents per 10,000.
- 93 Lullingstone Park Golf Course averaged at 0 accidents per 10,000 visits for Quarter 2 2023-24. The corporate target is 5.0 accidents per 10,000.

Maintenance of buildings, plant and equipment overview

- 94 Everyone Active has developed their own internal system (EQMS) to report all maintenance concerns and rectifications moving forward. Further meetings have been scheduled to go through any training and details required with the Facilities Management team at Sevenoaks District Council.
- 95 The system logs defects, provides a detailed history of each issue raised and acts as a property database for programmed maintenance.
- 96 As part of the ongoing programme of maintenance Everyone Active and agreed contractors have undertaken the below:
- Pool/spa chemical and bacterial sampling (Legionella)
 - TMV, CWST, Calorifier and shower descaling (Legionella)
 - Lift Servicing
 - Lift LOLER
 - Pool hoist service
 - Pool hoist LOLER
 - Pool Pod Service
 - Pool Pod LOLER
 - Pool Plant Service – Filters, Balance tank, UV, air blower, pumps and dosing unit
 - Air Condition and Air Handling Units
 - Automatic doors service
 - Boilers service
 - Pressure vessels service
 - CCTV service
 - Building alarm service
 - Fire alarm service

Agenda Item 15

- Fire extinguishers service
- Evacuation chair service
- Disable panic alarm service
- Emergency lighting service
- FAT
- PAT
- Fixed wire wet/dry service
- Lighting protection
- Thermal imaging
- Mansafe system
- Sport and play service
- Timing equipment service
- Fitness equipment service
- Pool view service
- Pool inflatable service

- 97 The Planned and Preventative Maintenance (PPM) schedule has been uploaded to Everyone Active's system and is updated regularly with access given to the Council. An in-house maintenance engineer carried out number of maintenance tasks.
- 98 The table below shows the key actions proposed for the next 6 months in terms of repairs and maintenance.

Action for Q3-Q4	Site
Air Handling Unit testing and repairs – main pool, outdoor units	ELC, SLC
Air Conditioning Unit repairs - gym	ELC, SLC
Condensate pump – gym	ELC
Electric overdoor heater – reception	ELC
Extract grille – studio and sports hall	ELC
PCB Fascia board	ELC
Water heater – drainage and cleaning – kitchen	ELC
Gas pipework	ELC
Heating coil – deep clean, compartment bulb replacement - gym	SLC
Extract motor replacement – gym WC	SLC
Extract motor replacement – café	SLC
Plant repairs	LPGC

Future investment proposals

Item	Site
Gym equipment replacement - subject to business case	ELC
Gym equipment replacement - subject to business case	SLC
Food and beverage offer - subject to business case	SLC

Appointment of a Future Operator

- 99 The current interim contract with Everyone Active ends in April 2025.
- 100 It is likely the Council will use the UK Leisure Framework to undertake the longer term operator tender. However, we will need to understand if it is still compliant given the imminent legislative changes to public procurement. The time this takes to complete cannot be underestimated. Work will need to commence in late 2023/early 2024 and generally follows a three stage process:
- Selection Questionnaire (SQ), to demonstrate applicants' experience and ability to meet SDC's minimum technical and functional requirements in respect of delivering the contract;
 - First Stage Tender, applicants invited to submit detailed solutions (ISDS); and
 - Final Tender, applicants invited to submit final tenders (ISFT) following a period of dialogue.
- 101 At SQ stage applicants are permitted to express interest in the contract and are required to submit information regarding their organisation, capacity, financial standing and history with similar schemes. They will need to meet a specified minima and where more than four applicants are left then only the four highest scoring would proceed. The four highest scoring applicants would then be shortlisted and invited to submit tenders by ISDS.
- 102 In order to assess the tenders, officers will be guided by the results of a Members' consultation event, which will importantly include a discussion on where to set the predetermined weighting between Commercial and Quality.
- 103 Applications are then appraised by the evaluation team (including officers, Cabinet members and external legal and leisure consultancy representation) using a detailed scoring system that demonstrates each of the bidders':
- Viability of their financial model
 - Proposed amendments to the contract
 - Ability to meet the Council's strategic outcomes
 - Operational performance and building maintenance proposals
 - Pricing policies

Agenda Item 15

- Use of Information Technology
- Environmental and social responsibility policies
- Staffing and volunteering proposals
- Mobilisation

