

CABINET

Minutes of the meeting held on 10 January 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

Cllrs. Edwards-Winsor, Grint, Mrs Hunter, McGarvey and Pett were also present.

56. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 6 December 2018 be approved and signed as a correct record.

57. Declarations of interest

Councillor Scholey declared that he had been promoter of an item which was considered by the Community Infrastructure Levy (CIL) Board.

There were no additional declarations of interest.

58. Questions from Members

A Member asked two questions about Minute 48 (Local Plan - Results of The Draft Local Plan Consultation, agreement to publish the Regulation 19 proposed submission version and next steps), which were taken just before the agreement of the Minutes above. The two questions firstly related to Pedham Place and secondly to new sites coming late to the local planning process.

The Chairman replied that the position of Pedham Place needed to be resolved in the light of further information and evidence, particularly from Highways England. Only following the receipt of such evidence could the broad location of Pedham Place be ruled in or out of allocation for future development in a future plan.

The Chairman replied in respect of new sites that developers could put forward new sites for consideration at all stages of the local planning process. He reminded Members that the entirety of the Green Belt within the District had been considered by the Arup report.

59. Matters referred from Scrutiny Committee and CIL Spending Board

a) In-Depth Scrutiny Working Group - Staffing

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The Chairman presented the report from the Scrutiny Committee. At its October 2017 meeting the Scrutiny Committee resolved to set up a working group to look in more depth at matters relating to staffing within the Council. The group had a particular focus on recruitment, retention, and flexible working. While sickness has been covered during meetings, this is a substantial topic and was not the focus of the enquiry (for data on this topic, see Appendix E - sickness absence as of February 2018 and data in relation to occupational health).

Resolved: That

- a) the report from the Scrutiny Committee and the recommendations as set out below, be noted:
 - i) Wider use of flexible working arrangements, particularly the 10-2 market/ job shares where those coming back to the work place can be extremely well qualified but do not wish to commute to London, and the ability to work from home;
 - ii) Increasing the period where staff have to pay back the costs of training from 2 to 3 years, including where they move to another local authority as opposed to the private sector, as currently occurs; It is suggested for consideration that this is on a tapered basis. If an officer leaves within 1 year of completing training, the full training cost is repayable. The amount then tapers as a reducing amount over years 2 and 3.
 - iii) Widen the radius for the relocation allowance (Currently 10 miles from District boundary);
 - iv) Review of structures, roles and responsibilities, and use of market related payments (reviewable every two years) - where finances permit;
 - v) Improvement of the kitchen areas for staff;
 - vi) Introduce a lower rate for car loans (Currently 2.55%);
 - vii) Extend the period before which MRPs are reviewed;
 - viii) Create a recruitment microsite for the Council to better advertise vacant posts and consider different places to advertise such as local press and social media (Linkedin, mumsnet etc.)
 - ix) Review structures as part of the current Customer Redesign initiative, introducing career grades to support career development and succession planning;
 - x) Encourage greater use of apprentices, funded through the apprenticeship levy.

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- xi) Consider a referral payment to staff who introduce an individual who then successfully takes up a position within the council. To be paid once new member of staff has successfully completed probation or 6 months of employment without issue; and
 - b) Officers to implement the recommendations, as appropriate, as operational decisions, and investigate and report back on the recommendations which were not.
- b) Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects

Members considered the recommendations from the Community Infrastructure Levy (CIL) Spending Board. The Chairman of that Board indicated that he believed the meeting had gone well and that various matters of procedure and governance would be considered at a later date.

Resolved: That

- A) the £34,000.00 funding applied for, for the scheme “Edenbridge Public Toilets” be approved on the following grounds
 - i. Strong economic, social and environmental benefits to the community
 - ii. Partnership working with other organisations;
 - iii. There is sufficient certainty that the scheme will be delivered
 - iv. Need for the scheme is identified in an adopted plan or strategy
 - v. Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.
- B) a) subject to a legal agreement being signed within 6 months of the decision date, the £2,500.00 funding applied for, as set out in the report, for scheme “Otford Medical Practice Health Pod” be approved on the following grounds
 - i. strong economic, social and environmental benefits to the community
 - ii. strong local support for the project
 - ii. the CIL contribution will be matched by funding from other sources
 - iv. that there is sufficient certainty that the scheme will be delivered
- b) if the legal agreement was not signed in accordance with (a) above then funding applied for would be refused for failure to ensure the effective management of CIL funds.