- 104 The preferred operator would then enter into a bespoke Leisure Operating Contract with the Authority.
- 105 A key concern is the period of the new contract. For example, the operator contract for the new White Oak Leisure Centre is for an initial period of 15 years with an option, at the agreement of the parties, for a further period of five years giving a total possible term of 20 years. As a brand new facility, the White Oak Leisure Operating Contract is a full repairing lease with clear asset maintenance systems and targets that gives the Council assurance that the new facility will be maintained to a high standard.
- 106 However, the leisure facilities at both Edenbridge and Sevenoaks, which have served generations of the District's residents, are heading towards the end of their serviceable life, which has accelerated in the past 12 months due to lack of investment, cleaning and repair by Sencio's management team. The ongoing and expected asset maintenance options for the centres, modernisation and decarbonisation will all come at significant cost to the Council.
- 107 Options will need to consider whether to extend the existing contract variation for a further period (say 1 year), invest in the existing buildings, replace with a new modern centre (which would require a shorter term contract, rather than the 15 year contract at White Oak Leisure Centre), do nothing or even possibly close a leisure centre. All of these come at a cost, whether financially or to the social fabric of a community.
- 108 Each option will differently impact the duration of the contract, the cost to the Council and the impact on the community. Members will need to carefully consider the options. A report will be presented to members in the new year reviewing the future leisure service provision to deliver a procurement process which secures the optimal arrangement for the Council.

Other options Considered and/or rejected

- 109 The Council has no statutory obligation to provide sport, leisure or recreation, services and facilities. However, at its meeting of 4 April 2023, Council approved to appoint an interim leisure operator to oversee the Council's leisure facilities for a period of two years or until the procurement of a new operator is completed. Members delegated Authority to the Chief Officer – People and Places and Chief Officer – Finance and Trading to investigate an interim leisure operator and enter into a contract subject to consultation with the Cabinet Member for People and Places and Cabinet Member for Finance and Investment.
- 110 The Council will commence its procurement exercise for a permanent operator in early 2024 and is considering tender options and contract timescales.

Key Implications

Financial

In April this year, Council approved funding of up to £1.83 million to support the interim contract over the next two years. This will be borrowed from earmarked reserves in the short-term and will need to be repaid. A solution to repay the reserves will need to be agreed before the conclusion of the 2024/25 budget setting process.

Legal Implications

The Deed of Variation provides the contractual legal framework for the support package and means through which the Council would enforce the terms upon Everyone Active. The Deed of Variation has been signed to make the legal obligations of both parties as clear as possible to mitigate against future disputes on these matters and facilitate the continued delivery of the services.

The Council harnesses the expertise of its leisure service provider to use their commercial and operational acumen to deliver and manage a facility at optimum cost ensuring the best commercial return. Leisure contract risks are assessed by officers and kept under regular review.

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.

Wellbeing

The Council has no statutory obligation to provide sport, leisure or recreation, services and facilities. This is unlike many other demand driven legally mandated services, such as planning, housing, licensing and environmental health, which we do have a legal duty to provide. However, it recognises the importance of having these facilities, their contribution to health and wellbeing and what they mean to our communities.

Conclusions

The variety and complexity of the services provided by Everyone Active demonstrate the size and scale of the task to meet thousands of customer needs and expectations. The leisure industry continues to struggle post pandemic and with the cost of living, alongside rising utility and operational costs.

A key concern highlighted by Everyone Active is the lack of investment, cleaning and maintenance undertaken by the previous operator, which has served to exacerbate small issues into large and costly problems involving plant and machinery, building fabric and systems and equipment.

Agenda Item 15

This report highlights that the first two quarters have seen positive performance from Everyone Active as interim operator, notably as it started from a zero trading position following the liquidation of Sencio.

Everyone Active has put in place a staff recruitment and development programme, whilst working with local partners to develop more activities to the community. It is currently identifying commercial opportunities in fitness, swimming, alongside a food and beverage offer.

Everyone Active has seen some encouraging and positive return rates at the Council's leisure facilities, with a particular noticeable higher than average return at Edenbridge Leisure Centre. The improvements made on site by both Everyone Active and the Council has had a positive impact on the visiting public and satisfaction.

Appendices

Appendix A – Income and Expenditure (exempt)

Background Papers

Extraordinary Council (4 April 2023), Response to Sencio Community Leisure Insolvency Position – Sevenoaks District Council Leisure Sites

<https://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CId=121&MId=3045&J=2>

Sarah Robson

Deputy Chief Executive and Chief Officer – People and Places

Document is Restricted

This page is intentionally left blank