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- C) the £10,000.00, applied for, as set out in the report, for scheme “Swanley Park Disabled Play Equipment” be approved on the following grounds:
- i. strong economic, social and environmental benefits to the community
 - ii. strong local support for the scheme
 - iii. the CIL contribution will be matched by funding from other sources
- D) a) subject to a legal agreement being signed within 6 months of the decision date and planning permission in accordance with the terms of the CIL application being granted within 5 years of the decision date, the £600,000.00 applied for, as set out in the report, for scheme “Edenbridge Integrated Health and Wellbeing Centre” be approved on the following grounds
- i. strong economic, social and environmental benefits to the community
 - ii. strong local support for the scheme
 - iii. partnership working with other organisations
 - iv. The CIL Contribution will be matched funded from other sources
 - v. The scheme forms part of a planned strategy to address the need for infrastructure
- b) if the legal agreement was not signed in accordance with (a) above then funding applied for would be refused for failure to ensure the effective management of CIL funds.
- E) the £1,200,000.00 funding applied for, as set out in the report, for scheme “Bat & Ball Community Centre” be approved on the following grounds:
- i. strong economic, social and environmental benefits to the community;
 - iii. strong local support for the project
 - iv. the scheme forms part of a planned strategy to address the need for infrastructure
 - v. there is sufficient certainty that the scheme will be delivered.
- F) a) subject to a legal agreement being signed within 6 months of the decision date and secured funding from other sources the £185,000

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applied for, as set out in the report, for scheme “New Village Hall/Sports Pavilion Project” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community
 - ii. the CIL contribution will be match funded from other sources
 - iii. there is sufficient certainty that the scheme will be delivered
- b) if the legal agreement was not signed in accordance with (a) above or if the remaining funding was not secured from other sources then funding applied for would be refused for failure to ensure the effective management of CIL funds.

CHANGE IN AGENDA ITEM ORDER

With the agreement of Cabinet, the Chairman brought forward consideration of Agenda Item 8 - Land at Jenkins Neck Wood, Shacklands Road, Badgers Mount (Minute 60).

60. Land at Jenkins Neck Wood, Shacklands Road, Badgers Mount

The Chairman presented a supplementary report (further to the report considered by Cabinet on 6 December 2018, Minute 50) which attached a letter from the Solicitors acting for the owners of 1 Shacklands Cottages which had requested that the letter was considered by Cabinet when taking decisions on the proposed disposal of surplus property assets at Jenkins Neck Wood, Shacklands Road, Badgers Mount. He indicated his view that the Badgers Mount Parish Council should be afforded the opportunity to purchase the freehold of the woodland for a deferred capital payment.

The Head of Economic Development and Property indicated that he considered that the long leasehold interest held by 1 Shacklands Cottages could be converted to the freehold, the payment for the leasehold having equalled that which would have been made for the freehold. He also indicated that Cabinet could ask Badgers Mount Parish Council to provide a future management plan or at least evidence of arrangements to manage the woodland as part of any negotiations.

Public Sector Equality Duty

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

It was moved by the Chairman and

Resolved: That

- a) Delegated authority be given to the Head of Economic Development and Property to agree detailed Heads of Terms and to dispose of the freehold

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interest in the surplus land at Shacklands Road, Badgers Mount to Badgers Mount Parish Council for a deferred capital payment;

- b) b) The part of the land currently held under a 99 year lease by 1 Shacklands Cottages be converted to freehold and delegated authority be given to the Head of Economic Development and Property to dispose of the freehold to the tenant for a nominal consideration.

61. Budget Update 2019/20

The Portfolio Holder for Finance presented the report which followed on from the report to Cabinet on 6 December 2018 and contained changes resulting from the Provisional Local Government Finance Settlement which was announced on 13 December.

The Portfolio Holder indicated that he was pleased to report that there was presently only a £3,000 per annum budget gap, subject to later discussions on SCIA's. He highlighted the Council Tax increase options. The current assumption in the budget was a 2% increase for 2019/20 as that was the expected referendum limit at the time of the assumptions. In the settlement, the referendum limit was increased to the higher of 3% of £5 for districts. By implementing the maximum increase for this council of £6.21 per annum for a Band D property, an additional £103,000 of Council Tax income per annum could be raised.

The Portfolio Holder indicated his hope that the Council would remain financially self-sufficient from direct Government funding and once again have a balanced 10-year budget.

The Chief Finance Officer reiterated that the Provisional Local Government Finance Settlement had been published on 13 December and further detail had been announced since. The most relevant points in the settlement were that negative Revenue Support Grant (RSG) had been removed, the Business Rates Retention Pilot for 2019/20 was not successful but that the Council would still receive more than the safety net assumed in the 10-year budget and that the Council Tax referendum limit had been increased from 2% to the higher of 3% or £5.

The Advisory Committees had put forward a number of growth and savings proposals which were discussed by Cabinet in December. He set out that these would need to be considered and that there were three potential resolutions in respect of each. He also explained that Cabinet needed to recommend the Council Tax increase for 2019/20 and depending upon that resolution to issue further instructions if necessary.

Public Sector Equality Duty

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

Resolved: That

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- a) Members gave consideration to each of the growth and savings proposals in Appendix E and made the following recommendations:
- i. The following SCIA's were supported and were to be included in the budget:
 - SCIA16 - Asset Maintenance: an ongoing growth item of £100,000 be included in the 2019/20 budget with a review to be carried out each year as part of the budget process taking into account any changing asset maintenance requirements and other funding demands within the Council.
 - SCIA17 - Parish Projects (capital): any unused capital budget will not be carried forward.
 - ii. The following SCIA's should be investigated further and considered for the 2020/21 budget setting process.
 - SCIA19 - Agenda printing, delivery and postal arrangements: a Member Working Group to be set up.
 - SCIA20 - Training for taxi knowledge test: investigate a trial at this council only.
 - SCIA21 - MOT testing: investigate advertising and the potential financial benefits.
 - iii. The following SCIA's should be kept on the list for possible future investigation.
 - SCIA18 - Responding to legislation
- b) A Council Tax increase of 2.97% for 2019/20 be recommended to Council.

62. Calculation of Council Tax Base and other tax setting issues

The Portfolio Holder for Finance presented the report which set out details of the calculation of the District's tax base for council tax setting purposes. These figures were used to determine tax rates for each of the council tax bands once the Council's budget requirement was known. The report also advised Members of the timetable for setting the 2019/20 council tax.

The Chief Finance Officer set out that as part of the budget cycle the Council was required to calculate the Council Tax base of the District for tax setting purposes for the coming financial year. The calculation had to be approved by Cabinet and Full Council. The tax base was determined by converting all property and occupancy data to the equivalent number of band D properties and this figure was used to calculate the band D charge.

This report showed that the tax base for 2019/20 would be 50,772.34 which was an increase of 1.7%. A collection rate of 99.4% had been included which was the same as the rate used in 2018/19.

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The Chief Finance Officer reiterated that the timetable leading up to setting the Council Tax for 2019/20 was also included in the report. The major precepting authorities' council taxes should be known in advance of the Council setting the tax for the whole District on 26 February 2019.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) the report of the Chief Finance Officer for the calculation of the Council's tax base for the year 2019/20 be approved;
- b) pursuant to the report of the Chief Finance Officer and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2019/20 shall be 50,772.34;
- c) pursuant to the report of the Chief Finance Officer and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2019/20 for the calculation of local precepts shall be:

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,460.65
Badgers Mount	334.28
Brasted	778.50
Chevening	1,450.74
Chiddingstone	602.66
Cowden	435.77
Crockenhill	660.41
Dunton Green	1,323.31
Edenbridge	3,556.04
Eynsford	945.99
Farningham	664.59
Fawkham	283.39
Halstead	782.28
Hartley	2,555.38

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Hever	610.42
Hextable	1,666.94
Horton Kirby & South Darent	1,299.56
Kemsing	1,839.00
Knockholt	634.77
Leigh	948.18
Otford	1,709.88
Penshurst	835.95
Riverhead	1,249.06
Seal	1,253.83
Sevenoaks Town	9,637.63
Sevenoaks Weald	615.09
Shoreham	685.46
Sundridge	932.07
Swanley	5,607.45
Westerham	2,068.71
West Kingsdown	2,344.35

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

63. Annual Review of Parking Management arrangements for 2019-20

The Portfolio Holder Direct & Trading Services presented a report which informed Members of the outcome of the public consultation on the annual review of parking management arrangements for 2019-20, which had proposed a moderate increase in the daily and season ticket charges in the Council's Bradbourne car park, and amendments to the maximum stay periods in Sevenoaks town centre car parks.

Public Sector Equality Duty

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

Resolved: That

- a) the responses to the public consultation be noted; and
- b) the revised parking management arrangements for 2019-20 as detailed below, be agreed

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Areas for consideration: Review of Fees and Charges 2019-20				
Off Street				
			Current	Revised
		Up to 30 mins	70p	No Change
		Up to 1 hr	£1.50	
1A	Blighs	Up to 2 hours	£3	
		Up to 3 hours	£5	
		Up to 4 hours	£10	
1B		Up to 1 hr	£1	Revoked £4.50 No Change £4.50 No Change £92 £23 No Change
	Buckhurst 1	Up to 2 hours	£2	
	South Park	Up to 3 hours	£3	
	Suffolk Way	Up to 4 hours	£4	
		Up to 5 hours	£4.50	
	Buckhurst 2 Weekdays	Up to 5 hours	n/a	
		Over 5 hours and all day	£4.60	
	Buckhurst 2 Saturdays	Up to 1 hr	£1	
		Up to 2 hours	£2	
		Up to 3 hours	£3	
		Up to 4 hours	£4	
		Up to 5 hours	n/a	
		Over 5 hours and all day	£4.60	
	Buckhurst 2 Season Tickets	Annual Season Ticket	£859	
		Quarterly Season Ticket	£224.75	
		Monthly Season Ticket	n/a	
		Weekly Season Ticket	n/a	
		Resident Permit	£35	
1D	Council Offices	Saturdays & Sundays	Free	No Change
2A	St Johns St James	Up to 30 mins	20p	No Change
		Up to 1 hr	40p	
		Up to 2 hours	60p	
		Up to 4 hours	£1	
		Over 3 hours and all day	£3.10	
		Annual Season Ticket	£429	
		Quarterly Season Ticket	£117.25	
		Resident Permit	£35	
2B	Bradbourne	Up to 1 hr	£1	£8 No Change
		Up to 2 hours	£2	
		Up to 3 hours	£3	
		Up to 4 hours	£4	
		Up to 5 hours (weekdays)	£5	
		All day (weekdays)	£7	
		All day (weekends)	£5	
	Bradbourne Season	Premium Bay	£2,500	

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		Annual	£1,110	£1,300
		6 Monthly	£565	£660
		Quarterly	£287.50	£335
		Monthly	£140	£160
		Weekly	£35	£40
2D		Up to 30 mins	30p	No Change
	Bevan Place	Up to 1 hour	50p	
	Park Road	Up to 2 hours	70p	
	Station Road	Up to 4 hours	£1.10	
		Over 4 hours and all day	£4	
2E	Bevan Place Season Tickets	Annual	£396	
		Quarterly	£109	
Areas for consideration: Review of Fees and Charges 2019-20				
Off Street (continued)				
			Current	Revised
2F	Darent	Up to 30 mins	Free	No Change
		Up to 1 hr		
		Up to 2 hours		
		Up to 3 hours		
		Up to 4 hours	£1.50	
		Over 4 hours and all day	£3.50	
2G	Quebec Avenue	Up to 15 mins	10p	
		Up to 30 mins	20p	
		Up to 1 hr	50p	
		Up to 2 hours	70p	
		Up to 4 hours	£1.20	
		Over 4 hours and all day	£3.10	
2H	Vicarage Hill	Up to 15 mins	10p	
		Up to 30 mins	20p	
		Up to 1 hr	60p	
		Up to 2 hours	£1.50	
Areas for consideration: Review of Fees and Charges 2019-20				
On Street				
			Current	Revised
3A		Up to 30 mins	50p	No Change
	High Street	Up to 1 hour	£1	
	London Road	Up to 2 hours	£2	
	South Park	Sunday	2 hours max stay	
3B	Sevenoaks Town	Up to 30 mins	20p	
	Holly Bush Lane	Up to 1 hour	60p	
	Plymouth Drive	Up to 2 hours	£1.30	
		Over 2 hours and all day	£3	
3C	Sevenoaks Station Morewood Close (West)	Up to 30 mins	20p	

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		Up to 1 hour	60p		
		Up to 2 hours	£1.30		
		Up to 4 hours	£2.40		
3D	Sevenoaks Station	Up to 30 mins	20p		
	St Botolphs	Up to 1 hour	60p		
	Ashley Close	Up to 2 hours	£1.30		
	Morewood Close (East)	Up to 4 hours	£2.40		
		Over 4 hours and all day	£5.50		
3E		First	£35		
	Sevenoaks District	Second	£70		
	Resident Parking Permits	Third	£125		
		Fourth	£250		
3F	Resident Vistors	Book of 5	£6		
3G		Town Annual	£270		
		Town Half Yearly	£135		
		Town Quarterly	£67.50		
		Station (West) Annual	£765		
		Non-Resident Parking Permits	Station (West) Half Yearly	£382.50	
			Station (West) Quarterly	£191.25	
			Station (East) Annual	£650	
			Station (East) Half Yearly	£325	
4A	Knockholt	All Day	£3.50		
		After 2pm up to 6pm	£2.40		
4B	Godsel Rd/Azalia Dr	Up to 30 mins	20p		
		Up to 1 hour	60p		
		Up to 2 hours	£1.30		
		Up to 4 hours	£2.40		
Areas for consideration: Review of Fees and Charges 2019-20					
On Street					
			Current	Revised	
4B	Godsel Rd / Azalia Dr	Over 4 hours and all day	£3.50	No Change	
4C	Westerham On Street	15 minutes	10p		
	The Green	30 minutes	20p		
	The Grange	1 hour	60p		
	Market Square	2 hours	£1.50		
4D		15 minutes	10p		
	Westerham On Street	30 minutes	20p		
	Fullers Hill	1 hour	60p		
	Croydon Road	2 hours	£1.50		
		3 hours	£2.50		

64. Economic Development Strategy 2018-2021

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The Portfolio Holder for Economic and Community Development presented the report, which detailed the responses to the consultation on the draft Economic Development Strategy 2018/21 and recommended adoption of the Strategy. The Strategy had three areas of common interest, being Innovation and Technology, the Rural Economy and Sustainability. The Portfolio Holder also set out that the Strategy was based around five themes, being Growth and Investment, Infrastructure, Visitor Economy, Skills and Enterprise. He thanked officers for their input into the Strategy and explained how the Council had gone about taking the views of businesses and residents in producing the document.

Public Sector Equality Duty

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

Resolved: That the Economic Development Strategy be approved.

THE MEETING WAS CONCLUDED AT 8.18 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 14 January 2019. The decisions contained in Minutes 59 and 61(a) take effect immediately. The decisions contained in Minutes 60, 63 and 64 take effect on 22 January 2019. Minutes 61(b) and 62 are recommendations to Council.